

COMM 1000: THE PROCESS OF COMMUNICATION

Fall, 2021

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Professor & Basic Course Supervisor

Office: Arjona 242. **Office Hours:** M/W 9:30-11:00 by Appointment only.

Availability: Regularly available electronically, and for more in-depth discussion by appointment during my weekly availabilities.

Email: All course-related inquiries should go to your TA. Your TA will forward the inquiry to me if they cannot address the matter on their own. If you need to speak with me about an issue that relates to your TA, you may email me at Stephen [dot] Stifano [at] uconn [dot] edu. You **MUST** include your discussion section number and TA name in the email. When in doubt, start by contacting your TA.

1. COURSE OBJECTIVES

COMM 1000 is designed to:

- Give you an overview of the scholarly discipline of human communication.
 - Demonstrate a multitude of viewpoints and subdomains in the study of human communication.
 - Provide you with methods to develop your communication skills, and engage in projects and activities that encourage the development of these skills.
 - Prepare you for future theoretical and real-world application of course concepts.
 - Prepare you for further exploration of communication-related phenomena in a variety of fields.
 - Make you acutely aware of the role of technology and media in all aspects of daily life.
 - Improve your understanding and practice of professional communication, with particular respect to new technologies and social media.
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2. COURSE MATERIALS

Textbook: COMM 1000: The Process of Communication – Custom Textbook Edition, McGraw Hill.

Note: Due to changes with the Publisher's Library, the Custom text was UPDATED for Fall, 2020 and is an entirely new text than previous editions. This text (with the navy blue cover) is the only one relevant for this course. Do not buy a used COMM 1000 textbook with the black cover.

Our textbook provides fundamental information for the lectures in the course and will be important in your efforts to prepare for exams and other assessments (particularly in the two thirds of the semester). Please keep in mind that our textbook is a custom spiral-bound edition built exclusively for this course, effective Fall 2020 containing different chapters and readings than previous textbooks – any older or used texts that students may have used for COMM 1000 in previous years will not be suitable for this semester.

You can Purchase the Physical Textbook at the UConn Bookstore.

PURCHASE THE COMM 1000 eBook Here: <https://create.mheducation.com/shop/#/catalog/details/?isbn=9781307635737>

HuskyCT: Our course HuskyCT site is your home for materials related to lectures, exams, research studies, and assignments. It will also be updated regularly with course announcements. Your discussion section's HuskyCT page will be home to your course grades, and any announcements or updates from your discussion TA. It is expected that you will check both regularly throughout the semester, especially to see grades posted in a timely fashion.

UConn Email Access: All announcements will be posted on HuskyCT and sent via email. Additionally, any time you want to email your discussion TA about course material or your individual performance, you must use a University email address (@uconn.edu).

3. COURSE ASSIGNMENT BREAKDOWN – THE COMM “1000”

Category	Item	Points (%)	Description	TRACK YOUR SCORES
EXAMS (600 TOTAL POINTS)				
The course will feature three exams: The first two exams will be worth 175 points each, and cover material from the first- and second portions of the course. Exam 3 will be cumulative (covering all three portions of the course) and worth 250 points. Exams will be predominantly multiple-choice in format. See “Course Policies” for more details and regulations for exams.	Exam One	175 (17.5%)	Covers <i>only</i> material from the first portion of the course.	
	Exam Two	175 (17.5%)	Covers <i>only</i> material from the middle portion of the course (after exam 1).	
	Exam Three	250 (25%)	Mildly Cumulative: Covers basic material from the <u>entire</u> course, and extended material from Part Three.	
ASSIGNMENTS (100 TOTAL POINTS)				
There will be two assignments over the course of the semester, each worth 50 points. These assignments will challenge you to incorporate what you’ve learned from our lectures and readings to propose effective solutions to communication problems. Assignments will differ in nature, but a complete rubric and instructions will be provided to allow you to succeed. The week <i>before</i> an assignment is due, we’ll unveil the assignment on HuskyCT to give you plenty of time to review it and complete it.	Assignment One: Act Like A...	50 (5%)	How do you manage issues of expectations and stereotypes? Available Week 1, due Week 3.	
	Assignment Two: The Cost of Disclosure	50 (5%)	What would you say (or not say) in these situations? Available Week 5, due Week 7.	
CREATIVE COMMUNICATION PROJECTS (80 TOTAL POINTS)				
As a part of our learning in the course, you will complete two creative projects that emphasizes your ability to communicate visually.	1000 Words	40 (4%)	Images can persuade and express – what do yours say?	
	Brevity	40 (4%)	Can you tell a story in 15 seconds?	
DISCUSSION PARTICIPATION (120 TOTAL POINTS)				
Participation is an important part of a course on Communication – and we use our Friday discussions to engage in activities where we can share viewpoints, discuss experiences, and work through social challenges. You’ll earn course credit for excellent participation in discussion classes. To earn full credit on this part of the course, you’ll need to engage in excellent participation for 8 discussion meetings over the course of the semester. There are no makeups for missed classes or poor participation – you need to participate actively in at least 8 of the 12 scheduled discussion classes to earn this credit.	#1:	15	Each time you engage in excellent participation in a discussion class meeting, you’ll earn 15 points. Write the dates of the 8 discussions where you earn credit to the left and add 15 points for each on the right. If you participate actively in more than 8 discussion meetings, just enter 8: you can only earn a maximum of 120 points for discussion participation.	
	#2:	15		
	#3:	15		
	#4:	15		
	#5:	15		
	#6:	15		
	#7:	15		
	#8:	15		
RESEARCH CREDIT HOURS (100 TOTAL POINTS)				
You may participate in up to 5 hours of research for this course, with each hour of research worth 20 points, for a total of 100. Research studies will be made available throughout the semester – see “Research Requirement” for more details. Note that 100 points is the maximum amount of research points that can be earned in the course.		100 (10%)	Add up the points for all studies that you’ve completed on the enclosed participation tracking page and list the total here. If your total is over 100, enter 100. →	
BONUS ASSIGNMENT (UP TO 50 TOTAL POINTS)				
We recognize that during a semester, some things may go wrong – you may miss an assignment or perform poorly on an assessment. To give you an opportunity to make up for these issues, we will offer a bonus assignment (worth up to 50 points) due during the final week of our course. We’ll provide details on the bonus assignment later on in the semester.		50		
COURSE TOTAL:		1000	YOUR TOTAL:	

