

## **Introduction to Communication Studies SPCM 1311**

**Professor:** Ashleigh M. Day, PhD

**Preferred Salutations:** Dr. A, Dr. Day, Dr. Ashleigh, Professor A, Professor Day, Professor Ashleigh

**Office:** CAS 231

**E-mail:** aday@uttyler.edu

**Office Hours:** Mondays & Wednesdays, 1:30pm-3:00pm or by appointment

**Class Time:** Mondays, Wednesdays, & Fridays, 8:00am-8:55am

**Classroom:** CAS 257

***Welcome!***

### **Course Description**

Theory and practice related to the dynamics of human communication. An examination of the process of attributing and sharing meaning, and the factors influencing intrapersonal, interpersonal, small group, organizational, rhetoric, public address, to name a few of the contexts in which communication studies applies. This course will overview and introduce students to the discipline and the theories used within the field.

### **Student Learning Objectives**

1. Critical Thinking (CT): Students will be able to critically analyze communication concepts.
2. Communication (COMM): Students will be able to prepare written and oral presentations which integrate audience analysis, listening, nonverbal, and verbal communication throughout written work and oral presentations.
3. Teamwork (TW): Students will be able to utilize effective group strategies that accomplish a given task through effective problem solving, leadership styles, cohesive interactions, and negotiation of team roles.
4. Personal Responsibility (PR): Students will be able to demonstrate ethical perspectives or concepts throughout classroom interactions, presentations, and written work.
5. Identify how to effectively communicate and thus, illustrate the principles of communication within a variety of contexts (e.g., interpersonal, small group, organizational, etc.).
6. Students will be able to prepare and deliver a formal public presentation after properly researching the topic, properly organizing the material, and effectively collaborating with others.
7. Recognize, and therefore implement, the need for proper communication forms that are respectful of and tailored to diverse audiences.

### **Textbook**

Duck, S., & McMahan, D. T. (2018). *Communication in everyday life: A survey of communication* (3rd ed.). Los Angeles, CA: Sage.

- As part of preparation and participation, students are expected to bring their textbook to each class.
- Any additional assigned readings will be posted on Canvas for student access.
- All course readings are to be read *previous* to coming to class on the day they are assigned for (see the course calendar).

### **Assignments**

- **Exams, (30%, 150 pts.)**  
There will be a midterm and final exam in this course. You will be tested on information from all aspects of the course (course readings, lectures, activities, and class discussions) for each exam. The exams are non-cumulative; however, you will need to thoroughly understand concepts that will be on the midterm (e.g., definitions, concepts, etc.) to succeed on the final exam. Exams may be multiple choice, true/false, fill in the blank, and/or short answer. Both exams will be held on Canvas. Each exam will be open all day on its scheduled date. You can only open the exam once on Canvas and you cannot exit it or save it to finish later. Each exam will be timed. Each exam is worth 75 points.
- **Small Group Presentation, (15%, 75 pts.)**  
(SLOs: CT, COMM, TW, PR, 5, 6, 7)  
You and a group of peers will work in an assigned, short-term group to identify and communicate principles of small group communication in an 8 to 10-minute presentation to the class. The presentation must be ethical and interesting to fellow students and incorporate small group communication theory and/or concepts in an educational, yet creative manner (primarily Chapter 10). A formal, full-sentence outline is also required.
- **Final Project, (25%, 125 pts. total)**
  - **Final Project Sub-Discipline Paper, 75 pts.**  
(SLOs: CT, COMM)  
Throughout the semester, you will be introduced to some of the major sub-disciplines and scholars in the field of communication. Your job is to learn more about these areas and scholars. You will choose one sub-discipline to focus on for the final project. The sub-discipline you choose must be one that was covered in class and it must be included in the course textbook. Part of this assignment will require you to pick at least three related research articles that are within the same sub-discipline of communication (e.g., health communication, organizational/workplace communication, etc.) and are published in peer-reviewed communication journals by communication scholars of the sub-discipline being reviewed. On Canvas, you will submit a 5-page essay that follows APA style and properly cites peer-reviewed research.

- **Final Project Speech Presentation, 50 pts.**

(SLOs: CT, COMM, PR, 5, 6, 7)

After thoroughly researching your topic and completing the paper portion of the final project, you will prepare a 3.5 to 4.5-minute formal presentation. This presentation needs to be properly formatted and organized in an ethical manner, considering your audience along the way. You will also be required to use a professional visual aid. You will submit your visual aid on Canvas.

