

COM 100 Summer Session II 2023 COURSE SYLLABUS

**Welcome to COM 100
Summer Session II 2023**

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**Communication Fundamentals & Global
Responsibility**

**Office Hours: T/Th 12:30-1:30 pm
Davis 404. or by appointment**

Text: Communication Matters Ed. 4. Floyd. McGraw Hill Textbook access is through the Course website on the Learning Management System of URI. Begin reading right away. There are 18 chapters.

To get going, read the syllabus carefully and make note of all course requirements and deadlines. Click the link to this [JAM BOARD](#) to add your Sticky Note to our initial brainstorming session. Place your name on the sticky note and tell us what makes an effective communicator – (Think about who you consider the MOST effective communicator in your life – a public figure, celebrity, musician, or a coach, relative, or child in your life – and write down what makes them an effective communicator).

Assignment due dates, exam and quiz times are clearly specified on this Course Schedule (see pages 5 and 6 of Syllabus). Enter due dates into your planner! You do not want to be in the position of telling me you were surprised. There are no surprises.

Much of your success will depend on the choices you make. I suggest you work out a schedule for the five weeks that will include time for reading, practicing skills in our 10 activities (two per week), participating in discussions during mandatory office hours, completing two speech assignments and one written assignment, and studying for our two exams.

COURSE DESCRIPTION AND GOALS

Course Description: The purpose of this course is to provide students with theoretical background and practical experience in communicating interpersonally, in groups and teams, and in public presentations. Competent communication is based on the ability to create and share meaning effectively and appropriately in a variety of contexts. In this course, we will take an approach that combines conceptual understanding of the theories and research regarding communication, intercultural communication, and global communication with the development of practical skills. As audience adaptation is a basic component of competent communication, understanding differences among people will be integrated with an examination of these contexts of communication. We will explore ways in which differences shape identities and communication styles, to recognize the range of ways in which people communicate, and to improve our practical skills in communication with a variety of people. A primary focus in this course is on the integrated skills of speaking effectively, using qualitative data effectively, and examining and understanding human differences to make a difference in society.

Learning Outcomes:

Upon successful completion of this course, the student will be able to:

- (1) Recognize core concepts and theories of effective communication and Civic Responsibility. This includes public speaking, interpersonal communication, small group communication, ethics and advocacy for change.
- (2) Understand and apply the theory and skills necessary to be a competent communicator in diverse contexts and with diverse audiences.
- (3) Understand various styles of communicating Analyze the role of human differences in shaping communicative practices.
- (4) Analyze and evaluate the oral and written messages of others.
- (5) Develop a clearer understanding of, and commitment to, personal values
- (6) Demonstrate the highest standards of communication ethics and academic integrity to construct arguments interpret messages and communicate with others.
- (7) Construct effective arguments and communicate arguments to diverse audiences in oral & written forms

Five Over-arching Objectives:

The work is designed to advance the following, more over-arching career learning objectives to support each student to meet their highest level of professional proficiency and global citizenship:

- Acquire skills in working with others as a member of a team
- Gain broader understanding and appreciation of diverse cultures around the world
- Develop specific skills, competencies, and points of view needed by professionals in this discipline
- Learn how to find and use resources for answering problems and solving problems
- Acquire an interest in learning more by asking questions and seeking answers

General Course Guidelines

- (1) Practice Questions for EACH chapter are available through the e-text and are required for every chapter with a * on the Course Schedule. Due on the week they are assigned. These will count toward your final grade (10%). This is a three –step process.
- (2) Submitting Assignments – Assignments must be turned in to me directly via email, or uploaded to Assignments tab on BrightSpace course site the day they are due.
- (3) Presentations – The schedule for presentations will be assigned in advance and cannot be changed. If you miss a scheduled presentation, you will receive 0% . Confirm your assigned speech day in advance.
- (4) Exams – Exams will be administered on the pre-determined day according to the syllabus and the URI final exam schedule. There will be no make-up exams.
- (5) Timeliness – Arrive on time to office horse with cameras ON! We will begin at the scheduled start time. Three times late will count as an absence. If you are late on the day of your scheduled presentation, one letter grade will be deducted.