4. COURSE GRADING SCALE

LETTER	POINTS	PERCENT
A	= 930-1050	(93.0 – 100%)
A-	= 900-929	(90.0 – 92.9%)
B+	= 870-899	(87.0 – 89.9%)
B	= 830-869	(83.0 – 86.9%)
B-	= 800-829	(80.0 – 82.9%)
C+	= 770-799	(77.0 – 79.9%)
C	= 730-769	(73.0 – 76.9%)
C-	= 700-729	(70.0 – 72.9%)
D+	= 670-699	(67.0 – 69.9%)
D	= 630-669	(63.0 – 66.9%)
D-	= 600-629	(60.0 – 62.9%)
F	= 000-599	(0.00 – 59.9%)

NOTES:

1. Any fraction of a point will be rounded UP to the next whole point (e.g. 728.3 = 729).
 - a. Note that this refers only to a single *point*, 1/1000th of the total course value.
 2. 600 points is the minimum threshold for passing the course. No student scoring less than 600 points will pass the course. There are no exceptions.
 3. The above grade scale is final and absolute. You MUST score the minimum amount of points to earn a given letter grade – close does not count. Asking Professor Stifano or your discussion TA for points that you did not earn is unacceptable.
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5. COURSE POLICIES

This is a very large course, which requires some substantial policies to ensure fairness to all students, efficiency, and accountability for both students and instructors. Please read through these policies carefully, and consult them throughout the semester when dealing with any issues that may arise. Hopefully, you won't need to come back to this too often – but it's important that you're familiar with the terms of the course from the start.

POLICIES PART I. - GRADED COMPONENTS OF THE COURSE

A. EXAMS: Three exams will be used to test your ability to learn the material in the course. The third exam will be mildly cumulative, covering some basic material from the entire semester, with an emphasis on Part Three of the course.

- All exams must be taken on the scheduled dates and in the allotted time windows. Exams must be completed by the end of the exam window; you cannot start an exam just before the deadline and then continue on past the deadline.
- Your exam answers are considered final.
- Any student caught aiding the performance of another student on an exam in any way will receive a grade of zero on the exam and may face more severe penalties such as a failing grade for the entire course.
- Unless otherwise specified, exams will be completed online. Exams will be made available through HuskyCT for at least 24 hours, and you will be expected to allocate the appropriate amount of time to complete the exam (50 minutes apiece for exams 1 and 2, up to 75 minutes for exam 3). **ALL ONLINE EXAMS SHOULD BE TAKEN ON A COMPUTER TO ENSURE HUSKYCT FUNCTIONS PROPERLY.** Please make an effort to find a reliable internet connection for your online exams, and ensure that you do not close the browser window in which you are completing the exam.
- ***Missed Exams & Emergencies:*** We will provide ample time for you to complete your online exams, and as

such we won't offer as much flexibility for missed exams following the window in which you can take the exam. If you anticipate not being able to complete an exam within the window of time in which it will be made available, you should contact your teaching assistant immediately. Please do not wait until after the exam has closed to contact us. Nonetheless, the policies below still apply:

