

COMM 1010
Introduction to Communications

Instructor: Ms. Jennifer Skinner

Office: DAL2 200E

Email: Jennifer.skinner@untdallas.edu *

Office Hours: M&W: 1-3pm; Th: 3-7pm

Phone: (972) 338-1781

*Best way to contact me is via email. If you don't receive a reply within 24-48 hours, either re-send the email or call me.

REQUIRED MATERIALS:

- Lane, S. D., Abigail, R. A., & Gooch, J. C. (2016). *Communication in a civil society*. New York: Routledge. (ISBN: 978-0-205-77021-2)

REQUIRED SUPPLIES:

1. Email address that you check regularly (preferably your UNT Dallas account)
2. Access to a computer with Internet Access (you have this through any of the campus computer labs).
3. Your motivation, energy, excitement, curiosity, and hard work.

COURSE DESCRIPTION: Examination of how communication principles and skills influence our understanding of current social issues such as global climate crisis, health care, human rights, diversity, and poverty. Focus on practical applications and community engagement includes experimental learning with community partners. Oral communication skills and collaborative group building skills are emphasized. Satisfies a portion of the Understanding the Human Community requirement of the University Core Curriculum.

OBJECTIVES: By the end of this course, you should be able to:

1. Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
2. Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
3. Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness.
4. Recognize how to communicate within diverse environments.
5. Develop, research, organize, and deliver formal public speeches.

RECOMMENDED ADDITIONAL TEXT:

- American Psychological Association. (2010). *Publication manual of the American Psychological Association*. Washington, D.C.: American Psychological Association.
- OWL Purdue Online Writing Lab at

<http://owl.english.purdue.edu/owl/resource/560/1/>

(readings and materials may be supplied in class or posted to Blackboard.)

EXPECTATIONS: We all approach courses with certain expectations. The following are what I will expect of you during the course of this semester:

1. *Work hard* – learning requires constant read, research, think, discuss and work with me and your classmates to learn. Everyone has something important to contribute. My job is to present new information, and prepare a climate where you can contribute your own special knowledge. Your job is to be prepared and
2. *Participate* – you have to be an active part of the course to succeed. You will also have to give effort outside of class.
3. *Be there* – Attendance is vital, and is a part of my expectations and your evaluation.

Four absences are allowed. Any more than four absences will reduce your grade by five percentage points. See the current UNT Dallas catalog for the university's policy on student responsibility for missed classes and assignments. Be familiar with the university's drop policy. Students who anticipate being absent from class due to religious observance or university-sponsored activities should inform the instructor by the **second** class meeting. **If a student must be absent the day an exam is scheduled, he/she must notify the instructor at least a week before.**

Note regarding student absence due to religious observance: Students who anticipate being absent from class due to a religious observance are requested to inform the instructor by the second class meeting of such absences.

Student Absence for University-Sponsored Events and Activities: If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

4. *Have access to technology* – I will use Blackboard to communicate, post assignment sheets, present some feedback, and provide a space for you to communicate with your classmates. I will also post any extra readings on Blackboard. You need to check Blackboard regularly.
5. *Be responsible* – practice academic integrity and accept responsibility for your actions and choices.

Academic misconduct – includes, but is not limited to, cheating, unattributed use of others' work (including test and paper 'banks'), disruption of class, and discourtesy to, or harassment of, other students or your instructor.

Academic Honesty Policy: Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a "0" for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker's or writer's indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action.

6. *Be respectful* – treat others with respect and courtesy. Turn off all electronic devices including cell phones and MP3 players. No text messaging or checking your cell phone during class. Keep these devices in your back pack during class.

Do not use computers during class for reading/writing e-mail, surfing the Web, playing games, working on assignments for other classes, or writing letters. You may use a laptop computer only for taking class notes. If you use your laptop for any other purpose, I will require you to immediately close the computer.

RESOURCES: You need to take advantage of the different resources available to you at UNT Dallas:

Writing Center: Take advantage of writing help. The UNT Dallas Writing Center provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper. Location: DAL1 301. Appointments: 972.338.1755. For more information, please see <http://www.untdallas.edu/wc>.