Attendance, Preparation, and Participation

Regular attendance and punctuality are critical elements of this course. Successful completion of this course requires practice in the various contexts of communication and accurate peer review skills (observation of the efforts of others), as well as understanding and applying conceptual material. Participation includes attentive listening and observation, active involvement in group activities, and contributions to group discussion. If circumstances arise that require you to miss an activity by its due date, make it up with the following penalties:

<u>Penalty</u>	<u>Missed Office Hour</u>
No penalty	1
½ letter grade penalty	2
1 letter grade penalty	3
2 letter grade penalty	4
3 letter grade penalty	

Make-Up and Late Work

There will be no make-up exams unless a student has a major, documentable medical and/or family emergency. Submitting work late carries penalties in this course. With regard to required presentations and written work, late assignments get zero credit.

Civility Policy

URI has adopted a civility policy regarding disruptive/harmful words and behaviors—defined as words or behaviors that interfere with the learning and/or teaching process and those that would be received as harmful. Disruptive behaviors and words include inappropriate interference with other students' ability to have a quality learning experience. Students who engage in disruptive behavior or share harmful words, will receive one warning without penalty. Continued incidents of disrupting the learning process will result in the initiation of removal procedures or the loss of a letter grade. Common sense and courtesy should govern civility in the learning environment..

Academic Enhancement Center

The work in this course is complex and can be difficult. It is a good idea to seek help at the Academic Enhancement Center (AEC). AEC tutors can answer questions, clarify concepts, check your understanding, and help you to study. You can make an appointment online here www.uri.edu/aec or Call (401) 874-2367.

Speaking Center

As a student registered in COM 100, you have access to the student-run Speaking Center. As a student-run center, it is designed as a place where you can go for public speaking ideas, support, rehearsals, and guidance from trained peers willing to share their skills and their gift for public speaking.

Career Advice/Resume Support

If you would like to be considered for a Mentorship or Internship, contact the Center for Career and Experiential Education CCEE or by calling a career counselor at 401.874.2311. The Center staff will work with you to define the kind of opportunity that would suit your career path.

Academic Integrity

Academic dishonesty, including cheating and plagiarism, will not be tolerated. Every student will be held accountable for knowing and adhering to university policies regarding academic dishonesty. All incidents of academic dishonesty will be reported directly to the Basic Course Director and Department Chair.

Health/Wellbeing

Prevent illness by practicing self care and wellness activities (see [IM Leagues](#) to sign up for free URI-exercise/yoga/fitness classes and more). Stay up to date on pandemic [latest protocols and requirements](#) to protect yourself and the community. Students who are experiencing symptoms of viral illness should NOT go to class/work. Those who test positive for COVID-19 should follow the isolation guidelines from the Rhode Island Department of Health and CDC. If you are unable to attend office hours, please notify me prior to the start at asalzarulo@uri.edu or text/call: 401.269.9658.

Anti-Bias Syllabus Statement:

We respect the rights and dignity of each individual and group. We reject prejudice and intolerance, and we work to understand differences. We believe that equity and inclusion are critical components for campus community members to thrive. If you are a target or a witness of a bias incident, you are encouraged to submit a report to the URI Bias Response Team at www.uri.edu/brt There you will also find people and resources to help.

Accommodations for Students with a Documented Disability. If any student requires special accommodation, please let me know at the beginning of the semester so that we can make the appropriate plans to meet your needs and the requirements of the course.

COURSE ASSIGNMENTS

Speeches (three assignments)	40%
Participation (includes reading)	10%
Analytical Writing	10%
Midterm Exam	20%
<u>Final Exam</u>	<u>20%</u>
Final course grade	100%

Speeches – *Three Speech assignments listed below (40% combined total):*

a) Individual Introductory Speech – Students will introduce themselves to the rest of the class in a casual informative manner. Guidelines will be provided by prompts. Online courses may require a recorded introduction.. (13.3%)

b) Individual Informative Speech – Each student will present a 5-7 minute informative speech about a topic of interest. Guidelines for speech development will be reviewed (and covered in Chapters 11 - 14) (13.4%).

c) Group Presentation - Students work together to try out Small Group Roles/Skills and report on Civic Responsibility Project (15-min presentation) (13.3%).