- In the event of a death in the family, hospitalization, or other extreme extenuating circumstance that causes you not to be able to notify us while the exam is available, you should obtain verifiable documentation (e.g., a dated funeral program, hospitalization record, etc.) to petition to be able to make up the exam. In addition, you will be expected to contact your TA immediately.
- ANY Exception to the exam completion policy is not guaranteed and will be handled on a case-by-case basis. Your TA may consult with Professor Stifano for a final determination. All make-up exams must be completed within ONE WEEK of this notice.
- Once again, as a general rule, there will be **no makeups of missed exams without prior and sufficient documentation**.
- **For Students with Disabilities:** If you have a condition that may require special assistance or testing conditions due to medical consideration, please contact CSD (the Center for Students with Disabilities) to make the appropriate accommodations. Be sure to forward the proper documentation to your TA BEFORE the first exam (and as soon as possible).

B. ASSIGNMENTS & CREATIVE PROJECTS: Two Assignments and Two Creative Communication Projects will be offered this semester. The following policies govern these assignments; read them carefully.

DUE DATES / LATE SUBMISSIONS: All assignments are due on Fridays BY 4:59 PM Eastern. We set our deadlines in the course as the last minute of an hour (e.g. 4:59 PM). The project is due to be submitted BEFORE this deadline – not at, or after, the deadline. Any assignment turned in after the deadline will be considered late. To be clear, an assignment due at 4:59 PM that is submitted two minutes later at 5:01 PM is late. **You are expected to turn in work well ahead of the posted deadline in order to avoid late penalties.**

- A late assignment must be turned in **within 48 hours of the deadline** to receive any credit. Assignments turned in within 48 hours of the deadline will be penalized 15 points and then graded. This means that you will *begin* with a grade of 35/50 or 25/40, and *then* your TA will deduct any additional points based on the quality of your submission. This penalty is non-negotiable.
- Any late reflection submitted more than 48 hours after the deadline will NOT receive credit. This penalty is non-negotiable.
- EMERGENCIES: In the event of a sudden **major** emergency preventing you from submitting your assignment, it is expected that you will contact your discussion TA immediately and provide documentation of the emergency. Your TA will make the final decision about whether or not your circumstances merit an opportunity to submit the assignment after the deadline. If you are permitted to submit the assignment, it is expected that you do so ASAP. Please note that this policy is *only* in place for true emergencies; we reserve the right to deny you an opportunity to submit the assignment late if we do not think your circumstances are sufficient or if we think you are acting in bad faith. When in doubt, assume that the deadline for the assignment will apply to you.
- GRADING FOR CREATIVE PROJECTS: We recognize that the format for the creative project may take some students outside of their “comfort zone.” Please note that we will take this into account when grading projects. In addition to evaluating the quality of submitted projects, we will also consider the amount of effort put forth, the use of course concepts to guide the project, and the overall creativity of the project. Details regarding the grading for this project will be released via HuskyCT during the semester.

ACADEMIC DISHONESTY: Any student who submits an assignment containing all or part of another student (present or past)'s work will be given an automatic grade of 0 on the submission AND will be reported to the University for violating the student code of conduct. Furthermore, any student who provides another student with their own assignment materials (whether for purposes of review or for outright duplication) will be considered compliant in an act of academic dishonesty and also given an automatic grade of 0 on the submission. In short: Any instance of duplication among student submissions will result in a 0 grade for any and all parties involved. This penalty is non-negotiable; DO NOT provide other students your assignment for any purpose, and DO NOT copy any work of another student and submit it as your own. These are serious academic offenses.

C. DISCUSSION PARTICIPATION: Our weekly discussion sections will help you review material from lecture and have you participate in conversations, problem-solving activities, and scenarios that give you a broader perspective on human communication. Attending and actively participating in discussion is an essential part of this course. For each

week you attend and actively participate in discussion, you will earn 15 points, up to a maximum of 120 points (the equivalent of 8 weeks of discussion participation.) **Discussion participation will be graded on a pass/fail basis (pass=15/15, fail=0/15.)** Your TA will provide explicit instructions for what is required to constitute a pass grade for participating. Please note that since we *will* ask you to comment on course material and use it in discussion activities, you should make sure you've reviewed the course's most recent content before attending discussion.

- **Missed Discussion Classes:** There are no makeups for missed discussion classes. We have stipulated that full credit for discussion participation will be awarded by attending *and* sufficiently participating in eight discussion section meetings. At least 12 such meetings will occur this semester, ensuring there are plenty of opportunities to participate in the course and earn these points.
- **Grade Disputes:** There will be no grade disputes for pass/fail grades on discussion participation for any reason. Your Teaching Assistant's grade is final. Again, if you fall short on a given week, we encourage you to keep attending and participating in discussion to ensure you earn these points.

