

## COM1000 Syllabus

**Instructor:** Michael Harmon

**Contact:** [michael.harmon@ufl.edu](mailto:michael.harmon@ufl.edu) or send a message through your Canvas inbox.

**Office location:** 414 Rolfs Hall

**Office Hours:** Monday/Wednesday from 2-3:30pm, [click here to make an appointment](#).

**Course meetings:** Asynchronous (no mandatory meetings)

**Teaching Assistant:** Nicole Kinbarovsky

**Office Hours:** TBA and by appointment.

**Contact:** [kinbarovskyn@ufl.edu](mailto:kinbarovskyn@ufl.edu) or send a message through your Canvas inbox.

**Course Website:** <https://elearning.ufl.edu/>

**Credits:** 3

**Gen Ed:** *Satisfies Social Science General Education requirement.*

Social and behavioral science courses provide instruction in the history, key themes, principles, terminology, and underlying theory or methodologies used in the social and behavioral sciences. Students will learn to identify, describe and explain social institutions, structures or processes. These courses emphasize the effective application of accepted problem-solving techniques. Students will apply formal and informal qualitative or quantitative analysis to examine the processes and means by which individuals make personal and group decisions, as well as the evaluation of opinions, outcomes or human behavior. Students are expected to assess and analyze ethical perspectives in individual and societal decisions.

A minimum grade of C is required for general education credit.

## Course Description

Communication is a fascinating subject that we can all relate to in almost every aspect of our lives. It is impossible to avoid communicating in the world we live in. So, how do we communicate and why do we need to? This course will cover all sorts of communication theories from different academic areas of focus such as interpersonal, organizational, intercultural, rhetorical, verbal, non-verbal, mediated, small-group, and mass communication theories. (S)

## Course Objectives

At the end of this course, students will be able to:

1. Articulate personal benefits of studying communication.  
Assessed through Packback Discussions.
2. Explain how perceptions impact behaviors, and therefor impact communication.  
Assessed through Packback Discussions, Quizzes, and Exams.
3. Describe the general conceptions and categorizations of communication.  
Assessed through Packback Discussions, Quizzes, Exams, and Theory Depiction.
4. Apply individual theories to real-world situations.  
Assessed through Packback Discussions, Quizzes, and Exams.

## Course Texts

O-Hair, D., Wiemann, M., Mullin, D., & Teven, J. (2021). Real Communication (5th ed.)  
Macmillan Learning

## Required Subscription and Technology:

Required subscription to Packback. [www.packback.co/product/pricing](http://www.packback.co/product/pricing). You will need this subscription for engaging in the discussion board posts for this course.

You will also require internet Access and you need to check your Gatorlink Email on a regular basis. (For any questions on this policy, please see the Computer Requirements as discussed under the General Requirements in the University catalog or UF Computer and Software Requirements on the web.), and MS Word (or other word processing software that is compatible with MS Word).

## Course Assignments:

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Assignment	Description	SLOs	Total Pts
Packback Discussions	14 weekly discussion posts and peer responses	1-4	140pts
Quizzes	7 Module quizzes on Canvas	2-4	310pts
Exams	2 Exams (noncumulative)	2-4	200pts
Theory Depiction	1 Visual depiction of a theory and example	3	70pts
Extra Credit Opportunities	2 extra credit exam question opportunities and an example of a theory.	1-4	25pts

### Packback Discussions Board Posts:

You will partake in 14 weekly discussion board posts with 2 responses to peers in each discussions. These discussions will be posted on Packback. Each discussion board post is worth 5 pts and each of your 2 responses to other posts is worth 5 pts to add to a total of 140pts.

### Quizzes:

There will be 7 Module quizzes on Canvas based on each of the modules in this course. There is a syllabus quiz worth 10 pts due in the first module and then each quiz will be worth 50pts from modules 1-6.

### Exams:

There are 2 exams in this course that are non-cumulative. Exam 1 occurs in module 3 and Exam 2 occurs in module 7.

### Theory Depiction:

You will create one visual artwork depicting a theory of your choice covered in this course in module 5 and respond to 2 other students' submissions. You will also respond to the feedback you receive on your own theory depiction submission.

### Extra Credit Opportunities:

#### Exam EC (up to 20 pts)

I may end up using some of the questions for the exams based on questions you create. For extra credit, write 10 questions & answers for each exam. Use a mixture of multiple choice and T/F types of questions ONLY. Indicate the answers directly below each question and make sure multiple-choice questions have 4 possible answers each. (Note: Separate & label questions by Module). Each set of questions is worth up to 10 points added to your total point score (out of 1000) for the course.

#### Pop culture EC (5 pts)

Additionally, I am always looking for real-world examples in articles, video clips, etc. to use in class to demonstrate a particular concept we are covering. You may submit an example on Canvas that you think will be interesting and relevant to the rest of the class, and if I like it, you will receive 5 extra credit points.

### Course Grading

#### Grading Scale (for letter grades).

*There will be no curving of final grades or rounding up point totals.*

930-1000 pts	A	730-769 pts	C
900-929 pts	A-	700-729 pts	C-
870-899 pts	B+	670-699 pts	D+
830-869 pts	B	630-669 pts	D
800-829 pts	B-	600-629 pts	D-
770-799 pts	C+	< 600 pts	E

E1\*

- \*Stopped attending or participating prior to end of class.

