

# COMM 102: Introduction to Communication

University of North Dakota

## Instructor Information

Instructor:	Jess Schanilec-Gowan
Name Reference:	My preferred name is "Jess."
Email:	jessica.gowan@und.edu
Office Hours:	By appointment

The best way to reach me is through email. If you are interested in speaking with me face-to-face, over the phone, or using Zoom, please send me an email and we can schedule a time to chat.

## Textbook and Course Materials

Human Communication in Society (4th Edition)

You do NOT need to purchase the "online access" or an "access code" for the course.

- ISBN-13: 978-0133754001
- ISBN-10: 0133754006

Texts are required by the first week of class at latest.

Please feel free to search for texts via all online venues to maximize your book purchasing value.

## Course Description and Objectives

### Course Description:

Introduces students to the discipline of Communication. Surveys a broad range of sub-disciplines, including social media, strategic communication, human interactions, newswriting, communication technology, media and communication policies, and digital media production.

### Course Objectives:

1. Define the process of communication and understand the role of communication in personal and professional success.
2. Explain communication competence and identify your own personal strengths and areas of needed improvement in one-to-one, small group, and one-to-many settings.
3. Analyze a variety of communication acts. Assess methods of language, nonverbal, and listening skills in a variety of settings;
4. Develop awareness of appropriate communication strategies.
5. Prepare and present messages with a specific intent.
6. Ethically use, document and integrate sources.

## Class Attributes

- Social Sciences Essential Studies Requirement
- U.S. Diversity Essential Studies Requirement

## Technical Requirements

You will use Microsoft Word to complete assignments. Students are expected to use their official UND email address. The UND [technical support webpage](#) contains information on your UND email address, and how to download a free version of Microsoft Office.

In this course, you may be asked to use social media to complete assignments. If you do not currently have the social media accounts that are needed, you may make an account to complete the assignments. Examples of possible social media accounts we will use in this course are Instagram, Snapchat, Twitter, and Facebook.

[View the basic technical requirements](#) for every online course.

### Tips

- In discussion boards, attachments of PDFs or Word Documents will not be accepted. You MUST post directly into the discussion board.
- There is a difference between linking and embedding video. The first week of class we go over how to embed and link videos.
- There is a difference between attaching and embedding photos. In the first week of class, we go over how to embed photos.
- Often times, DOCX Word files do not work. If this is the case, try to save your document as a DOC file.

### Common Assessments in this Course

**Quizzes:** For each chapter in the book, there is a quiz. These quizzes do NOT have a time limit. However, once you start the quiz, you must complete it in one sitting. Proctors are NOT required in this course.

**Out of the Classroom:** The goal of these assignments is to provide an opportunity for you to learn beyond the textbook. From writing obituaries to creating snapchat filters, I hope that through these assignments, you are provided with a unique learning experience.

**Topic Feedback:** These small and short assignments are used to have you think about a topic from our book a little bit more. Some of these assignments may require you to make lists while others you may need to draw a picture! Through these assignments, you are encouraged to express your personal thoughts.

**Video Reaction:** After watching videos for the chapter, you will formulate a reaction towards the video. With this reaction, you are required to use at least one quote from the book or video and provide an APA citation for the video. These video reactions provide you with an opportunity to show how to ethically use, document and integrate sources.

### Assessment and Grading

There are a total of 500 points in this course. View the *Course Outline* on the last page of the syllabus to see the breakdown of points for each lesson and assignment.

A	= 450 - 500 points
B	= 400 - 449 points
C	= 350 - 399 points
D	= 300 - 349 points
F	= 299 points and below

### Participation + Communication

- Incompletes are not provided for this course. (Unless it is due to the plagiarism training)
- Students who do not participate during the first week will be dropped from the course.
- Class-related communication will be sent only to official UND email addresses through Blackboard.

### Late Work

Prior arrangements: If you have arranged to turn in late work BEFORE the due date via e-mail with Jess, you will take a screenshot of the e-mail in which you are granted permission and embed/attach the screenshot to your late assignment(s). This will remind Jess and/or the teaching assistant(s) that your late work can be turned in for full credit.

Life happens: If you are late to turn in your assignments for any reason, you can receive a maximum of half credit if you turn in the assignment within one week of the due date. Example: Your computer broke. You missed the 11:59PM deadline on Sunday, July 10th, so you turn in your assignment on Monday, July 11th. You will get 5/10 points instead of 10/10. If you turn in your assignment on July 25th, this would be more than a week late, so you will get a zero (0/10).

## Weekly Work + Examinations

- All exams will be electronically delivered via Blackboard and taken online. Proctors are not needed.
- The quality of your writing is important in the class. At this level I expect writing quality to be at an already satisfactory level. I will provide some corrections/feedback however cannot provide writing tutorials at this level.
- I may request that you participate in a UND Writing Center tutorial if I feel that your writing requires special assistance and/or if I feel that you could benefit from a personalized mentorship experience. Grammarly is a website I personally use to check my writings and I encourage you to check it out.

## Communication Department Research Participation Program (SONA)

\*Note: We do NOT use SONA in the Summer courses. SONA is ONLY for the Fall + Spring Semesters.

All students in this course are required to participate in the Communication Department Research Participation Program. You must participate in 2-hour research studies by the end of the semester. As appointment slots tend to fill fast, we encourage you to sign up as soon as the participation opportunities become available. The 2-hour requirement can be met by participating in four 30-minute online surveys or by participating in an hour-long online survey and two 30-minute online surveys. If the 2-hour requirement is not met, the instructor will assign an "I (Incomplete)" grade.

If there are not SONA studies for students to complete during the semester, article review(s) will be assigned instead.