- **Quizzes on Canvas, (15%, 75 pts.)**

Quizzes will occur for each assigned reading/chapter throughout the semester. The quizzes will help you determine how well you understood concepts in the chapter readings and what concepts you may need to spend a little more time studying. Additionally, quizzes will help prepare you for the exams and ensure that you are completing the assigned readings. Quizzes could cover any material that is assigned for the class meeting for which the quiz is due. You will complete each chapter quiz *before* the chapter is discussed in class. Quizzes may be true/false, multiple choice, fill in the blank, short answer, and/or application questions.

All students are given a limited timeframe to complete the quiz on Canvas. The only exception to this is students with UTT-approved documentation stating that they need additional time for test-taking. For 5-point quizzes (5 questions), students will have 10 minutes to complete the quiz once they open it on Canvas. For 10-point quizzes (10 questions), students will have 20 minutes. *You can only open each quiz once on Canvas and you cannot exit it or save it to finish later.* It is suggested that you read the chapter first, then complete the quiz. Quizzes are to be completed previous to the start of class on the day they are assigned in the course calendar. You can see which questions you answered (in)correctly immediately after submitting the quiz. The correct answers will be released at 8:55am on the day the quiz is due.

If you fail to complete a quiz and do not have “proper documentation” to excuse missing it, you will receive zero points for this portion of your grade. Quizzes cannot be made-up (without “proper documentation”).

[13 Chapter quizzes @ 5 pts. each + Chapter 10 quiz @ 10 pts = 75 pts. total]

- **Attendance, Participation, & Homework, (15%, 75 pts.)**

Perfect attendance is highly recommended in this course. If you’ve taken my classes before, you know that I value dialogue; my preference is to explore course concepts through discussion and activity learning, versus lecture alone. Verbalizing course concepts and theories is one of the best ways to learn new material, and our shared stories and insights provide a rich context for the theories and constructs discussed throughout the course. To help encourage and incentivize discussion participation among all students, I will assess your participation in class discussions several times during the semester. A detailed grading rubric follows.

I want to emphasize the importance of “quality” as much as “quantity.” You don’t have to talk all the time to receive a “high participation” score; in fact, you are better off contributing a few high quality, topic-relevant comments that show you did the reading than many low quality, personal observations or stories that don’t illustrate your understanding of the reading. Participation may also take the form of Q&A, in-class activities/simulations, student discussion leader assignments, micro team presentations, debates, etc.

<p><b>High Participation (full credit)</b></p>	<ul style="list-style-type: none"> <li>• Participant offers solid analysis, without prompting, to move the conversation forward.</li> <li>• Participant, through their comments, demonstrates a deep knowledge of the text.</li> <li>• Participant has come to the seminar prepared and it is clear they did the reading.</li> <li>• Participant, through their comments, shows that they are actively listening to others.</li> <li>• Participant offers clarification and/or follow-up that extends the conversation.</li> </ul>
<p><b>Some Participation (half credit)</b></p>	<ul style="list-style-type: none"> <li>• Participant offers some analysis, but needs prompting from the instructor.</li> <li>• Through comments, participant demonstrates a general knowledge of the text.</li> <li>• Participant is less prepared and does not appear to have read materials closely.</li> <li>• Participant is actively listening to others, but does not follow-up on others’ comments</li> <li>• Participant relies more upon their opinion, and less on the readings or materials.</li> </ul>
<p><b>No Participation (0 credit)</b></p>	<ul style="list-style-type: none"> <li>• Participant is not present in class.</li> <li>• Participant offers little or no commentary.</li> <li>• Participant comes to the seminar ill-prepared with little understanding of the topic.</li> <li>• Participant does not listen to others, offers no commentary.</li> <li>• Participant distracts the group by interrupting or offering off topic questions or comments.</li> <li>• Participant is using technology and not engaging in the discussion.</li> </ul>

*\*Subject to change. More details about assignments and requirements will be provided in class and/or on Canvas.\**