D. RESEARCH: Students are required to participate in 5 hours of research for this course (each 30 minutes of research completed is worth 10 course points; 5 hours equals 100 total points). Each research study will be declared as worth a certain amount of minutes when it is made available. Participation in any particular study is your own choice, and if you have any objection to a particular study or to being a research participant at all, you may request an alternative assignment from your TA that will act as a substitute so that you can earn credit. The alternative assignment is a small project (usually a written assignment) designed by the researcher to take the same amount of time as completing the study itself.

The purpose of required research in this course is to engage you in communication inquiry. As such, research studies outside of the COMM1000 "Research Studies" tab on HuskyCT will not be able to be completed for course credit. An overarching goal is for you to see how data is collected and think about how ideas and theories might be derived from the different studies in which you participate. Furthermore, this experience may prove to be useful to you if you later get involved with academic research and/or the field of communication.

All research opportunities will appear on HuskyCT; **it is your responsibility to monitor and participate in studies as they become available.**

- **STUDIES MUST BE COMPLETED HONESTLY:** A fundamental part of social science research is relying on participants to give thoughtful, honest answers to questions. When you participate in a research study, it is expected you will read each question carefully and respond honestly – failure to do so is a violation of our course's research ethics policy. Please take your participation in these studies seriously.
- **IMPORTANT:** Each time you complete a study you will be asked to fill out an online confirmation form. It is YOUR responsibility to enter ALL of your information correctly at the end of a survey or lab study (please note - this information is never tied to your survey responses or laboratory participation; it is merely collected to earn you course credit). If you enter the wrong discussion section number or accidentally close out of an online survey before submitting for credit, you may not receive credit. Enter your information carefully.
 - In the event of a computer malfunction while completing a research study, you should contact your TA immediately to do an alternative assignment for credit. **Under no circumstances should you ever re-start a survey or complete it twice.** Doing so can invalidate the results of the research and cause major problems for the researchers – we consider it to be unethical student behavior in this course.
 - Students who are caught completing a research study more than once are subject to the following penalties:
 - First offense: 20 point deduction toward research credit.
 - Second offense: 50 point deduction toward research credit.
 - Third offense: 100 point deduction toward research credit and ban from completing future studies.
 - Once again, we reiterate: DO NOT complete a study more than once.
 - Your TA will not post research credit to your gradebook until the study is completed (most studies run for about 1 to 2 weeks) – thus you will not be able to see your credit immediately. Please be patient.
 - Once your TA posts participation scores to HuskyCT, you have one week to petition your teaching assistant if you participated in the study but were not marked for credit. Your TA will then review your information and the data we have on the study to try to verify that you participated. If clear evidence can be found of your participation, you will be awarded credit; if no clear evidence can be found, you will not score points for the study. Note that once one week has passed since study participation is

posted to HuskyCT, you can no longer appeal for credit for a study.

- **NOTE:** A research-participation tracking worksheet has been included in the back of this syllabus. Please use it to keep your own personal records of which studies you have completed and when – this will help if you have any issues receiving research credit that you've earned. If you have issues accounting for your credit at semester's end, your TA will ask to see your completed tracking worksheet to help audit your research participation. If you do not have it completed, you may be out of luck.
- **COMM 1000 Research ethics policy:** If a student: claims to complete any study that they did not; fails to respond thoughtfully to a study they complete for credit; utilizes technology to circumvent an online study in any fashion for credit; or intentionally completes a study twice, you will receive an automatic 50 point deduction for the course. There are no exceptions to this policy.

POLICIES PART II. – COURSE PROCEDURES & CONDUCT

A. PARTICIPATION: You will be expected to **ACTIVELY** participate in this course on a weekly basis. This means attending lecture, checking HuskyCT regularly, paying attention to emails and announcements from the professor and your TA, reading/viewing any online content, completing assignments and exams, asking questions, and getting involved in discussions.

The information provided in lectures will help you better understand concepts that will appear on exams and will prepare you for course assignments. Also, some information may appear only in lecture: simply reading the text, or reviewing the posted lecture slides may not be enough to do well on quizzes or exams.

