



COM 100: Introduction to Human Communication Spring A 2022

I. COURSE OVERVIEW

This 7.5-week, 3-credit course is designed to introduce the basic concepts of human communication, processes, and environments. COM 100 surveys communication topics related to culture, identity, organizations, and relationships. By the end of the semester, you should have a fuller understanding of appropriate and effective communication based on your knowledge of theoretical concepts and their applications.

Learning Outcomes and Topics

Upon successful completion of this course, you should be able to:

1. Define and describe the complex nature of communication.
2. Identify and describe the various contexts of communication study, including interpersonal, small group, organizations, public, and mass communication.
3. Explain the features of communication common to all contexts, including verbal and nonverbal.
4. Connect theoretical concepts of communication to everyday experiences.
5. Define key terms used by communication researchers and practitioners.
6. Describe the relationships between the discipline of communication and other academic areas of study.

Topics include:

- Fundamentals of Human Communication
- Perception, Self and Performing Identity
- Verbal Communication
- Nonverbal Communication
- Interpersonal Communication
- Intercultural Communication
- Public and Mass Communication

II. WEEKLY ACTIVITIES AND TIME COMMITMENT

Class preparation means reviewing all material required in a given module and completing all assignments by the deadlines indicated. Attendance in an online course means logging into the platform on a regular basis and participating in all of the activities posted.

COM 100 requires 135 hours of work. Therefore, expect to spend approximately 18-20 hours per week preparing for and engaging in this course.

Course Content and Assignments

Videos

- **Lectures** from your instructional team on specific topics, designed to help you learn key concepts
- **Applied-learning videos** that illustrate or exemplify the concepts you are studying

Readings

Our course makes use of open educational resources (OERs), **no purchase necessary**, including your primary source textbook, [*Communication in the Real World: An Introduction to Communication Studies*](#). (This work is made available

under the terms of a [Creative Commons Attribution-NonCommercial-ShareAlike](#) license.)

This book has been adapted by your faculty team for this course, and you will find selected, required readings from it in each of the modules. Please visit the "Learning Objectives, Activities, and Deadlines" unit at the start of each module for a list of associated readings.

Qualitative Feedback

You will be giving and receiving various forms of feedback throughout the course. This feedback will be used to assess the quality of your work and help you improve. Feedback can take the following forms:

- **Self assessment** (Audit Track students): You will assess your own work on some assignments, using provided rubrics and guidelines.
- **Instructor assessment** (Credit Eligible Track students): Students who are credit eligible will receive personalized feedback on graded assessments from a content expert.
 - The expected time frame for receiving instructor feedback on assignments is 7 days. Please understand that due to a high volume of learners, grading may sometimes take longer than expected.

Graded Assignments

Graded assignments are required, and count toward the final grade for credit-eligible students planning to earn credit. Students *must* submit *all* assignments via the course site unless otherwise instructed. Each assessment has submission instructions.

Exit Quizzes (35%): You will take a total of **seven** exit quizzes, one per module. Each quiz is open book, but must be completed by you (see the Academic Integrity section). The quizzes are multiple choice and based on that module's readings and video materials. You must complete them by the stipulated deadlines.

Reaction-Response (15%): There will be a total of **3** Reaction-Response assignments. These assignments will include a prompt-question about a theme related to the content of the module. You are expected to write a 400-450 word reaction-response through which you will use the concepts and theories from class to make your arguments based on what you think. (A grading rubric will be provided and used to evaluate your submissions.)

Situational Analyses (15%): There will be a total of **4** situational analysis assignments. These scenarios are designed to measure your competency, and help you directly apply key concepts to real-life situations. You will write a 400-450 word analysis based on materials from the relevant module describing what you would choose to do in this scenario. (A grading rubric will be provided and used to evaluate your submissions.)

***Note:** For Reaction-Response and Situational Analysis assignments, students are expected to make connections with the course material. To avoid plagiarism and adhere to ASU's academic integrity policy, any time you include others' ideas in your work, you must make that clear by attributing it to the source. Always clearly mark direct quotes with quotation marks, and cite your sources appropriately. You will find additional details in the assignment prompts in your course.*

Final Exam (35%): The final exam is a cumulative, multiple choice test based on the material covered in modules **1 through 7**. In addition to achieving an overall grade of 70%, all credit eligible students who have verified their identity must take a final exam to earn ASU credit.

Ungraded Activities

Many activities in this course do not directly contribute to your grade. These activities develop your knowledge and skill without penalty and are critical to your learning success and progress.

Introductions: Please visit the “Introduce Yourself!” section in “Before the Course Begins,” and tell the course team and your classmates a little bit about yourself,

your community, and how you expect to change as a result of this course in the “Introduce Yourself!” discussion forum.

Topical Discussions: These discussion questions provide you with an opportunity to deepen your understanding of the material, apply what you have learned, and engage with your instructor and peers in the process.

Course Readiness Quiz: This quiz is designed to ensure you are familiar with the information covered in the “Before the Course Begins” section. While this quiz does **not count** toward your grade, you must successfully complete it to access module 1 and the remaining modules as they are released.

III. COURSE REQUIREMENTS AND COMMUNICATION

Course Requirements

Recommended Prior Knowledge: To be successful in this course, we recommend English language fluency and computer literacy.

