

COM 100: Introduction to Human Communication

Tuesdays & Thursdays, 10:40 – 11:55 AM, Fall Semester 2003, Neeb Hall, ASU Main Campus

INSTRUCTIONAL TEAM

Professor: Benjamin J. Broome (Ph.D., Communication)
Teaching Assistants: Emily Cripe and Sue-Ann Chia (M.A. students, Communication)
Classroom Apprentice: Michael Kosak (B.A. Student, Communication)

For contact information, office hours, and responsibilities, please see course web site. For inquiries, students should first approach the Teaching Assistants, who will refer cases to the Professor as appropriate.

ONLINE INFORMATION

Course web site: <https://my.asu.edu>
Hugh Downs School of Human Communication web site: <http://com.pp.asu.edu>

The course web site (using ASU's Blackboard system) will serve as the central information center for the course. You will find on our Blackboard site important announcements, updates to course schedule/syllabus, quizzes, online discussion forums, and other items of interest. You should check the Blackboard at least twice per week.

COURSE DESCRIPTION

This course provides an introduction to the basic theories, concepts, principles, and contexts of human communication. Students will learn how to reflect and think critically about communication in personal and public contexts. Emphasis will be given to aspects of communication such as culture, gender, identity, and relationships, with an examination of how people interact, share and construct messages, create meanings, and negotiate differences. The course will introduce each of the specialty areas of study within the Hugh Downs School of Human Communication, which include intercultural, interpersonal, organizational, performance studies, and rhetoric. Course activities will include lectures, classroom exercises, online discussion forums, and special assignments.

COURSE OBJECTIVES

This course is designed to help participants:

- Define and describe the complexity of human communication behavior
- Appreciate the cultural diversity that characterizes today's world
- Identify and describe the various contexts of communication study
- Explain the various features of communication common to all contexts
- Connect theoretical concepts of communication to real-life experience
- Begin to understand and speak the language of the communication discipline

COURSE MATERIALS

The **required** textbook for this course is *Communication Works*, by Teri Kwal Gamble and Michael Gamble, published by McGraw-Hill in 2002, available in the university bookstore. There is also an **optional** book, *Exploring the Greek Mosaic: A Guide to Intercultural Communication in Greece*, by Benjamin J. Broome, also available in the university bookstore. Those especially interested in intercultural communication might want to read this book, which will be associated with a bonus credit opportunity (described below).

COURSE REQUIREMENTS

1. **Exams** (270 points) – Three examinations will be administered to test comprehension of reading material, lectures, and material presented by guest speakers. Exams will consist of multiple-choice, matching, and true-false questions. The first 2 exams, each covering the material assigned for that part of the course (Sections 1 & 2 respectively), are worth 75 points each. The final exam will consist of 2 parts: Part one will cover the material assigned for Section 3 of the course, and it will be worth 60 points; Part two will consist of cumulative questions, and it will be worth 60 points. On exam days BRING TWO #2 PENCILS and your picture ID, which you must show when you turn in your exam to one of the proctors. *[Note: Students may choose to substitute the cumulative section of the final exam with one of the optional application assignments described below.]*
2. **Online Discussion Forum** (30 points): An online discussion forum, using ASU’s “Blackboard” system will allow students to respond to issues and questions posted by the instructor. At various times throughout the semester a topic will be posted on the discussion board. The discussion topics will center on readings, class discussions and class activities. A total of 10 forums will be posted, with each forum worth up to 3 points (for a total of 30 points for the 10 forums). Each entry will have a minimum/maximum word count requirement and a due date by which responses must be posted in order to receive credit. Responses cannot be posted after the due date.
3. **Optional Application Assignment** – Those students who desire a special learning opportunity involving face-to-face interaction may to complete a special application assignment (see descriptions below). Successful completion of this assignment will substitute for the cumulative portion of the final exam (60 points). These optional assignments will require more work and more time than will studying for the cumulative final, but they offer a more personalized learning situation, as well as the opportunity to write a short paper. Recommended especially for communication majors.