**Grading Scale**

500 - 450 pts. = A 90%-100%

449 - 400 pts. = B 80%-89%

399 - 350 pts. = C 70%-79%

349 - 300 pts. = D 60%-69%

299 - 0 pts. = F 0%-59%

## Course Policies

### Grading

Assignment details and rubrics are provided to students, either on Canvas, printed copies that are handed out in class, or verbally by the professor. Please review assignment instructions, requirements, rubrics, and examples (if applicable) before you turn in an assignment. After you've received a grade for an assignment, I encourage you to discuss your grade(s) with me should you have concerns. However, there is protocol to follow:

Wait *at least* 24 hours after receiving a grade to talk with me about your grade (unless there was an error in calculation of the grade). I ask that you wait so that you can look back over the assignment and review your notes and the textbook, then think about the reasons why you earned the grade. I want you to *act* rather than *react* to the grade. After this, you are to discuss any extant concerns with me (face-to-face) in a scheduled meeting or in my office hours. The tone of all meetings concerning grades are to be respectful and professional. Failure to act in such a manner will result in termination of the meeting. I will *not* discuss individual grades during class time. Nor will I entertain grade complaints during class time. I will *not* discuss grades/grading/etc. via email. Such discussions are to occur in-person and having an in-person discussion does *not* imply that your grade will be altered.

After a face-to-face meeting, if deemed appropriate, the student may be asked to submit an appeal in writing (again, only after a face-to-face meeting). I must receive the e-mail within two days of its request; include your specific appeal and the grade you believe you deserve. Disputes will not be entertained beyond two days after its request. Meaning, if the student fails to send it within the specified timeframe (two days), the dispute will be automatically forfeited by the student. If any grade is to be reevaluated, the new earned grade *may be lower than the previous grade*. If an assignment is reevaluated, the professor may find something that they did not find before that should actually *lower* the grade. Thus, use caution when trying to appeal a grade. The professor reserves the right to refuse grade appeals, even if a student submits one; just because you submit an appeal does not imply that a grade reevaluation will take place.

Lastly, I will not entertain conversations in the last weeks of class or after final grades have been posted about "only being a few points away from earning a particular letter grade." You will receive the grade that you earn throughout the semester; so, please start working hard early on.

### E-mail

If you cannot meet with me during my office hours, UTT email is my preferred form of contact. Allow a 48-hour window for a response. If an email is sent after 5:00pm on any given day, I cannot guarantee a response before 9:00am the following *business day*. Responses are not guaranteed the day before an assignment is due. You should treat our online correspondence with the same respect as any in-person, business, or legal communication.

In your email, please include your first and last name, the course you are contacting me about, and the specific assignment/topic you are emailing about. You must email me regarding our class using your UTT email, not Yahoo, Gmail, etc. Emails that do not conform to the aforementioned standards will not be answered. Sometimes, student emails may be flagged as spam. Thus, if you do not receive a response from me within 48 hours, please resend the email or try to contact me in-person. Students are required to check their UTT email (and the Canvas announcement page) for announcements, updates, etc. regarding this course.

### **Due Dates will be Enforced**

No late work is accepted. Any work turned in late earns zero points. Exceptions: Assignment make-ups will be allowed only in extreme emergency situations with verifiable documentation (e.g., doctor's note, jury duty summons). Work-related events do not qualify as an extreme emergency. The course schedule and due dates are set well in advance and students have access to this information; thus, plan accordingly. In order to make up an assignment:

- The student must take the initiative to contact the professor for permission to do a make-up an assignment within two days of missing the due date. After this point, if the professor does not hear from the student, they will not be allowed to make up the assignment and will have earned zero points.
- Verifiable documentation that excuses the student's absence must be provided to the professor before a make-up opportunity is discussed or scheduled. Such documentation should be provided to the professor within two days of the student's absence.
- The student must meet the make-up deadline set by the professor. If the student misses the make-up deadline, there will not be another opportunity to make-up the speech. Zero points have been earned in this case.
- There must be sufficient class time remaining for the student to make up an assignment. If not, the student may have to make-up the assignment in the professor's office at a set, scheduled time.

### **Regular Attendance is Expected**

You are a vital part of this class; so, come and arrive on time! However, if you acquire three (3) unexcused absences, your final grade will be lowered by *-10 points for each additional absence*. Students who have six (6) or more unexcused absences will receive an automatic "F" for the course. In regard to tardiness, two tardies equals one absence.

