

# COM 1000—Introduction to Communication Studies

Fall Sections 2740x/11HG, Spring section 0977x, Summer 4226x

<http://lss.at.ufl.edu>

## Instructor:

*Dr. Edmund Kellerman*

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Office Hours:

fall/spring: Tues 4<sup>th</sup> pd, Thurs 5<sup>th</sup> pd, summer by appt.

email:

**CANVAS mail function for class matters, use instructor link;**

ekellerman@ufl.edu for other matters

## Teaching Assistant:

*Allison Curran*

Rolfs Hall 201 Phone: 392-5421

Office hours:

in Chat Room: Thursdays 2-3 p.m.

Email:

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Supervisor:

*Kellie Roberts*, Rolfs Hall 401 Reception: Rolfs 402, 392-5421

## Course Description/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.

## **Course goals are to:**

- 1) understand the process of communicating with others,
- 2) formulate timely written opinions about the status of communication in various contexts;
- 3) apply communication research to a wide range of contexts from intrapersonal to public, and
- 4) recognize and use practical communications applications and strategies in your daily life.

## 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.

## Assignments and Grading Scale

Category	Max Points
Exam #1	100
Exam #2	100
Exam #3	100
Reading Quiz (2 X 30)	60
Discussions (4 X 10)	40
Total	400

\* Generally, discussions run Mon-Thurs; Quizzes & Exams run Thurs-Sun

Letter Grade	Percentage	Total Points Required
A	90%	360-400
B+	88%	352-359
B	80%	320-351
C+	78%	312-319
C	70%	280-311
D+	68%	272-279
D	65%	240-271
E	64% or less	239 or less

**Note:** A grade of C- is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit. For more information on UF's Grading Policy, please visit:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#hgrades>

<http://www.isis.ufl.edu/minusgrades.html>

There will be three major exams, 2 reading quizzes, and 4 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. If you miss an assignment and we do not hear from you within 24 hours, a zero will be entered.

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 situation occurs that is impacting attendance or performance that requires much explanation of a sensitive nature, you are required to make an appointment with the Dean of Students Office at [umatter@ufl.edu](mailto:umatter@ufl.edu) (7 days a week) or 352-392-1261. They are there for you and will help guide you to a successful resolution of your problem. Please do not hesitate to contact them for academic deficiencies, sexual/physical abuse, harassment, substance abuse, social and living problems, etc. The Dean of Students Office staff come highly recommended. In addition, confidential therapy is available through the Counseling Center, 352-392-1575 (phone assistance available 24/7).

### **Academic integrity and academic misconduct**

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.

All submitted work during the course will be the student's personal, original work, with credit being given to sources used. If a student violates this understanding, evaluations of work must be affected accordingly and if necessary, adjudication will be processed by procedures approved by the University of Florida Honor Court. Additionally, students are expected to participate in class exercises. Disruptive or disrespectful behavior will not be tolerated. Please refer to UF's Student Conduct & Honor Code, <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

### **Disability and special accommodations**

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me privately, as soon as possible, so we can discuss accommodations necessary to ensure a successful and educational experience. It is the responsibility of the student to notify me and to make the first contact with the Disability Resource Center (DRC). Additionally, written documentation from the DRC must be provided at least one week prior to the date of requested accommodation. Contact the Disability Resources Center (<http://www.dso.ufl.edu/drc/>) for information about available resources.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

### **Right to privacy**

The Family Educational Rights and Privacy Act (FERPA) ensures that student records (for any students over 18 years of age) are kept confidential. I will not release grades to anyone other than the student or school officials who are given permission to view a student's progress– this includes parents, partners, and other students. For more information, see the University of Florida website for The Family Educational Rights and Privacy Act (FERPA).