- **Remember, if you have an issue, contact your Teaching Assistant via email.**

B. EMAIL POLICY: WHAT HAPPENS WHEN YOU HAVE QUESTIONS?: There will be times during the semester when you have questions about course material, assignments, and course policies. In these cases, you should always do the following, in this order:

1. Consult the course syllabus. Many answers are contained here.
2. Consult the lecture materials, textbook, or assignment document (when applicable). These materials also obtain answers to several content- and assignment-related questions.
3. **EMAIL YOUR TEACHING ASSISTANT.** Your TA is always your contact for questions and concerns. Each TA coordinates 30-120 students from our two lectures, which means they know you and your work the best, and can respond to your question more quickly. If, for some reason, your TA cannot help you with your issue, they will consult with Professor Stifano and get an answer for you.
 - a. **In EVERY email you send, include your full name and discussion section number.** This information allows us to access important and relevant information (such as grades, attendance records, and project performance) when considering the issue you are presenting.
 - b. All emails should come from your @uconn.edu address. Student emails that are sent from third-party email addresses such as @gmail.com, @yahoo.com, etc. are not verified by the university and thus cannot be used to correspond about your academic performance.
 - c. Every email you send to your TA should be written **professionally**, including proper grammar, tone, and signature. Unprofessional emails, emails missing vital information, or emails written in a disrespectful manner will not be acknowledged. Remember: *How* you communicate matters.
 - d. Please allow 48 hours for a response from your TA, and 72 hours if you send your email on a Friday. Contacting Professor Stifano and saying "my TA did not answer me" less than 48 hours after emailing your TA is not acceptable.
4. **IF YOUR TA CANNOT/DOES NOT HELP YOU, CONTACT PROFESSOR STIFANO**
 - a. If you need to speak with Professor Stifano about an issue that relates to your TA or a judgment that has occurred that you feel is unfair, you may email him at Stephen.Stifano@uconn.edu to discuss the matter.
 - b. You **MUST** include your discussion section number and TA name in the email. You should also mention the issue that you would like to discuss and why you feel it is necessary to escalate it above your TA .
 - i. **All email policies from above apply:** Include your full name, discussion section number, and the name of your TA; send all emails from your @uconn.edu address; all emails must be written professionally and respectfully or they may not be acknowledged; please allow 48 hours for a response (72 hours if contacting on a Friday.)
 - ii. Professor Stifano's response to, or decision on any course issues presented is considered

final.

- iii. Emails that do not follow this policy will not get a response.
- iv. **When in doubt, contact your TA with questions and issues.** They will work to get your issue resolved quickly.

C. PROFESSOR'S AVAILABILITY: I will be available to discuss issues with students through my regular addresses to the whole course, and more specifically to personal issues/concerns via email. I also hold office hours each week, and am happy to meet with students provided they make an appointment in advance.

Email: Your TA is still your primary resource for handling immediate problems or addressing issues with grades and assignments. This is a matter of numbers: TA's have between 25 and 100 students – I currently have 650, so your TA is much more likely to get back to you efficiently given that their express role in this course is to support you. That said, there may still be times where you need or want to talk to me, and I'm here. In any emails, include your discussion section number, TA name, and a description of what you'd like to discuss. I'll get back to you as soon as I can, generally within 48 hours. At times, I may refer you to your discussion TA if they can readily help you with your issue more quickly/thoroughly than I can.

- **TA's Availability:** Your TA will be consistently available to work with you over the course of the semester. Once again, they are a very valuable resource in this course and can usually answer most questions you may have. Your TA will inform you of their plan for availability, best methods to contact them for various needs, and ways you can discuss course material with them over the course of the semester.

D. GRADE PROCEDURES, QUESTIONS, AND DISPUTES: All grades (on both assignments and exams) will be posted on HuskyCT. For exams, we do not directly return question-by-question results to you; you may schedule an appointment with your discussion TA via email to discuss where you went wrong on your exam if you choose, within one week of the exam grade being posted. If you have questions about, or issues with your grade on a given exam or assignment, please contact your TA via email. Please allow 48 hours for a response (72 hours if contacting on a Friday). This course uses a 24/7 policy: Please wait 24 hours after a grade is posted to contact your TA about a grade dispute, and the deadline for any grade dispute is one week from the date the graded assignment/exam is returned to you. No grade disputes will be considered after the deadline.

- **Grade disputes WILL NOT be considered the week before final grades are due unless the dispute concerns an assignment or grade that was posted within the previous 7 days. There are no exceptions to this policy.** By enrolling in this course, you acknowledge and agree that grades that are not disputed within one week of being posted are FINAL and will not be changed.
- Additionally, at the end of the semester it can be tempting for students to reach out to the professor or teaching assistant and ask for a boost to a higher final grade. Please note our universal policy on this: All grades for the course are final. They will not be reconsidered regardless of how close to a higher final grade a student may be. It is unfair to other students to do so. Additionally, begging for, pleading for, or providing special excuses for the instructor/TA to give you a better grade than you statistically earned is actually in violation of the University's code of conduct and what's expected from students in terms of ethical behavior. Please do not send emails or schedule meetings merely to beg for more points – we can't ethically give them to you, and you can't ethically ask for them, according to the policies set forth by this university.