Online Course Requirements: You will find all content and learning activities within the course. All course interactions use Internet technologies. It is your responsibility to watch all required videos and assigned readings, and complete all graded assessments. You are encouraged to interact with your peers and course team in the discussion forums, and ask questions there as well.

Course Communication

All communication will take place via the discussion board, course updates, and course home page.

For each module, there will be a dedicated discussion board called “**General Questions**,” where you can post general questions and comments about the subject matter, as well as any direct inquiries for the course team. *Please use this forum to ensure a timely response.*

IV. STUDENT EVALUATION

Here is the breakdown of your grade:

Item (number)	Weight	Proctored	Graded
Exit Quizzes (7)	35%	No	Yes
Reaction-Response (3)	15%	No	Yes
Situational Analysis (4)	15%	No	Yes
Final Exam (Modules 1-7)	35%	No	Yes

Final grades are based on the number of points you earn on the course activities listed above. There is no extra credit available. You can see your percentage of the total points to date on your progress page. Final scores will be absolute as follows: 90% or better will receive an A, 80% or better a B, 70% or better a C, below 70% is a failing grade. There will be no + or - added to grades.

Credit Eligibility: You must pass the course with a grade of C (70%) or higher and be on the Credit Eligible Track.

*Note: You have **up to one year to purchase credit** after you become eligible. Please see Section IX, below, "Taking this Course for ASU Credit" for more information.*

V. POLICIES

Assignment Deadlines: This is an online course. Your instructional team will provide all content and learning activities on your course site. All course interactions will use Internet technologies; it is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in our

designated discussion area. All deadlines are listed in UTC time. For more information, please see section VI, “UTC Time Zone” below.

Late assignments will not be accepted at any point during the course. We recommend that you establish your time management schedule for this course within the first two days after it opens.

Subject to Change Notice: This syllabus is to be used as a guide only. Information contained here, such as assignments, grading scales, deadlines, and other materials are subject to change. It is your responsibility to read the course announcements regularly to be aware of any changes or updates in the course.

Academic Integrity: Academic honesty is expected of all students in all coursework and exams. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification, and dismissal. For more information, review ASU’s [Academic Integrity Policy](#) and [Terms of Use](#).

Prohibition of Commercial Note Taking Services: In accordance with ACD 304-06 Commercial Note Taking Services, written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the notetaker's name as well as the instructor's name, the course number, and the date.

Title IX: Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been

harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. [ASU Counseling Services](#) is available if you wish to discuss any concerns confidentially and privately.

VI. UTC TIME ZONE

To accommodate students from across the globe, all deadlines are posted in UTC time, the global standard. Please see “Deadlines and the UTC Time Zone” section of “Before the Course Begins” section for a detailed explanation.

Remember, it is your responsibility to understand UTC and determine the due dates and times for your time zone. Make sure you address this, ideally before the first set of assignments is due, to avoid any unnecessary stress.

Countdown timers: Please note that countdown timers are provided as a resource, but should not be relied on for official due dates. Students are required to follow the course schedule for all assignment deadlines. **No extensions will be granted.**

VII. GENERAL AND TECHNICAL REQUIREMENTS

This course is best accessed by a reasonably modern browser on a laptop or desktop computer. You can also access course videos via a browser on your mobile device.

VIII. GENERAL AND TECHNICAL ASSISTANCE

Student Support and Accessibility: Please access the [Learner's Guide](#) for solutions to common problems, and review the "Student Support" page in the "Before the Course Begins" section for further information.

Tutoring: Tutoring is available through the [University Academic Success Program \(UASP\)](#) office, and based on the assignments in this course, it may be valuable to you. Tutoring is \$25, and can be paid for via NelNet. If you work for an organization that covers parts of the cost of Universal Learner Courses, such as Uber and Starbucks, then this fee may be covered under your existing benefits. To see if you qualify, contact ulcourses@asu.edu.

Your access to tutoring will last throughout the semester. This access expires at the end of the semester (including in self-paced courses) and must be renewed if you are interested in continued access. For questions, please reach out to ulcourses@asu.edu. To learn more and purchase tutoring, please visit <https://ea.asu.edu/services/tutoring/>.

360 Life Services: [360 Life Services](#) is a comprehensive support program that offers free, 24/7 counseling and crisis intervention in person or by phone. You can also chat at your convenience with topic specialists in legal, personal finance, childcare, education and more. This confidential resource supports your education, career and personal needs.

IX. TAKING THIS COURSE FOR ASU CREDIT

ASU Credit: Students wishing to take this course for ASU credit are required to do the following:

- Opt to upgrade by January 18, 2022, 07:00 UTC
- Take the final exam
- Pass the course with a C or better (70% or higher)

Purchasing Credit

Important: Provided you have met all requirements for this course, you can purchase credit from ASU for **up to one year** after you become credit eligible.

Your date of eligibility **may differ** from the course end date. Please visit your course progress page, specifically the “Requirements for Course Credit” section, to see the status of your credit eligibility.

Please review the information on credit eligibility in the “Before the Course Begins” section for additional details.

Note: Potential limitations of internet connectivity by some countries may limit the ability of a credit eligible student residing in those countries to complete all the assessments, and therefore potentially impede the eligibility to earn college credit.