Class website http://lss.at.ufl.edu. Check it at least every other day for your grades and announcements.

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

Instructors:
Dr. Edmund Kellerman, Rolfs Hall 201
Office Hours: Tuesday 4th period, Thursday 5th period
Phone: 352-273-2741, Fax: 392-5420
Email: Sakai mail function for class matters
Teaching Assistant: Tba
Rolfs Hall 201
Phone: 392-5421 Office Hours: TBA
Email: Sakai mail function

Supervisor: Kellie Roberts, Rolfs Hall 401 Reception area: Rolfs 402, 392-5421
Email: robertsk@ufl.edu

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. If you are off campus, order it online at www.bookit.com.bz or http://bookit.myshopify.com or call 352-371-9588. They’ll mail it to you. If you don’t have the pack (new, used, or shared), it is impossible to pass the course.

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)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Pts. required</th>
<th>Assignment</th>
<th>Max points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>.9</td>
<td>405</td>
<td>Exam #1</td>
<td>100</td>
</tr>
<tr>
<td>B+</td>
<td>.88</td>
<td>396</td>
<td>Exam #2</td>
<td>100</td>
</tr>
<tr>
<td>B</td>
<td>.8</td>
<td>360</td>
<td>Exam #3</td>
<td>100</td>
</tr>
<tr>
<td>C+</td>
<td>.78</td>
<td>351</td>
<td>Reading Quiz 3 X 30</td>
<td>90</td>
</tr>
<tr>
<td>C</td>
<td>.7</td>
<td>315</td>
<td>Discussions 6 X 10</td>
<td>60</td>
</tr>
<tr>
<td>D+</td>
<td>.65</td>
<td>292</td>
<td>Total:</td>
<td>450</td>
</tr>
<tr>
<td>D</td>
<td>.60</td>
<td>270</td>
<td>Generally, discussions run Mon-Thursday</td>
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<tr>
<td>E</td>
<td>.5999</td>
<td>269 or less</td>
<td>Quizzes and exams run Thur - Sunday</td>
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Class website http://lss.at.ufl.edu. Check it at least every other day for your grades and announcements.

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.

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, plagiarism, signing another student in, and other forms of academic dishonesty 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.

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.
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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.

**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.

**Fall 2013 dates**
September 2: Labor Day
November 8-9: Homecoming
November 11: Veterans Day
November 27-30: Thanksgiving

**Spring 2014**
January 20: Martin Luther King Jr. Day
March 1-8: Spring Break