E. CIVILITY: In this course, it is important that people and ideas are treated with respect, and that class time is used productively. Please avoid behaviors that make it difficult to accomplish our mutual objectives (e.g., showing disrespect to classmates, TA's, or the instructor; communicating unprofessionally.) This course will be run as an **adult** seminar, meaning that the golden rule is as follows: If you participate in a respectful, mature manner, you will be treated (and respected) as an adult.

A few additional notes related to our lecture and discussion sections: Please strive to have an overall open-minded attitude towards our work in this class. Not all of us will always agree, and every moment won't be perfect, but if we all approach the course *overall* with enthusiasm and respect for one another, our work will be more interesting and beneficial. Students who embody a consistently negative attitude, complain, make excuses, and generally serve as a classroom distraction detract from our mission and work in this class. Finally, please note that all course-related interactions reflect on you and your ability to communicate competently. This means that email messages and other forms of communication with your instructors and fellow classmates must be respectful, appropriate, and well formulated.

F. RELIGIOUS HOLIDAYS: The following is the University's official policy for missing work due to religious holidays:

“Students anticipating such a conflict should inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and should take the initiative to work out with the instructor a schedule for making up missed work.”

G. STUDENTS WITH DISABILITIES: If you are a student with a disability and would like to discuss special academic accommodations for the semester, please contact your TA and the Center for Students with Disabilities immediately to clarify your accommodations going forward in the term. **We cannot make any special accommodations if you have not met with CSD.**

1. Additionally, we recognize that some students require accommodations from the CSD that may require flexibility on certain course policies (such as due dates for assignments.) We will work hard to meet these accommodations, but it is your responsibility to discuss these accommodations with your TA as soon as possible, and to contact your TA about any missed work as soon as you can return to the course and complete work. Waiting until the end of the semester to revisit missed assignments is unacceptable – please do your part to stay in communication with us about any outstanding work that falls under your accommodations immediately when you are able to, as this is the only way that we can guarantee you an opportunity to complete missed work and/or makeup assignments.

H. STUDENT ATHLETES: If you are a UConn Student-Athlete, it is your responsibility to notify your Teaching Assistant of ANY and ALL absences from class that would require you to miss graded in-class assignments, quizzes, or exams. Merely counting on the travel letter provided by the Athletics department is not acceptable: It is YOUR responsibility to contact your Teaching Assistant before athletics travel, make arrangements to complete missed work, and inquire AFTER travel about any unannounced graded work you may have missed (such as quizzes or graded discussion activities.)

1. You have ONE WEEK from the date of a missed graded assignment, exam, or quiz to complete a makeup for any credit – after this period of time no makeups will be permitted.
2. Athletics travel does not grant you extensions for assignments submitted through HuskyCT with clearly defined due dates, such as our regular assignments and exams.
3. Please err on the side of caution and remain in close contact with your instructor regarding any missed class days and missed work.
4. NOTE ALSO: We generally do not excuse absences and late work due to Club Sports participation.

I. COURSE COPYRIGHT POLICY:

- Intentionally photocopying/scanning **any** material from our required textbook for individual use is a violation of U.S. copyright laws. Any student who violates U.S. copyright laws will be held accountable.
- **My lectures, notes, handouts, and displays are protected by state common law and federal copyright law.** They are my own original expression and I’ve recorded them prior or during my lecture in order to ensure that I obtain copyright protection. Students are authorized to take notes in my class; however, this authorization extends **only** to making one set of notes for your own personal use and no other use.
- You may not share copies of notes, slides, study guides, or other course material, or make commercial use of them without prior permission from me. This includes (but is not limited to) posting notes and study guides online or selling them through online note-sharing websites such as CourseHero.com. Please note that **uploading COMM 1000 materials to an online study notes web site, ESPECIALLY in exchange for profit or compensation (but not limited to when profiting) is a complete violation of the course copyright policy and my personal copyright. Such violations will be pursued to the fullest extent of the law and may also result in penalties related to your course performance. Do not do this.**

J. ACADEMIC HONESTY: The Student Conduct code states that “A fundamental tenet of all educational institutions is academic honesty; academic work depends upon respect for and acknowledgement of the research and ideas of others. Misrepresenting someone else’s work as one’s own is a serious offense in any academic setting and it will not be condoned.” It further states that, “A student who knowingly assists another student in committing an act of academic misconduct shall be equally accountable for the violation.” Please be aware that any instance of academic dishonesty will be pursued to the fullest extent allowable under University regulations – DO NOT take this lightly. See <http://www.dosa.uconn.edu/Code2.html> for more information on the University’s student code.