METHOD OF EVALUATION

1. Exams/application assignment 270 points (90% of grade)
2. Online Discussion Forum 30 points (10% of grade)

TOTAL..... 300 points

GRADING SCALE

A = 300 – 270 points (Outstanding)
B = 269 – 240 points (Good)
C = 239 – 210 points (Satisfactory)

D = 209 – 180 points (Unsatisfactory)
E = 179 points or lower (Failing)
XE = Academic dishonesty

OPTIONAL APPLICATION ASSIGNMENT CHOICES

In order to fulfill the optional application assignment, which can be used to substitute for the cumulative portion of the final exam, students must complete one of the following activities. You must download the appropriate form from our Blackboard site and turn it in by the end of our class period on September 9 to indicate which option you intend to pursue for your application assignment. Please note that successful completion of the requirements associated with your selected assignment is worth up to 60 points, depending on the quality of your written report.

1. **Voices of Discovery:** Participate in ASU's *Voices of Discovery* program, offered through the Intergroup Relations Center on campus. *Voices* meets approximately 12 hours during the semester (usually in 2-hour periods spread over 6-8 weeks), and you must attend the full program to receive credit. You must write a 500-800 word report that describes what you learned about communication from the project, connecting your learning to appropriate course concepts. To get involved, call (480) 965-1574 or go to www.asu.edu/provost/intergroup. For the *Voices* program, sign-in and designate COM 100 to receive attendance. *[Please note that because of high demand and the need to match students with an appropriate group, some students who apply for the Voices program might not be accepted. If there is room, these students will be able to participate in option 2.]*
2. **Facilitated Workshop on Diversity Issues:** Participate in a workshop on cultural diversity that will be led by graduate students in the Hugh Downs School of Human Communication. The workshop will take place all day (10:00 AM – 5:30 PM) on Saturday, November 15 (location to be announced). You must attend the full program to receive credit. The workshop will consist of facilitated discussion using a structured methodology that engages participants in generating, clarifying, and structuring ideas about diversity issues in particular settings (campus life, interpersonal relationships, workplace, etc.). At the end of the workshop, you will be asked to fill out a questionnaire about the workshop, and you must write a 500-800 word report that describes what you learned about communication from the project, connecting your learning to appropriate course concepts. Facilitators will provide us with the names of those who have successfully completed the workshop. *[Please note that we can accept the first 50 students who sign up for the facilitated workshops. If the slots are already filled, it will be necessary for you to take the cumulative portion of the final exam. It will also be necessary for you to take the cumulative portion of the final exam if the workshop has to be cancelled for any reason.]*

Applications assignments must be completed by Tuesday, December 2, 2003, and turned in at the end of class on that day. Late assignments cannot be accepted.

BONUS CREDIT

There will be several opportunities for earning bonus points for participation in class activities, online surveys, or online quizzes. In addition, there may be opportunities to participate in a research project outside class (the researcher must verify your participation with us before we will award your points). Although you are welcome to participate in as many bonus activities as you like, a maximum of 16 total bonus points can be counted toward the final course grade.

A special bonus assignment (worth 8 points) will involve reading our supplemental text, *Exploring the Greek Mosaic*, and attending a special extra-class session with the author on Wednesday, Nov. 12 (6:30 – 8:30 PM, location to be announced) to discuss the book. A multiple-choice quiz will be given at the beginning of the special session, covering points in the supplemental text, to make sure those in attendance have read the book. If you do not pass this quiz, in order to receive credit you must write a 500-word report in which you link selected concepts covered in the book to appropriate course concepts.