Services for Students with Disabilities: In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services Office. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in DAL2 204, or call (972) 338-1777. Additional information is available at <http://www.untdallas.edu/disability>.

Additional Resources for Students

I am happy to make reasonable accommodations when appropriate, provided that you notify me in timely fashion. All personal information will be kept in strict confidentiality. Below is a list of additional support services for students:

Disability Services Founders Hall, 204 972.338.1777	Financial Aid & Scholarships Administration Bldg. 972.780.3662	Career Services Founders Hall, 205 972.338.1775
Library & Resources Founder's Hall, 117 972.338.1616	Academic Advising Administration Bldg., 1st Floor 972.338.1645	Counseling & Wellness Founders Hall, 200 972.338.1775
Student Affairs, Dean of Students, FH 200: 972.338.1775	Learning Commons DAL 1, 3 rd Floor http://www.untDallas.edu/aas/tutoring	Campus Police Founder's Hall, 131 972.780.3009

UNIVERSITY POLICIES:

State-Mandated Course Drop Policy: Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

Drop/Withdrawal Policy

Withdrawing from a course is a formal procedure which **YOU** must initiate; the instructor cannot do it for you. You may withdraw from a class in either Admissions or Advising. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of "F." Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel the need to withdraw.

Social Security and FERPA Statement: It is the policy of The University of North Texas at Dallas to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades

(e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation: Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Bad Weather Policy: On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.untDallas.edu. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Diversity/Tolerance Policy: Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses, will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate. This course is designed to be a safe open forum so that we may critically analyze and discuss crime theories. Thus, please adhere to the guidelines outlined in the Code of Student Conduct.

Students Rights and Responsibilities

You will find your Student Rights and Responsibilities including the Student Code of Conduct in the Academic Catalog. The link to the Academic Catalog is on the homepage at www.untDallas.edu. The direct link can be found here: <http://dallascatalog.unt.edu/content.php?catoid=7&navoid=145>

ASSIGNMENTS:

- A. Exams (100 points each x 3)
- B. Presentations
 - 1. Informative Speech (100 points)
 - 2. Personal Artifact (100 points)
 - 3. Information Interview (100 points)
 - 4. Group presentation (100 points)
- C. Class participation and activities, including participation in class discussions and attendance (200 points)

- D. Journals (200 points)
- E. Quizzes (25 points each x 4=100)
- F. Assignments (50 points each x 2=100)

1400 POINTS TOTAL

GRADING POLICIES:

A. Assignment Policy:

1. Assignments will be given throughout the semester. Students are responsible for all course materials, including, but not limited to, class lectures, handouts, workbook and textbook reading assignments.
2. Assignments and due dates may be changed at the instructor's discretion with fair notice to students.
3. Students must complete all assignments in order to pass the course. This does not mean that merely completing all assignments guarantees the student will pass the course.
4. Unless otherwise specified, assignments are due at the beginning of class.
5. **ALL PAPERS MUST BE TYPED OR WORD-PROCESSED USING: 1" margins, 12pt Times-New Roman or Arial Font, double-spaced, APA citations.**
6. SPELLING, GRAMMAR, AND NEATNESS COUNT!
7. Multiple pages must be stapled or paper clipped together. It is your responsibility to see this is accomplished.
8. NOTE: I am more than happy to review papers BEFORE they are turned in. To get my review, you must send me the paper 48 hours or more before the assignment is due.

B. *Late Assignments*: Late assignments will not be accepted. Assignments are due at the beginning of the class period on the date specified.

C. *Incomplete Grades*: Incompletes are given only in cases of severe illness, emergencies, or other significant or catastrophic events or circumstances.

Changes to the syllabus

This syllabus is considered a contract between you and me, but may be subject to change or modification. Any changes or modifications will be communicated to all class members during class and via Blackboard.

