CONTACT INFORMATION

Instructor: Dr. Ben S. Wasike
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Phone: 956-882-3878
Email: ben.wasike@utrgv.edu
Office hours: Wednesday: 2–5 p.m. (Brownsville Campus)

REQUIRED TEXTBOOK

Communication: Principles for a Lifetime (6th edition)
Steven A. Beebe
Susan J. Beebe
Diana K. Ivy

COURSE DESCRIPTION AND OBJECTIVES

COMM 1311 is designed to showcase the communication discipline by introducing basic human and mass communication principles in a variety of contexts including interpersonal, small group, and public speaking. The purpose of this course is to help students adapt and deliver verbal and nonverbal messages in order to communicate effectively with family, friends, and coworkers. In short, COMM 1311 will prepare students to be effective communicators in their personal and professional lives.

After completing COMM 1311, students will be able to:

1. Understand and apply the principles of human communication and mass communication.
2. Value and recognize the principles of communication during personal and professional conversations.
3. Understand how mass media affects human communication.
4. Analyze and manage interpersonal conflict effectively.
5. Engage in effective group/team communication.
UTRGV General Education Core Student Learning Outcomes

Critical Thinking: Students will demonstrate comprehension of a variety of written texts and other information sources by analyzing and evaluating the logic, validity, and relevance of the information in them to solve challenging problems, to arrive at well-reasoned conclusions, and to develop and explore new questions.

Communication Skills: Students will demonstrate the ability to adapt their communications to a particular context, audience, and purpose using language, genre conventions, and sources appropriate to a specific discipline and/or communication task.

Teamwork: Students will collaborate effectively with others to solve problems and complete projects while demonstrating respect for a diversity of perspectives.

Personal Responsibility: Students will demonstrate an awareness of the range of human values and beliefs that they draw upon to connect choices, actions, and consequences to ethical decision-making.

EXPECTATIONS

In keeping with the academic standards at UTRGV, students must meet the following requirements:

Practice self responsibility.

Turn in all assignments on time. There are absolutely no exceptions to this.

Participate in all required class activities.

This class uses a zero-tolerance rule to academic dishonesty. Plagiarism and any other acts that give a student an unfair advantage over others constitute academic dishonesty. All work and assignments, unless otherwise stated, will be the original idea of each student.

Perpetrators will face a variety of penalties that might include receiving a failing grade for the semester once I detect academic dishonesty. See more details under "UTRGV's syllabus policy."

Make ups for exam, assignments, and absences are provided only with documented and authentic proof. This should be done within three school days of the missed exam/assignment, or absence. See “welcome” page for more.

CLASSROOM POLICY

Proper decorum is required of all students. This includes interaction with the professor and fellow students in all circumstances.

Specifically, all students are required to follow proper netiquette rules when interacting with the professor and others online or in person.

No recording of other student's work is allowed without proper authorization.

Posting or sharing class material on personal or public online accounts without permission is also forbidden.
NOTE: Violators will face disciplinary action that might include dismissal from class.

GRADING SCALE

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% and below

NOTE: I do not guarantee that I will provide extra credit opportunities. If I do, I will not round off overall semester grades to the nearest number. For instance, an 89.99% remains B.

