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COM 1000 Syllabus
Introduction to Communication Studies,
Fall Sections 2740x/11HG, Spring section 0977x, Summer 4226x
<http://lss.at.ufl.edu>

Instructors:

Dr. Edmund Kellerman, Rolfs Hall 201
Office Hours:
email:

Phone: 352-273-2741, Fax: 392-5420
Tuesday 4th period, Thursday 5th period
Sakai mail function for class matters

Teaching Assistant:

Jason Richmond
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Office hours:

tba

Email:

Sakai mail function

Supervisor:

Kellie Roberts,

Rolfs Hall 401 Reception area: Rolfs 402, 392-5421

Required Readings: Coursepack includes detailed syllabus, grade sheet, schedule, policies, professor's notes, and textbook. Kellerman, Edmund A., *Rhetorical Sensitivity: An Introduction to Communication Studies for the New Century* available at Book It! 1250 W. University Avenue in Gainesville. It's in the northwest corner of the Holiday Inn under the big sign. On or off campus, they ask that you order it online at www.bookit.com.bz or <http://bookit.myshopify.com> or call 352-371-9588. In town, you can pick it up or they'll mail it to you if you are out of town. If you don't have the pack (new, used, or shared), it is impossible to pass the course. If you wait to order it and they have to send it overnight, it will be at your expense.

Course Overview:

COM 1000 has been designed to introduce students to the study of human communication from a wide range of viewpoints. For over two thousand years, scholars have been vitally interested in the "how" and "why" of people communicating with themselves and each other. COM 1000 is intended to survey many of the theories, strategies, and research that relate to both public and private communication.

The first section of the course introduces foundational principles of communication theory: general principles and the elements of speech communication, perception, language and verbal symbols, nonverbal activities, and listening. Our second section applies these principles to the various levels of communicating, i.e. interpersonal, small group, organizational, and leadership. The third section covers communication and persuasion in public forums such as public speaking and mass media while our fourth section covers communication in specific contexts such as intercultural and gender situations.

We believe that you will be pleasantly surprised in the way that COM 1000 will relate to you, your personal goals, course of academic study, and eventual professional career. You will study many of the facets that make our field interesting, from high level theories, to current research, to practical applications to your daily life. Plan on reading one chapter a week and check the due dates page frequently.

Grading Scale (This is the plan for now. If there are any changes, you will be notified by email)

<u>Grade</u>	<u>Percentage</u>	<u>Pts. required</u>	<u>Assignment</u>	<u>Max points</u>
A	.9	405	Exam #1	100
B+	.88	396	Exam #2	100
B	.8	360	Exam #3	100
C+	.78	351	Reading Quiz 3 X 30	90
C	.7	315	<u>Discussions 6 X 10</u>	<u>60</u>
D+	.65	292	Total:	450
D	.60	270	Generally, discussions run Mon-Thursday	
E	.5999	269 or less	Quizzes and exams run Thur - Sunday	

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There will be three major exams, 3 reading quizzes, and 6 discussions. We might have extra credit opportunities when researchers survey you. The final exam will not be comprehensive.

Your grades will be available throughout the semester for you to monitor your progress. You can look it up at <http://lss.at.ufl.edu> and follow the links to the student grade sheet. You must have a Gatorlink account.

It is departmental policy to require the completion of all exams to pass this course. You must take the exam at the given time. Deadline extensions will be given only in documented, and generally pre-approved circumstances like official university business, medical emergencies, or extenuating legal or family issues that are documented.

Only official university business or medical conditions will be excused for an exam, quiz, or survey. Should it become apparent that you will miss an assignment, prior notification is required. Our voice mails are on 24/7. Give your name, UFID, home phone number, and circumstances (in brief). Speak clearly and spell your name. If a medical, academic, family, or legal situation interferes with your work on the course for an extended period of time, you must speak to someone in Student Services or the Dean's Office of your college. They will issue us a courtesy letter to advise us of your circumstances. We cannot accommodate self diagnosed problems.