If you know you will miss class due to a school-related activity, let me know before the day you miss. These are excused *with proper notice*, but course work is still expected to be turned in on time. If you are absent from class—for any reason—it is *your* responsibility to determine what was missed, to hand in any work, and complete any homework or readings that were

assigned in-class during your absence. If you need assistance because of university-related absences (e.g., debate, sports, etc.), you must contact me before the missed class.

Please note that merely attending class does not imply an “A” in the course. The effort you put into studying, completing assignments, participating in class, coming prepared to class, analyzing course readings, and demonstrating your mastery of course materials will determine the grade you earn. Consider the following:

*Think of our class as a “gym for the brain.” You can pay to be a member of the best “mind” gym in town, but unless you show up, put in the work, actually exercise your mind, and are receptive to “training” (i.e., feedback), learning will not occur. You could physically show up to the gym, goof off, play on your phone, socialize with friends, and not exercise. Such behavior would not lead to positive results as you’re not doing the work that is required to yield such results. Therefore, just because you pay to be a member of the best “mind” gym in town does not guarantee results (just as with a “regular” gym).*

### **Classroom Civility**

People and ideas must be treated with respect in the classroom. Please avoid disruptive behavior that makes it difficult to accomplish our mutual objectives. Disrespectful, threatening, diminishing, minimizing, and/or inappropriate talk, nonverbals, suggestions, drawings/writing, etc. will not be tolerated. Such actions will result in point deductions and the Department Chair may be notified if the infraction is major, which may result in more serious repercussions.

### **Electronics and Technology Policy**

I will ask you to not use your computer or any other electronic device in class, unless requested by me. Of course, if you need or strongly prefer using a laptop for taking notes or accessing readings in class, please come speak with me. I am happy to do what is best for *you*. I just ask that you to commit to using the laptop only for class-related work. I also do not mind a cell phone on the desk; however, please step outside to text or talk in the case of an emergency. All electronic devices must be placed on “silent.” Please refer to an article written by Ann Curzan from The Chronicle as to why I am asking you to adhere to this policy:

<http://chronicle.com/blogs/linguafranca/2014/08/25/why-im-asking-you-not-to-use-laptops/>. If given permission, you may use your computer, cellphone, tablet, etc. during class to take notes and/or to participate in media-related exercises.

If a student has to be asked to get off their phone/laptop/ electronic device, or is using any other device inappropriately or in a distracting manner, their grade on the next assignment will be lowered by *-10 points*. If subsequent behavior takes place, your final grade for the course will be lowered by *-10 points for each additional occurrence*. Students inappropriately using electronics or other devices during class may be asked to leave the classroom.

### **Canvas Support**

It is your responsibility as a student to understand how to operate Canvas and access/upload

assignments. If you need assistance with Canvas, seek out help:

- call the Canvas Support hotline at: 844.214.6949
- visit UT-Tyler's Canvas Help page: <https://www.uttyler.edu/canvas/>
- visit UT-Tyler's Canvas Student Resources page: <https://www.uttyler.edu/canvas/canvas-student-help.php>
- Contact UT-Tyler's Office of Digital Learning for Canvas at: 903.566.6200 or [canvas@uttyler.edu](mailto:canvas@uttyler.edu)

### **College-Worthy Work is Expected**

Not only does this mean that you are expected to turn in college-level work, but that it also must be presented appropriately. All assignments must be typed using Times New Roman in 12-point font, double-spaced, one-inch margins (with no extra spaces between paragraphs), and proper APA style. You must cite ALL bibliographic sources used in your papers/outlines (using APA format), within text and on a reference page. For help with APA style and writing, please do not hesitate to visit the Undergraduate Writing Center on campus or online. You may also wish to consult [Purdue OWL's website about APA](#).

Paper/outline headings should include the student name, course name/number, due date, and assignment title. No other information is needed. Papers/outlines will mostly be turned in via Canvas. Word documents are the only type of documents accepted, unless otherwise noted. Assignments submitted in the wrong format will be given a zero. Always check the assignment instructions and ask the professor if further clarification is needed. Spelling, grammar, syntax, punctuation, and neatness count towards your grade, for all assignments.

### **Elasticity Clause**

The professor reserves the right to modify the existing course calendar and assignments. If changes must be made, the professor will notify students as soon as possible. Students are expected to adapt to and abide by any changes.