CALENDAR

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Assignment</th>
<th>Max Points</th>
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<tbody>
<tr>
<td>1</td>
<td>Aug. 26–30</td>
<td>Class intro</td>
<td>Syllabus summary</td>
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<td>Discussion board 1</td>
<td>2</td>
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<td>2</td>
<td>Sept. 2–6</td>
<td>Foundations of comm</td>
<td>Quiz 1</td>
<td>8</td>
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<td>Quiz 2</td>
<td>8</td>
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<td>3</td>
<td>Sept. 9–13</td>
<td>Mass communication</td>
<td>Quiz 3a</td>
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<td>Quiz 3b</td>
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<td>Sept. 16–20</td>
<td>Self-awareness</td>
<td>Self-test</td>
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<td>Sept. 23–27</td>
<td>Verbal communication</td>
<td>Quiz 4</td>
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<td>Bias in language test</td>
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<td>6</td>
<td>Sept. 30–Oct. 4</td>
<td>Listening</td>
<td>Quiz 5</td>
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<td>Active listening test</td>
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<td>7</td>
<td>Oct. 7–11</td>
<td>Nonverbal communication 1</td>
<td>Quiz 6</td>
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<td>TONCK test</td>
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<td>8</td>
<td>Oct. 14–18</td>
<td>Nonverbal communication 2</td>
<td>DANVA test</td>
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<td>9</td>
<td>Oct. 21–25</td>
<td>Interpersonal communication 1</td>
<td>Quiz 7</td>
<td>5</td>
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<td>Oct. 28–Nov. 1</td>
<td>Interpersonal communication 2</td>
<td>Assertiveness test</td>
<td>3</td>
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<td>Week</td>
<td>Dates</td>
<td>Topics</td>
<td>Activities</td>
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<td>11</td>
<td>Nov. 4–8</td>
<td>Intercultural communication 1</td>
<td>Quiz 8</td>
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<td>Nov. 11–15</td>
<td>Intercultural communication 2</td>
<td>Discussion board 2</td>
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<td>13</td>
<td>Nov. 18–22</td>
<td>Visual communication</td>
<td>Quiz 9</td>
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<td>Visual comm analysis</td>
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<td>14</td>
<td>Nov. 25–29</td>
<td>Group communication 1</td>
<td>Quiz 10</td>
<td>8</td>
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<td>15</td>
<td>Dec. 2–5</td>
<td>Group communication 2</td>
<td>Teamwork assessment</td>
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**UTRGV SYLLABUS POLICY**

**STUDENTS WITH DISABILITIES:**

Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who experience a broken bone, severe injury, or undergo surgery during the semester are eligible for temporary services.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Accessibility Services for additional information and to request accommodations.

**Student Accessibility Services:**

- **Brownsville Campus:** Student Accessibility Services is located in 1.107 in the Music and Learning Center building (BMSLC) and can be contacted by phone at (956) 882-7374 or via email at ability@utrgv.edu.

- **Edinburg Campus:** Student Accessibility Services is located in 108 University Center (EUCTR) and can be contacted by phone at (956) 665-7005 or via email at ability@utrgv.edu.

**MANDATORY COURSE EVALUATION PERIOD:**

Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (http://my.utrgv.edu); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available on or about:

- **Module 1** October 2nd – 8th
- **Module 2** November 27th – December 3rd
- **Full Fall Semester** November 14th – December 4th
ATTENDANCE:
Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV's attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

SCHOLASTIC DISHONESTY:
As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to Student Rights and Responsibilities.

SEXUAL MISCONDUCT and MANDATORY REPORTING:
In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report to the Office of Institutional Equity & Diversity (ojie@utrgv.edu) any instance, occurring during a student's time in college, of sexual misconduct, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at www.utrgv.edu/equity, including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like confidential assistance, or have questions, they can contact OVAVP (Office for Victim Advocacy & Violence Prevention) at 665-8287, 882-8282, or OVAVP@utrgv.edu.

COURSE DROPS:
According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

STUDENT SERVICES:
Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.

Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Advising Center, Career Center, Counseling Center, Learning Center, and Writing Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment. Locations are:

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Brownsville Campus</th>
<th>Edinburg Campus</th>
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</thead>
<tbody>
<tr>
<td>Advising Center</td>
<td>BMAIN 1.400</td>
<td>ESWKH 101</td>
</tr>
<tr>
<td><a href="mailto:AcademicAdvising@utrgv.edu">AcademicAdvising@utrgv.edu</a></td>
<td>(956) 665-7120</td>
<td>(956) 665-7120</td>
</tr>
<tr>
<td>Career Center</td>
<td>BCRTZ 129</td>
<td>ESSBL 2.101</td>
</tr>
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</table>

https://mycourses.utrgv.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_.4946779_1&course_id=84722_1&mode=reset
Institutional Policies
The policies listed in the link provided address UTRGV: student conduct, academic integrity, confidentiality in the classroom, student grievances, electronic communication etc.