### The Program and Credit in a Nutshell

From time to time during the semester, you will receive an email announcing studies in which you can participate and referring you to a website (<https://undcomm.sona-systems.com>) where you can read descriptions of the available studies, sign up to participate, and monitor the participation points you have earned. Appointment slots can fill fast, so you should sign up as soon as the announcement comes out if you would like to participate. Shortly after you sign up, you will review a confirmation email. All the studies will be closed by the 10th Week of the semester, so please plan accordingly.

## Netiquette

*Netiquette* is a set of rules for behaving properly online. Here are a few basic points to remember when communicating in this course:

- **Be scholarly.** Use proper language, grammar, and spelling. Explain your thoughts, justify opinions, and credit the ideas of others by citing or linking to scholarly resources. Avoid misinforming others when you are unsure of the answer. When discussing something and supplying a guess, clearly state that.
- **Be respectful.** Respect the privacy of others. Do not share personal or professional information about others unless permission has been granted. Respect diversity and opinions that differ from their own. Be tactful when you communicate.
- **Be professional.** Everyone should strive to give their best impression online. Truthfulness, accuracy, and running a final spell check are appropriate expectations for university students. Writing in a legible font and limiting the use of emoticons is considered professional behavior. Profanity and participation in hostile interactions, known as flaming, is unprofessional as well as disruptive.

- **Be polite.** Students should be addressing professors and instructors by the appropriate title or requested name. Students should interact online politely, just as they would be expected to do in a physical environment. Sarcasm rudeness, and writing in all capital letters (shouting) should be avoided.

For more information, read the [Top 12 Be-Attitudes of Netiquette for Academicians](#).

## University of North Dakota Policies & Resources

### Academic Integrity

Academic integrity is a serious matter, and any deviations from appropriate behavior will be dealt with strongly. At the discretion of the professor, situations of concern may be dealt with as a scholastic matter or a disciplinary matter.

As a scholastic matter, the professor has the discretion to determine appropriate penalties to the student's workload or grade, but the situation may be resolved without involving many individuals. An alternative is to treat the situation as a disciplinary matter, which can result in suspension from the University, or have lesser penalties. Be aware that I view this as a very serious matter, and will have little tolerance of or sympathy for questionable practices. A student who attempts to obtain credit for work that is not their own (whether that be on a paper, quiz, homework assignment, exam, etc.) will likely receive a failing grade for that item of work, and at the professor's discretion, may also receive a failing grade in the course. Read more in the [Code of Student Life](#).

### Plagiarism Training

Department of Communication at the UND is committed to promoting scholarly integrity. To that end, you will be asked to complete (or verify that you have previously completed) training in how to avoid plagiarism. You can complete this training by logging onto:

<https://www.indiana.edu/~academy/firstPrinciples/certificationTests/index.html>

You are required to complete this training even if you may have received other types of plagiarism trainings. Once completed, please upload the completion certificate to the course's Blackboard site. Completion of this training will be necessary to pass the course.

If you have completed this plagiarism training in a previous semester or for another class, you can submit that form. You do NOT need to do the training for each semester.

Upon the completion of the plagiarism training module, you must understand that there is no legitimate excuse for committing intentional or unintentional plagiarism. It is also expected that you will do everything you can to avoid committing academic dishonesty. If you are not clear whether or not certain practices are violations of academic dishonesty, please do not hesitate to email me, come to the office hours, or make an appointment for further discussion.

### Disability Support and Medical Services

If you have emergency medical information to share with me, or if you need accommodations in this course because of a disability, please contact me. If you plan to request disability accommodations, you are expected to register with the Disability Support Services (DSS) office (180 McCannel Hall, 777- 3425).

If you have a temporary medical condition such as a broken arm or recovering after surgery, you may be able to arrange for courtesy services. In most cases, it is expected that you will make your own arrangements for these services. An example of a courtesy service includes access to a test scribe if the student has a broken hand. If you are unable to make your own arrangements, please contact DSS (777-3425). Unlike services and/or accommodations provided to eligible students with disabilities, the University is NOT obligated to provide courtesy services.

### Resolution of Problems

Should a problem occur, you should speak to your instructor first. If the problem continues to be unresolved, go to the

department chair, and next to the college Dean. Should the problem persist, you have the right to go to the Provost next, and then to the President.

### Notice of Nondiscrimination

It is the policy of the University of North Dakota that no person shall be discriminated against because of race, religion, age, color, gender, disability, national origin, creed, sexual orientation, gender identity, genetic information, marital status, veteran's status, or political belief or affiliation and the equal opportunity and access to facilities shall be available to all. Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Director of Equal Employment Opportunity/Affirmative Action and Title IX Coordinator, 401 Twamley Hall, 701.777.4171, [und.affirmativeactionoffice@UND.edu](mailto:und.affirmativeactionoffice@UND.edu) or the Office for Civil Rights, U.S. Dept. of Education, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency.

### Reporting of Sexual Violence

If you or a friend has experienced sexual violence, such as sexual assault, domestic violence, dating violence or stalking, or sex-based harassment, please contact UND's Title IX Coordinator, Donna Smith, for assistance: 701.777.4171; [donna.smith@UND.edu](mailto:donna.smith@UND.edu); or visit the [UND Title IX site](#).

### Faculty Reporting Obligations Regarding Sexual Violence

It is important for students to understand that faculty are required to share with UND's Title IX Coordinator any incidents of sexual violence they become aware of, even if those incidents occurred in the past or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow UND to provide resources to help the student continue to be successful at UND. If you have been the victim of sexual violence, [learn more about confidential support services](#) at UND.