

**COMM 1311.96L ONLINE
INTRODUCTION TO COMMUNICATION**

Professor: Nikkie S. Hodgson, Ph.D.	Office: Brownsville Campus, Main 1.210
Office Phone: 956-882-8857	Email: nikkie.hodgson@utrgv.edu
Office Hours: Tuesday's 11-3, by appt. or via email	Class: ONLINE

Course Textbook

Beebe, S. A., Beebe, S. J., & Ivy, D. K. (2009). *Communication: Principles for a Lifetime* (4TH, 5th or 6th ed.). Boston: Pearson. (Available at Bookstore)
ISBN-10: 0205248721

Course Description: COMM 1311 is designed to showcase the communication studies discipline by introducing basic human communication principles in a variety of contexts including interpersonal, small group, and public speaking. In this ONLINE course, students will learn how to adapt and deliver verbal and nonverbal messages 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.

COMM 1311 Learning Objectives

After completing COMM 1311, students will be able to:

1. Understand and apply the five principles of human communication.
2. Value and recognize the five principles of human communication during personal and professional conversations.
3. Analyze and manage interpersonal conflict effectively.
4. Engage in effective group/team communication.

Departmental Learning Objectives

For those majoring in Communication, upon completing all of your course work, you will be able to:

1. Apply cognitive and behavioral skills in critical listening and thinking within multiple venues of human communication.
2. Exhibit an appreciation and tolerance for the culturally diverse patterns in which humans communicate.
3. Effectively implement ONLINE competent verbal and nonverbal communication behaviors in various situations—one-to-one, one-to-a few, and one-to-many—for different purposes—to inform, to persuade, to entertain.
4. Demonstrate ethical communication practices.
5. Assess your own level of communication competence and critique others' level of performance in verbal and nonverbal communication.
6. Demonstrate knowledge and understanding of information (i.e., concepts, principles, theories, critical issues, problems and behaviors).
7. Demonstrate effective research skills using professional journal articles, and other academic or substantial, credible sources.
8. Use discipline-appropriate technology applications, such as library databases, computer applications, Internet research, non-print media, multi-media applications, desktop publishing,

Blackboard, course-based electronic communication, etc.) in preparation and presentation of course projects.

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Course Requirements

Course Requirements	Points
1. Motivation Score (Participation)	50
2. 10 Reflection Papers (10x10 points each)	100
3. 10 Reading Quizzes (10x10 points each)	100
4. Discussion Board (5x10 points each)	50
5. Two Examinations	
Exam #1 (Chapters 1-6) Multiple Choice	100
Exam #2 (Chapters 7-9) Multiple Choice	100
Total Points	500

Grades will be distributed in the following manner:

450 – 500 = A; 400 – 449 = B; 350 – 399 = C; 300 – 349 = D; and 000 – 299 = F

Motivation Score. Good attendance contributes to a positive learning environment, and you can't do your best in this course if you do not participate ONLINE. There are many things to be learned on a weekly basis that are not measured directly on the activities and tests. Since we know your objective is to increase your learning, our assumption is that you will participate ONLINE. You will receive a grade for your motivation based on your participation ONLINE. Worth 50 points.

Reflection Papers: After reading the assigned texts, please complete to the reflection questions. The questions are intended to get you to synthesize, evaluate, and extend your knowledge and understanding of the materials you have read. To receive credit for class participation, you must provide a personal response to the question/s. Please note that both quantity and quality are important when completing this assignment. Ten reflection papers worth 10 points each.

Reading Quizzes: You are expected to read assigned material and to be prepared for quizzes. Reading quizzes are short quizzes over the assigned reading that will be a regular part of this course. Ten reading quizzes worth 10 points each.

Discussion Board Activity: Participation is required. In addition, feedback to 2 or 3 classmates about their discussion board posting is also required. Responses must be complete sentences and at least 2 paragraphs long. Five Discussion Board activities worth 10 points each.

Examinations. You will take two ONLINE exams. Each exam is multiple choice format, objective based and timed. Study guide questions for each chapter will be provided. Answering these study guide questions as you work through the chapters will prepare you for the exams. Each exam includes 50 multiple-choice items with each item being worth two points.

Oral Presentations. You will develop, organize, and deliver chapter presentation. If you are absent or leave before all the presentations are given you will lose 100% of your presentation grade. Missed presentations cannot be made up. The total presentation points are worth 150 points. Students cannot make up missed presentations.

Course Requirements, Policies. and Assumptions

ONLINE Class Behavior. Any disruptive behavior ONLINE will be considered grounds for being dropped from the class.

Completion of Assignments. It is assumed that you will turn your assignments in on time.

Note: No late work will be accepted.