Academic Honesty:

Cheating on tests, sale of course notes, accessing materials during an exam, signing another student in are considered grounds for failure of this course and referral to the Office for Student Judicial Affairs. In all matters that cannot be resolved through meeting with your professor, Kellie Roberts, Service Program Supervisor is available to meet with you in Rolfs 401 or by calling the office for an appointment.

Special needs students: We will accommodate students with special needs who have registered with the Office of Student Services or your Dean's office. Please bring us your paperwork early in the term.

By taking this course, you agree to the following responsibilities: If you are uncomfortable with these provisions, do not take this course.

Every lecture will have stated objectives, definable terms and principles, and plenty of support and examples. The exams will reflect retention of the course material in a clear and consistent format. **In return, the student agrees to adhere to the deadlines of assignments. Please pay attention to an assignment's instructions or announcements. Failure to follow them may affect your submission and grade. Link your UF email right now to your personal email to receive all announcements.**

If a technical issue prevents you from accessing or completing an assignment or assessment, you must notify us immediately. The assignments and assessments are open for several days. If you start on them earlier, it is easier to re-access them. If you wait until the assignment closes, it is not possible to re-open it for you, especially if you wait until the last hour the assignment is open.

If you have a medical or family issue, you must notify us immediately. Retroactively dated notes will not be accepted. You must provide documentation either in person or via email scan (receipt for repair, Help Desk ticket, work order, medical note). If there is no documentation, there will be no credit. If the documentation does not reach us for whatever reason, there will be no credit. There are multiple ways of submitting your documentation (fax, email scan, in person). If you do not communicate with us, we will not re-open the assignment for you.

We will do all we can to handle your concerns. In all matters, the instructor is the sole arbiter of decisions and determinations. Extending arguments, frequent emails, and repeated contacts will be grounds for referral. As with all online courses, technical issues may affect you. Regardless of the problem, unfair as it seems, if we don't have your submission in our records, we cannot issue course credit.

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Bio for Dr. Kellerman:

B.S. degree in Speech Pathology, Ithaca College, NY

MA degree in Speech Communication Studies, University of Northern Colorado

Ed.D. Higher Education Administration, Dept of Educational Leadership, University of Florida

Senior Lecturer, Dial Center for Written and Oral Communication, University of Florida
Faculty Advisor, UF Heal the World, UF Bhangra Club, UF Sikh Students Association

Director, The Center for Intercultural Teaching, Learning, and Service (www.citls.com)

Director, Project Nepal (www.supportprojectnepal.com)

UF IRB approved study "Factors that Influence the Formation of Successful Intercultural Relationships"

Member, Florida Communication Association

Reviewer, Florida Communication Association journal

Nominated as an Outstanding UF College of Education graduate, 2011

A word to the wise:

In a 1000 level course such as this, it is not hard to pull an A or a B. You should spend three hours a week beyond class time for each credit hour reading the chapters and articles, digesting the information in your class notes, and paying attention to the website where a lot of class administration is listed. We hold regular office hours where you are welcome. However, when you ask where the website is, when the exams are, where the articles are, or admit that you don't have the coursepack, you are showing us that you have not reviewed syllabus or the course materials. There is no excuse for having a poor work ethic in a 1000 level class. We do not offer extra credit, extra assignment, curve ups, or round offs to help you make up for your deficiencies. Please do not email us to request those.

In an online course, you make the commitment to complete all assignments within deadlines. In return, we give you multiple days so they don't conflict with your moving, family reunions, vacations, or other commitments. Please make time and schedule accordingly. Plan on completing something every week: the discussions, a reading quiz and then an exam every month. Generally we complete one lecture a week, with a little more time devoted to verbal and nonverbal communication lectures.