#### Grade expectations:

Assigned grades	Quality of work
A	Excellent work; clearly exceeds requirements and upper-division student work
A-	Very good; clearly and substantially meets requirements
B+	Good performance; meets the standards of the requirements
B	Meets the standards of the requirements
B-	For the most part, meets the standards of the requirements
C+	Barely meets the standards of the requirements
C	Poor performance; does not meet the standards of the requirements
C-	Very poor performance; clearly and substantially below the standards of the requirements

**Note:** A grade of c- is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit. For more information on UF's Grading Policy, please visit: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

### **Grade Disputes:**

You have seven days after grades are posted or returned to dispute a grade. After 7 days, your grade for that assignment will not be reassessed. To dispute a grade, submit by Canvas Inbox or gatormail a clear and reasoned explanation (with evidence) why your grade should be higher. Dr. Harmon will consider and respond to that dispute within 7 days with one of three outcomes: your grade remains unchanged, your grade is raised, or your grade is lowered.

### **Course Policies**

**Late Assignments:** Late work is accepted on a case-by-case basis and only with a valid explanation that typically includes some form of acceptable documentation to excuse you for missing the due date. The online and Module based nature of this course mean that students are able to work around most University activities with advanced planning. Forgetting about an assignment or having course work in other classes are not reasons for an extension. If you have an unexpected event that impacts your ability to submit your work on time, please contact your TA through Canvas Inbox to request an extension.

There is **no grace period nor is there any make-up** policy for Quizzes or Exams. If you miss a Quiz or Exam, you will receive a zero for that assignment if you don't have any sort of official documentation to excuse you.

Requirements for make-up assignments, and other work in this course are consistent with university policies that can be found in the online catalog page on attendance policies.

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

### **UF Policies**

#### **Accommodations**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started](#) with the Disability Resource Center. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

#### **Academic Honor Code:**

UF students are bound by The Honor Pledge which states, "We, the members of the university of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions.

[Click here to read the Conduct Code](#). If you have any questions or concerns, please consult with the instructor.

## **Netiquette:**

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats. [Click here to view the UF online course netiquette guide.](#)

## **Course Evaluations:**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals.

Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>.

Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>. Summary results of these assessments are available to students at Gator Rater.

## **Getting Help**

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- (352) 392-HELP
- UF Helpdesk

Any requests for make-ups due to technical issues **MUST** be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You **MUST** e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

## **Campus Resources**

U Matter, We Care: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care](#) website to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.

University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608;

Visit the UF Health Emergency Room and Trauma Center website.

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

# Weekly Schedule

(Note that revisions may occur during the semester. I'll notify you of any changes).

*\*Unless otherwise stated, all assignments are due on Canvas before midnight*

<b>Week/Date</b>	<b>Module</b>	<b>Readings</b>	<b>Homework</b>
Week 1 8/22-8/25	Module 0: Welcome & Syllabus	View materials on Canvas	
Week 2 to 3 8/26-9/8	Module 1: Communication: Essential Human Behavior	Ch. 1-3 and view other materials on Canvas.	Syllabus Quiz due by 9/1  Packback DB post 1A due by 8/30 & 2 responses due by 9/1  Packback DB post 1B due by 9/6 & 2 responses due by 9/8  Quiz #1 due by 9/8
Week 4 to 5 9/9-9/22	Module 2: Research approaches and Non/Verbal	Ch. 4-5 and view other materials on Canvas.	Packback DB post 2A due by 9/13 & 2 responses due by 9/15  Packback DB post 2B due by 9/20 & 2 responses due by 9/22  Quiz #2 due by 9/22
Week 6 to 7 9/23-10/6	Module 3: Cultural Diversity and Listening	Ch. 8-9 and view other materials on Canvas.	Packback DB post 3A due by 9/27 & 2 responses due by 9/29  Packback DB post 3B due by 10/4 & 2 responses due by 10/6

			Quiz #3 due by 10/6 Exam 1 due by 10/6
Week 8 to 9 10/7-10/20	Module 4: Interpersonal and Conflict	Ch. 10-12 and view other materials on Canvas.	Packback DB post 4A due by 10/11 & 2 responses due by 10/13  Packback DB post 4B due by 10/18 & 2 responses due by 10/20  Quiz #4 due by 10/20
Week 10 to 12 10/21-11/10	Module 5: Leading, Groups and Organizations	Ch. 13-17 and view other materials on Canvas.	Packback DB post 5A due by 11/1 & 2 responses due by 11/3  Packback DB post 5B due by 11/8 & 2 responses due by 11/10  Quiz #5 due by 11/10  Theory Depiction due by 11/10
Week 13 to 14 11/11-11/24	Module 6: Public Communication	Ch. 13-17 and view other materials on Canvas.	Packback DB post 6A due by 11/15 & 2 responses due by 11/17  Packback DB post 6B due by 11/22 & 2 responses due by 11/24  Quiz #6 due on 11/24
Week 15-16	Module 7: Communication in Contexts	Appendix B,	Packback DB post 7A due by 11/29 & 2

11/25-12/8		Other materials on Canvas	responses due by 12/1  Packback DB post 7B due by 12/6 & 2 responses due by 12/8  Exam 2 due on 12/8
------------	--	---------------------------	--