Writing Policy. All written work must be typed, double-spaced and meet the criteria for college-level writing. The journal answers and presentation outline should not only meet the criteria specified in the assignment descriptions but also be coherent, organized, and grammatically correct. Please utilize the writing center. Do not turn in a paper or outline that has not been reviewed by someone else other than yourself. Ask the writing center, friends, or family members to check for punctuation, spelling, grammar, organization, and overall clarity of the paper or outline.

Special Considerations. If you have a documented disability (physical, psychological, learning, or other disability which affects your academic performance) and would like to receive academic accommodations, please inform your instructor and contact Student Accessibility Services to schedule an appointment to initiate services. It is recommended that you schedule an appointment with Student Accessibility Services before classes start. However, accommodations can be provided at any time. Brownsville Campus: Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu. Edinburg Campus: Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu.

Scholastic Integrity. 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, 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 the Dean of Students.

Sexual Harassment, Discrimination, and Violence. In accordance with UT System regulations, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or 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 in an environment free from sexual misconduct and discrimination

Mandatory Course Evaluation. 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:

Spring 2018 (full semester) April 11 – May 2

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 Learning Center, Writing Center, Advising Center and Career Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment. Locations are:

- Learning center: BSTUN 2.10 (Brownsville) or ELCTR 100 (Edinburg)
- Writing center: BLIBR 3.206 (Brownsville) or ESTAC 3.119 (Edinburg)
- Advising center: BMAIN **1.400 (Brownsville)** or ESWKH 101 (Edinburg)
- Career center: BCRTZ 129 (Brownsville) or ESSBL 2.101 (Edinburg)

Calendar of Activities

The UTRGV academic calendar can be found at <https://my.utrgv.edu/home> at the bottom of the screen, *prior to login*. Some important dates for Spring 2018 include:

January 16	First day of classes
January 19	Last day to add a course or register for spring 2018
March 12 – 17	SPRING BREAK – NO classes
March 30 – 31	EASTER HOLIDAY – NO classes
April 12	Last day to drop a course; will count toward the 6-drop rule
May 2	Last day of classes
May 3	Study Day – NO class
May 4 – 10	Spring 2018 Final Exams
May 11 - 12	Commencement Ceremonies

Tentative Spring 2018 Course Schedule

The UTRGV academic calendar can be found at <http://www.utrgv.edu/en-us/student-experience/calendars/index.htm>. Please visit the website for important dates on the semester.

Week	Topic	Have Read/View/ Due
Week 1 Jan. 16-19	Syllabus, Student Introductions (ONLINE)	Introductions & Syllabus Post your introduction and introduce yourself and provide feedback to 3 of your classmates

		All introductions and feedback due by January 24 th . Discussion Board 1
Week 2 Jan. 22-26	Introductions Continue Chapter 1: Foundations of Human Communication	Read Chapter 1 and Review PPT for Chapter 1 Reflection 1 & Quiz 1
Week 3 Jan. 29-Feb. 2	Chapter 2: Exploring Self Awareness & Communication	Read Chapter 2 and Review PPT for Chapter 2 Reflection 2 & Quiz 2
Week 4 Feb. 5-9	Chapter 3: Understanding Verbal Messages	Read Chapter 3 and Review PPT for Chapter 3 Reflection 3 & Quiz 3
Week 5 Feb. 12-16	Chapter 4: Understanding Nonverbal Messages	Read Chapter 4 and Review PPT for Chapter 4 Reflection 4 & Quiz 4 Discussion Board 2
Week 6 Feb. 19-23	Chapter 5: Listening and Responding	Read Chapter 5 and Review PPT for Chapter 5 Reflection 5 & Quiz 5
Week 7 Feb. 26-March 2	Chapter 6: Adapting to Others	Read Chapter 6 and Review PPT for Chapter 6 Reflection 6 & Quiz 6 Discussion Board 3
Week 8 March 5-9	Mid-Term Exam this week	Mid Term Exam This Week (Chapters 1-6) NEXT WEEK--SPRING BREAK MARCH 12-16
Week 9 March 19-23	Chapter 7: Understanding Interpersonal Communication	Read Chapter 7 and Review PPT for Chapter 7 Reflection 7 & Quiz 7
Week 10 March 26-30	Chapter 8: Enhancing Interpersonal Relationships	Read Chapter 8 and Review PPT for Chapter 8 Reflection 8 & Quiz 8 Discussion Board 4
Week 11 April 2-6	Chapter 9: Understanding Group and Team Performance	Read Chapter 9 and Review PPT for Chapter 9 Reflection 9 & Quiz 9
Week 12 April 9-13	Chapter 10: Enhancing Group Performance	Read Chapter 10 and Review PPT for Chapter 10 Reflection 10 & Quiz 10 Discussion Board 5
Week 13 April 16-20	<i>Catch up week!</i>	Begin preparing for final exam
Week 14 April 23-27	Final Exam Review week	FINAL EXAM—Chapters 7-10
Week 15 April 30-May 4	Study/Dead Day is May 4th	
May 4-12	Final Exams	
May 11 & 12	Commencement	