Once your final grade is posted, you will not email or call us to raise your grade artificially. If you persist in contacting us, your grade will be reduced by five points per sentence. Part of what we do is train you up for the workforce and your career. You wouldn't dare pester your boss or supervisor on the job. It begins here by taking responsibility for your work, and not pestering us, arguing, or asking for a break. In a class of over 200 students, I think you can understand that we have to adhere to a consistent policy.

If you keep up on your readings, discussions, and quizzes, you will pass easily and be able to apply these communication principles to your daily life. A degree from UF is one of the highest qualifications you can obtain because we are a member of the AAU (American Association of Universities) which means we are one of the top 63 academic institutions in the US. You all came in here with 3.9 GPAs and 1200 SATs (on the old scale) and we expect you to uphold your end of the bargain.

While I don't take myself very seriously, I take this class and my subject very seriously, I personally have been cited as an exemplary professor because I really work hard to help you understand how critical learning is to you. In turn, you will work hard to master this, and other subjects. It is a privilege to be here and down the road, you will understand just how important this is.

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Here's something to start with:

Your first discussion covers a portion of the Barbara Walters interview with Monica Lewinsky. Monica was involved with President Clinton in an inappropriate sexual "liaison". Look at her answers and her demeanor at various points throughout the interview.

There are a number of levels here. Since they are talking one on one, they are communicating on an interpersonal level. But since it is a sit down interview, they use a question and answer format with a more formal structure than just a conversation. And since it is being viewed by millions of people, they are transmitting on the mass media level. There's a lot going on.

Later in the textbook, you will figure out that my orientation towards communication is less about the technical aspects (word choice, nonverbal actions, group processes), and more about how we use those elements to get what we want. Thus, you have to know about the process of communication.

The basic unit of meaning in our field is the *speech act*. It could be a sigh of regret, a word of excitement, a phrase of agreement, or even a sentence of explanation.

When meaning is embedded in that speech act (or series of acts), it is termed a *speech code*. For example, many of you are in the Greek system, a sports team, or other group. When you use a speech act that is recognized by your group, that meaning is almost automatic and you are seen as a member of that group. Just like a secret password, that speech act symbolizes a common membership.

When you group those speech codes into a series of interactions, it is termed a *speech script*. The script *prescribes* (allows) or *proscribes* (forbids) certain types of language (verbal and nonverbal). How do you act in a job interview? Generally, that situation prescribes that the interviewer will ask most of the questions while you wait and then respond. It is proscribed that you, the interviewee, will talk too much, fidget, or do something out of the ordinary like eat your lunch at their desk.

There are many speech scripts that you learn in your life. In most interactions, you will have an *introductory script* consisting of a greeting and acknowledgement, *phatics* (exchange of pleasantries), and some kind of *relate* (referral to a previous interaction or ongoing issue with your partner). When you finish your interaction, you should have some type of *leave taking activity* (a formal goodbye, an expression of future interaction, or even an angry breakoff).

Some scripts are more formal than others. These are called *protocols*. Meeting the Queen of England requires standing in line, being formally introduced, waiting for her to extend her hand, and bow or curtsy (for British subjects), and very limited conversation. The Queen's guards may even have a written script of events for guidance.

Lastly, the sum total of your speech acts, codes, scripts, and protocols is your *speech repertoire*. Just like a musician has a repertoire of songs they draw from for a performance, so the communicator adds to his or her skill set of communication abilities. As a professor, I had to master many new terms, new experiences, role modeling and mentorships, and even statistics to ensure that my repertoire included all that I have learned on my way to an academic career. As a student in this class, you will be exposed to a variety of philosophies, research, experiences, and techniques designed to increase your speech repertoire so that you can handle each stage of your academic and personal development.

In this class, you will learn theories that explain behavior and predict reactions. For now, start observing your own interactions as well as other people's interactions. Start noticing how and why some interactions go smoothly and others not so well. As you read through this coursepack, apply some of what you learned to investigate how you can be a better communicator and handle the increasing communication demands.