Analytical Writing – One analytical paper will be completed. Written guidelines will be provided. (10%)

Midterm Exam - This is one of two online examinations. The exams will be composed of multiple-choice, T/F, Fill-in-the blank, and Essay questions. This Midterm Exam will cover material from the readings, activities and discussions. There will be no make-up exams. (20%).

Participation – 10% Includes your **constructive engagement in the course learning process** as well as your completion of all practice questions from the required chapter readings.

Final Exam – The final exam is scheduled on (date) and will be multiple choice, T/F and Essay. It will be cumulative, based on material from the text, from activities and lectures, and from the midterm. (20%).

Note: All grades to be posted to e-campus by 5pm on AUG 4, 2023.

URI Grade Scale

A+	100%
A	95-99%
A-	90-94%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	60-63%
F	Below 60%

COURSE SCHEDULE

Date DUE

WHAT is DUE

What to Read

WEEK ONE

**JUN
26-30**

M-F

Attend Your Scheduled Office Hour. Communication Ethics/The Anti-Racism Classroom/

Read this for our first Office Hour: U.N. [TRANSFORMING OUR WORLD](#) Know about

BY WED

**Read Announcement.
Watch the Introductory Lecture. Complete 2 ACTIVITIES:**

Global [Sustainable Development Goals](#)

Chapter 1 & 3

Complete ACTIVITY # 1: Effective Communication Who for you is a great communicator? Follow instructions on [JAMboard](#) and enter your phrase or word -

Complete ACTIVITY #2: Your Introduction Video Speech. Go to "Discussions" tab in BrightSpace.

Answer these → [3 prompt questions](#) to deliver your Intro Speech on video! Due in FlipGrid by WED JUN 28. Refer to [Speech Delivery Rubric](#)

**JUL
3 - 7**

M-F

WEEK TWO

Watch the Recorded Lecture TWO: Identity/ Perception & the Perception Checking video. Language, Non Verbal Communication, Listening

Chapters 4, 5,6

**BY
WED**

Read Announcement. Complete two activities: ACTIVITY #3: Perception. WHAT DO YOU SEE? Write down what you see (first impression) be prepared to **share during office hour—>**

Attend Your Scheduled Office Hour: Perception and Perception Checking. Writing Assignment introduced. Non Verbal **Office Hour Includes Completing ACTIVITY #4: Breakout Group Roleplay**

**BY
FRI**

Watch Recorded Lecture THREE: Communication Across Cultures

Attend Your Scheduled Office Hour: Complete ACTIVITY #5: Global Case Studies: Instructions in PPT deck

WEEK THREE

**July
10 - 14**

M-F

Watch Recorded Lecture FOUR: Interpersonal Communication and Organizational & Media/Propaganda

Chapters 7 & 8
Review MIDTERM [Study Guide](#)

Attend Your Scheduled Office Hour: Review for Mid Term Exam – CHS 1-8 (Review is a Participatory exercise)

**JULY
12**

W

Mid Term Exam is a One-Session, online test. You will receive EXAM as a link in an email message.

**MIDTERM: Ch 1 – 8
Lectures & Activities**

WEEK FOUR

**July
17-21**

M-F

Individual Speeches Due - All Students!

Chapters 11 - 15

Prepare YOUR Individual Speech. Choose your Organizational Pattern. Rehearse and Deliver: Ethos. Pathos. Logos.

Choose topic, organize speech, rehearse, rehearse, rehearse!!

ACTIVITY: Deliver YOUR Informative Speech in Real time on ZOOM during Office Hour

Attend Your Scheduled Office Hour: Deliver Your Speech

**July
24-28**

M-F

WEEK FIVE

Watch Recorded Lecture: Small Group Communication Roles & Group Presentation Assignment. Prepare to deliver Group Presentations and Provide Peer Review assessments.

Chapters 9 & 10

NO Office Hour THIS WEEK: Use time to meet in assigned Groups for Group Presentation. Upload your recorded presentation by midnight FRI JULY 29.

Optional reading: Chs. 16-18

July 28

FRI

Review FINAL EXAM Study Guide and Take the One Session ONLINE FINAL EXAM (email link).

Final Exam - Covers all chapters 1 – 7 and 8 - 18