K UNIVERSITY RESOURCES:

Counseling and Mental Health Services: 486-4705 (after hours: 486-3427) www.cmhs.uconn.edu

Career Services: 486-3013 www.career.uconn.edu

Alcohol and Drug Services: 486-9431 www.aod.uconn.edu

University Policy Against Discrimination, Harassment and Related Interpersonal Violence

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate amorous relationships can undermine the University's mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate amorous relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University. Additionally, to protect the campus community, all non-confidential University employees (including faculty) are required to report sexual assaults, intimate partner violence, and/or stalking involving a student that they witness or are told about to the Office of Institutional Equity. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help. More information is available at equity.uconn.edu and titleix.uconn.edu.

Statement on Absences from Class Due to Religious Observances and Extra-Curricular Activities

Note: The COMM 1000 Course Policy coincides with this statement and should be referenced for students with anticipated absences.

Faculty and instructors are strongly encouraged to make reasonable accommodations in response to student requests to complete work missed by absence resulting from religious observances or participation in extra-curricular activities that enrich their experience, support their scholarly development, and benefit the university community. Examples include participation in scholarly presentations, performing arts, and intercollegiate sports, when the participation is at the request of, or coordinated by, a University official. Such accommodations should be made in ways that do not dilute or preclude the requirements or learning outcomes for the course. Students anticipating such a conflict should inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and should take the initiative to work out with the instructor a schedule for making up missed work. For conflicts with final examinations, students should contact the Office of the Dean of Students.

7. COMM 1000 COURSE SCHEDULE

WEEK	TOPICS	READINGS & MATERIALS	ASSIGNMENTS (DUE DATE)
PART ONE: THE FOUNDATIONS OF HUMAN COMMUNICATION			
1 Aug 30- Sept 3	8/30	(0) Course Overview and Introduction	Course Syllabus
	9/1	(1) Introduction: The Field of Communication	1000 Text: pages 4-32
	9/3	<i>Discussion: Getting Started</i>	
2 Sept. 6-10	9/6	LABOR DAY: NO CLASS	
	9/8	(2) Studying the Science of Communication	1000 Text: pages 33-47
	9/10	<i>Discussion: The Ethical Dilemma</i>	
3 Sept. 13-17	9/13	(3) Perception: The Organization of Information	1000 Text: pages 48-72
	9/15	(4) Verbal Communication: A Way with Words	1000 Text: pages 76-99
	9/17	<i>Discussion: Perceptions</i>	Assignment 1 (Friday 9/17, 4:59 PM)
4 Sept. 20-24	9/20	(5) Listening and Conversation	1000 Text: pages 102-127
	9/22	(6) Nonverbal Communication: Actions Speak...	1000 Text: pages 130-155
	9/24	<i>Discussion: 1000 Words & Nonverbal Comm.</i>	
5 Sept. 27- Oct. 1	9/27	(7) Human Motivation and Emotion	Buck & VanLear, 2002
	9/29	(8) Improving Your Skills: Visual Communication	
	10/1	<i>Discussion: Exam One Review Session</i>	
PART TWO: INTERPERSONAL & PROFESSIONAL COMMUNICATION			
6 Oct. 4-8	10/4	EXAM ONE ONLINE: All Material from Part One; 175 Points (17.5%)	Exam 1 (Mon 10/4 8:00 AM to 4:59 PM)
	10/6	(9) Interpersonal Communication: Overview	1000 Text: pages 160-187
	10/8	<i>Discussion: Tough Conversations</i>	
7 Oct. 11-15	10/11	(10) Communication in Relationships	1000 Text: pages 192-219
	10/13	(11) Relationships: Conflict and Technology	
	10/15	<i>Discussion: The Matching Hypothesis</i>	Assignment 2 (Friday 10/15, 4:59 PM)
8 Oct. 18-22	10/18	(12) Persuasion: Changing Attitudes, Behaviors	
	10/20	(13) Small Group Communication	1000 Text: pages 225-277
	10/22	<i>Discussion: The Shark Tank & The Brevity Project</i>	1000 Words (Friday 10/22, 4:59 PM)
9 Oct. 25-29	10/25	(14) Organizational Communication & Leadership	1000 Text: pages 280-306
	10/27	(15) Professional Communication	1000 Text: pages 310-330
	10/29	<i>Discussion: Exam Two Review Session</i>	
PART THREE: MEDIA & COMMUNICATION TECHNOLOGY			
10 Nov. 1-5	11/1	Exam TWO ONLINE: All Material from Part Two; 175 Points (17.5%)	Exam 2 (Mon 11/1 8:00 AM to 4:59 PM)
	11/3	(16) Mass Communication: Old and new media	
	11/5	<i>Discussion: The Media Timeline</i>	
11 Nov. 8-12	11/8	(17) Effects of Mass Media: Sex, Violence, Living	1000 Text: pages 334-356
	11/10	(18) Media Literacy: Knowledge is Power	
	11/12	<i>Discussion: Fixing Misinformation</i>	Brevity (Friday 11/12, 4:59 PM)
12 Nov. 15-19	11/15	(19) Health Communication: Fitter, Happier?	1000 Text: pages 360-385
	11/17	(20) Science Communication:	
	11/19	<i>Discussion: The Social Media Rules</i>	
NOV 20-28: THANKSGIVING RECESS, NO CLASS			
13 Nov. 29 - Dec. 3	11/29	(21) Social Media: Problem or Solution? (CMC)	
	12/1	(22) Developing Your Personal Brand	
	12/3	Exam THREE ONLINE: Material from Part Three & Cumulative; 250 points (25%)	Exam 3 (12/2 12:00 PM to 12/3 3:59 PM)
PART FOUR: PUTTING IT ALL IN PERSPECTIVE			
14 Dec. 6-10	12/6	(23) Panel: Communication at UConn and your Career	
	12/8	(24) Course Conclusions	Bonus Opportunity (Wed 12/8, 4:59 PM)
	12/10	<i>Reserved for Missed Classes.</i>	
15	University Final Exams (December 13 th through December 19 th) <i>Note: This course will <u>NOT</u> run an additional exam during this finals period.</i>		