Student Support Services
This link provides access to UTRGV support services for learner success, including academic and student services.

Blackboard Support
If you need assistance with course technology at any time, please contact the Center for Online Learning and Teaching Technology (COLTT).

<table>
<thead>
<tr>
<th>Campus</th>
<th>Brownsville</th>
<th>Edinburg</th>
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<tbody>
<tr>
<td>Location</td>
<td>Casa Bella (BCASA) 613</td>
<td>Education Complex (EEDUC) 2.202</td>
</tr>
<tr>
<td>Phone</td>
<td>956-882-6792</td>
<td>956-665-5327</td>
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<tr>
<td>Toll-Free</td>
<td>1-866-654-4555</td>
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<tr>
<td>Office Hours</td>
<td>Monday - Friday, 7:30 a.m. - 6:00 p.m.</td>
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<tr>
<td>Support Tickets</td>
<td>Submit a Support Case via our Ask COLTT Portal</td>
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</table>

24/7 Blackboard Support
Need Blackboard assistance after hours? You can call our main office numbers, 956-882-6792 or 956-665-5327, to speak with a support representative.

Blackboard Ally - Learn How to Download Alternative File Formats
Blackboard Ally is an accessibility product that is integrated into Blackboard Learn. With Ally, you will be able to download alternative file formats such as Tagged PDF, HTML, Audio, Electronic Braille, and ePub of instructor files. To learn more, click on the title "Blackboard Ally" above.

If you are unable to access material within Blackboard due to a disability, please contact the Office of Student Accessibility Services.

- Brownsville: Building Cortez 129 or call 956-882-7374
- Edinburg: Building University Center 108 or call 956-665-7005
- Email: ability@utrgv.edu

Computer and Digital Literacy Skills

Computer Skills

To be successful in this course you are expected to be proficient with the following:

- Using Blackboard
- Using and sending an email with attachments
- Creating and submitting files in commonly used word processing program formats
- Copying and pasting
- Downloading and installing software

If you are not familiar with Blackboard, please visit the Blackboard Orientation course.

Digital Literacy Skills

Digital literacy involves your ability to find and consume; create; and communicate using digital content in a responsible and informed way. In this course you are expected to:

- Use the library database and online search tools (i.e. Google Scholar) for academic purposes
- Properly cite sources in APA Format
- Properly paraphrase work
- Know what plagiarism is and avoid plagiarism.

Netiquette Guidelines

Netiquette is internet etiquette, or a set of expectations that describe appropriate behaviors when interacting online. It is important to understand that you will be held to the exact same standards of students taking a face-to-face course. In fact, for 100% online courses, your online classroom behavior may be the only interaction you have with your faculty and classmates, therefore making your netiquette even more important. Remember, you only get to make a first impression once, irrespective of the course delivery method.

Be courteous.

You only get one chance for an online first impression. Make it count. Do not say or do anything in an online classroom that you would not do in a face-to-face classroom. This includes not "YELLING" (typing in all caps), not "flaming" (attacking someone, such as insults and name-calling), and/or not dominating the discussion.

Be a good classmate.

Remember your own role as a student. Follow your instructor's directions at all times. Be authentic and collaborative with fellow students. Be aware of cyberbullying and make every attempt to eliminate it. Appreciate the diversity and different communication styles of your peers. Remember, since this class is online, you may have classmates from all over the world.

Be professional.

Proofread your own writing for spelling, grammar, and punctuation to prevent miscommunication. Avoid slang, sarcasm, or emotionally-charged writing, as tone can be difficult to translate online. Profanity and offensive language will not be tolerated. Do not use abbreviations (2moro, 2T, B@U) or emoticons in your online class unless your professor approves and supports such writing styles.
WHAT'S NEXT?

After reading through the information covered in the Syllabus page return to the Welcome/Start Here.