Assigned Readings and Presentations

Students are expected to read assigned material before class and participate actively in class. This includes actively engaging in class discussion and group exercises as well as taking notes on lecture material. It is your responsibility to know what is done in class and any changes in the syllabus even if you are absent. Additionally, please be prepared to present on your assigned presentation date. Please note that because time is limited for makeup assignments, if you miss class the day you are expected to deliver a presentation, you may not be able to make up the presentation. Make-ups will be considered only for major emergencies or serious illnesses when properly documented. If you should arrive late, please do not enter the classroom while a student is speaking. You could disrupt his or her train of thought and you certainly would distract the audience. Wait outside until that student has finished, and then enter. Better yet, come on time!

Active Learning

You are expected to take an active role in learning. If you are having trouble, come and see me – I will be glad to help. If there are things you do not understand, raise questions in class, as others may benefit from your inquiry. If you are hesitant to speak up in class, stop by after class or send me an email. I am here to assist in your learning, so do not hesitate if you need clarification or assistance.

Missed or Late Assignments

Failure to complete a quiz, submit an assignment, or be present for an oral presentation **will result in a zero for the work in question.** Late assignments will not be accepted unless the delay is due to a crisis for which you have documentation.

To help you get information about any class that you miss, you can use the 'buddy system.' Choose two classmates as your buddies. Exchange contact information so that if you are absent, you can contact on or both of your buddies for notes, assignments, and announcements.

Buddy Name: _____

Buddy Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Key Dates

Please take note of the following key dates for the fall 16-week session:

08/21/16 Last Day for 100% Tuition Refund

08/22/16 First Day of Class

08/26/16 Last Day for 80% Tuition Refund

09/02/16 Last Day for 70% Tuition Refund

09/05/16 Labor Day – No Classes

09/07/16 Census Day

09/07/16 Last day to drop a class without a “W”

09/12/16 Last Day for 50% Tuition Refund

09/19/16 Last Day for 25% Tuition Refund

11/18/16 Last day to drop a class with a “W”

12/7-12/13/16 Final Exams

Class Policies and Expectations

College-Level Reading, Writing, and Speaking Skills

College-level reading, writing, and speaking are expected. If your outlines or presentations do not meet college-standards, you will not receive credit for them. If you find you need help correcting grammatical and word choice errors, I strongly advise you to meet with a tutor in The Learning Center (M-216). I am happy to work with you to prepare and rehearse presentations to improve your fluency and articulation.

In addition to specific requirements for each paper assignment, please note the following guidelines in preparing all assignments:

- All written assignments must be typed.
- Format: Double-spaced, 12pt font, Times New Roman, 1" Margins, adhering to the APA Style Guide.
- All assignments must be submitted through Blackboard **before** midnight the day they are due.
- Be sure to proof read your written work before submitting in order to correct any grammatical errors or spelling mistakes. **Please note that grammar and spelling are considered in grading. Knowing how to write properly is an essential part of communication.**

*****If these requirements are not met, points will be deducted from your paper grade.*****

Presentation Policies

No profanity or content of a graphic nature. No children, animals, weapons, fire, grease (cooking) or dangerous objects. Any props you choose to use **MUST** be pre-approved by the instructor. Any prop used that has not been pre-approved will automatically reduce your grade for the presentation. All presentation topics must also be approved. Please be considerate and sensitive when choosing presentation topics. Please also be sensitive to the topic choices of others. It is important that this be a **SAFE** environment for everyone. Dress appropriately and professionally for each of your presentations.

Presentation Completion Requirement

Please note that according to college regulations, failure to complete the informative and persuasive presentation assignments results in an automatic F for the course, regardless of points accumulated.

Grade Disputes

Grades will be discussed only during the instructor's office hours. Please do not ask grade questions during class time. If you have an issue with your grade, please wait 24 hours, but no later than 48 hours before submitting an email articulating your concern about your grade. Please include a reference to the work in question. This will give both the instructor and the student time to carefully review all of the information. After 48 hours, your grade will not be changed.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untDallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided:

<http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Student Evaluation of Teaching Effectiveness Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

COMM 1010 – FALL 2016

I have read and understand the course expectations, division, and college policies and procedures, and the assignments and grades required for successful completion of this course outlined in this syllabus.

SIGNATURE

DATE

PRINT NAME