Schedule is **Subject to Change**; all changes will be announced via HuskyCT and via email.

8. COURSE CONTRACT

It is required that ALL students choosing to remain in COMM 1000 digitally sign this contract and submit it by the end of the second week of classes. **A copy of the contract will be shared electronically for you to digitally sign.** Ten total points will be deducted from your course grade for *each additional week* that you do not turn in your contract.

I, _____ (name) have chosen to enroll in COMM 1000, The Process of Communication. As a condition of my enrollment, I agree to abide by the rules, policies, and regulations set forth in this course syllabus. I also agree to abide by any additional rules or policies set forth by the instructor (Professor Stifano) or my Teaching Assistant during the semester. Specifically, I state that each of the following items is true:

1. I have read the course syllabus thoroughly and sought clarification with my TA about any item, rule, or concept that seems unclear.
2. I accept the format of the course, including the number of assignments, weighting of these assignments, and the associated course grade scale. I understand that the grade scale is final.
3. I understand and abide by the late-work policy outlined for course assignments.
4. I understand the course research requirement, and the role of research studies in the course. I understand that I may request an alternative assignment for any study that I choose not to participate in, but must do so while the study is available. I understand that, when completing research studies, it is my responsibility to enter my name, discussion section, and peoplesoft number properly. I acknowledge that if I do not do so, I may not be awarded credit for my participation. I agree to abide by the course's research ethics policy, including the penalties for completing a study multiple times.
5. I understand the role of exams in the course. I acknowledge that the third exam is partially cumulative. I am aware of and agree to abide by the policy for missed exams and emergencies during exam windows.
6. I understand the role of Discussion Participation in this course. I acknowledge that discussion participation is awarded on a pass-fail basis, and that there are no makeups or grade disputes on participation. I acknowledge that my teaching assistant will specify the criteria to earn participation credit in my section, and that these criteria are final. I also recognize that at least 12 opportunities will be provided for me to attend and sufficiently participate in at least 8 discussions, which is the number required to earn full credit.
7. I agree to behave ethically and uphold the course policy on academic dishonesty, and vow to submit only my own work on exams and assignments in the class. I also vow to never offer my work to other students in the course to assist them on their submissions.
8. I understand and agree to abide by the course grade dispute policy. I understand that I must wait 24 hours after a grade is posted to dispute the grade. I also understand that all grade disputes must occur within seven days of receiving the grade. At the conclusion of the course, I agree not to request any "grade bump" outside of the points I have earned.
9. I agree to the course email policy and understand that I should direct any concerns that are not answered by the syllabus or course materials to my Teaching Assistant. I agree to allow 48 hours for a response to all emails (72 if emailing on a Friday), and use professional grammar, spelling, language, and tone in any email I send for the course. I understand I can email Professor Stifano if I have an issue concerning my TA, or if my TA has failed to respond to me within the agreed-upon window of time for responses, but that I must allow my TA the window of time first before doing so.
10. I have read the special policies for Students with Disabilities and UConn Student Athletes and, if either or both of these designations apply to me, I agree to do my part to complete work in a timely fashion in this course.
11. I understand the course copyright policy and agree not to post any course materials on public web sites, as this violates copyright laws.

Finally, I agree to notify my Teaching Assistant of any emergencies, unexpected circumstances, or issues that may impact my ability to complete the course as soon as possible. I also acknowledge that I may discuss any issue I have in the course with my TA, who will bring the issue to Prof. Stifano for me, if necessary. For the purposes of this course, this syllabus and contract are considered a binding agreement between the Professor, Teaching Assistants, and any enrolled student.

SIGNATURE: _____ DATE: _____ TA INITIAL: _____