POLICIES AND EXPECTATIONS

COM 100 -- Professor Broome

1. **Attendance:** Class attendance is strongly recommended. You are responsible for any material presented in class, lectures, discussions, activities, etc. Lecture notes will NOT be posted online, and if you miss material that is distributed during class, you must make arrangements to get copies from a classmate. Please don't ask members of the instructional team for missed handouts.
2. **Appropriate Classroom Communication:** Remember that your behavior as a class member will influence those around you as well as the speaker's effectiveness. To help ensure that the lectures are good learning experiences, it is important to become engaged through active listening and appropriate participation in class activities. Disruptive behaviors include: Arriving late, leaving early or packing up belongings early, telephones ringing, watches beeping, pagers buzzing, etc. These interruptions constitute noise that will interfere with effective communication. Talking to classmates during lectures bothers people who sit around you. As an adult, plan your bathroom, smoke, phone call, and eating breaks before or after class, so that you do not need to leave the room during class sessions. Please respect the rights of those who are trying to listen, and please show respect to the instructor or guest lecturer by giving them your attention while they are lecturing to the class.
3. **Scheduled Assignments:** Exams must be taken on time and assignments must be handed in when due. Examinations will not be rescheduled except as warranted by University regulations. Any student with a university-excused absence (such as athletic team events or religious holidays) must notify the instructional team in writing by September 9 to make arrangements for a separate examination time. Similarly, students with disabilities who have special examination needs must notify the instructor in writing by September 9 to make exam arrangements. Late assignments can not be accepted. In emergency situations, students must contact and provide documentation to the appropriate offices in Student Services, who will notify the instructional team about the situation.
4. **Academic Honesty:** The College of Public Programs and the Hugh Downs School of Human Communication strongly believe in academic integrity; cheating and plagiarism is not tolerated. If a student is charged with academic dishonesty and found to be in violation, disciplinary action will be taken and a student's name will be kept on file. Disciplinary action may result in the student being suspended or expelled from the College, given an XE on his or her transcript, and/or referred to Student Judicial Affairs. For further information, please read the Student Academic Integrity policy and the code of conduct for The Hugh Downs School of Human Communication at: <http://com.pp.asu.edu/academic/acadintpol.html>
5. **Single Credit for Assignments:** Please note work used for credit in another course or program can NOT be submitted also for credit in COM 100.
6. **Incompletes:** We will follow university policy, which states that incompletes may be given only when "a student who is doing otherwise acceptable work is unable to complete a course because of illness or other conditions beyond the student's control" (ASU General Catalogue).
7. **Recording:** Any unauthorized recording or duplication of course materials including but not limited to lectures and handouts without the express, written consent of the instructor, is prohibited. These materials are protected by copyright under Arizona Common Law. If you wish to tape record for your own use you must show a student ID card prior to the class and obtain permission from one of the instructors. You must erase or destroy the tapes (or disk) by the end of the course.
8. **Unique Academic Needs:** Students with special academic needs who desire special testing or assignment considerations can be accommodated. Students should document their needs with the disability resources center and contact the instructional team within the first two weeks of class to discuss options.

COM 100, COURSE SCHEDULE (subject to change); Fall Semester 2003, Professor Broome

Week	Date	Topic	Reading Assignment/Class Activity
1	Aug. 26	Introduction to course	Course Syllabus
	Aug. 28	Overview of Communication	Chapter 1
2	Sept. 2		
	Sept. 4	Communication and Diversity	Chapter 2
3	Sept. 9	Communication and Self Concept	Chapter 3
	Sept. 11		
4	Sept. 16	Communication and Perception	Chapter 4
	Sept. 18	Language and Meaning	Chapter 5
5	Sept. 23	Diversity Issues in the Phoenix Community	Special Panel of Community Leaders
	Sept. 25	<<< Exam 1 >>>	
6	Sept. 30	Romantic Communication	Guest Lecture: Dr. Jess Alberts
	Oct. 2	Making Relationships Work: "Ask Dr. Dan"	Guest Lecture: Dr. Dan Canary
7	Oct. 7	Nonverbal Communication	Chapter 6
	Oct. 9	Listening and Critical Thinking	Chapter 7
8	Oct. 14	Understanding Relationships	Chapter 8
	Oct. 16	Gender and Communication	Guest Lecture: Dr. Angela Tretheway
9	Oct. 21	Relationships in Context	Chapter 9
	Oct. 23	Special Topic to be announced	Guest Lecture: TBA
10	Oct. 28	Group Decision Making & Problem Solving	Chapter 11
	Oct. 30	<<< Exam 2 >>>	
11	Nov. 4	Communication and Leadership	Chapter 12
	Nov. 6	Organizational Communication	Guest Lecture: Dr. Sarah Tracy
12	Nov. 11	*** Veterans' Day – No Class ***	
	Nov. 13	Managing Conflict	Chapter 13
13	Nov. 18	Building Peace in a World of Conflict	Special Presentation
	Nov. 20	Public Communication	Chapter 14, Appendix
14	Nov. 25	Rhetorical Criticism	Guest Lecture: Dr. Daniel Brouwer
	Nov. 27	*** Thanksgiving Break ***	
15	Dec. 2	Performance Studies	Guest Lecture: Dr. Linda Park-Fuller
	Dec. 4	Synthesis: Keys to Effective Communication	Course Evaluations Administered
16	Dec. 9	Wrap-up	
	Dec. 12	<<< Exam 3 >>>	Final Exam Period starts at 10:00 AM