### **Plagiarism**

In addition to UT Tyler's Academic Honesty and Student Standards of Academic Conduct policies (listed in forthcoming sections), students are also required to adhere to the following standards:

*The "Common Knowledge" Clause.* Material does not have to be cited if it is common knowledge—that is, knowledge that most American high school graduates already know (e.g., Berlin is the capital of Germany.).

*The "10% Rule".* As a general rule, a college assignment is considered an original work only if the vast majority of text is original. Generally, no more than 10% of a work can be someone else's words, regardless of proper quotes or citation.



Intent. When reviewing a possible case of plagiarism, the student's intent will not be taken into consideration. In other words, an act of plagiarism is plagiarism whether or not the student claims to have intended plagiarism.

Mistakes & Accidents. The possibility that the student mistakenly or accidentally committed plagiarism will not be taken into consideration. I strongly suggest that you discuss your sources with the Writing Center before turning in work.

Appeal to Ignorance. A student's claim to ignorance with concern to policy will never be treated as a valid justification of plagiarism.

Collaboration. Students are not permitted to collaborate on an essay, discussion post, quiz, test, or any written assignment, unless noted otherwise. Having someone proofread your work is fine and encouraged, but that can only entail matters of style, grammar, and spelling.

Disciplinary Action for Plagiarism. Per departmental policy, the first offense of plagiarism will result in a zero for the assignment. Any additional acts of plagiarism will result in a "F" for the course and further possible disciplinary action by the university.

## **University Policies**

### **UT-Tyler Honor Code**

Every member of the UT-Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

### **UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### **Academic Honesty Policy**

Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a "0" for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker's or writer's indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action. **(See next section for University Policy)**

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- "Cheating" includes, but is not limited to:
  1. copying from another student's test paper;
  2. using, during a test, materials not authorized by the person giving the test;
  3. failure to comply with instructions given by the person administering the test;
  4. possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
  5. using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  6. collaborating with or seeking aid from another student during a test or other assignment without authority;
  7. discussing the contents of an examination with another student who will take the examination;
  8. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  9. substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  10. paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  11. falsifying research data, laboratory reports, and/or other academic work offered for credit;

12. taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and  
13. misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

- “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- All written work that is submitted will be subject to review by plagiarism software.

### **The UT-Tyler Writing Center**

The Writing Center provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper. Appointments: 903.565-5995, [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, #3150 or call 903.566.7079.

### **Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated (**January 27, 2020**). Grade Replacement Contracts are available in the Enrollment Services Center or at

<http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The **Census Date (January 27, 2020)** is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester.

### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students

have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

**Course Calendar\***  
**SPCM 1311: Introduction to Communication Studies**  
**Spring 2020**

Week	Day of the Week	Topic	Assignments Due Dates
1	M, Jan 13	Introduction to Each Other & the Course  Discuss Chapter Quizzes  Chapter 1: An Overview of Communication	
	W, Jan 15	Chapter 1	
	F, Jan 17	Finish Chapter 1  Chapter 2: Histories and Contexts of Communication	Chapter 1 Reading & Quiz Due
2	M, Jan 20	<b>NO CLASS – MLK, Jr. Holiday</b>	<b>NO CLASS – MLK, Jr. Holiday</b>
	W, Jan 22	Chapter 2	Chapter 2 Reading & Quiz due
	F, Jan 24	Chapter 8: Personal Relationships	Chapter 8 Reading & Quiz due
3	M, Jan 27	Chapter 8	<i>*UTT Census Date*</i>
	W, Jan 29	Chapter 9: Family Communication	Chapter 9 Reading & Quiz due
	F, Jan 31	Chapter 9	
4	M, Feb 3	Chapter 10: Groups and Leaders  Discuss Small Group Presentation Groups Assigned	Chapter 10 Reading & Quiz due* *(worth 10 pts)
	W, Feb 5	Chapter 10	
	F, Feb 7	Chapter 10 & In-Class Group Workday	Review “Logical Subordination Outlining” & “Effective Outlines-Building the Skeleton of the Speech,” in the Small Group

			Presentation folder on Canvas
5	M, Feb 10	Chapter 11: Communication in the Workplace	Chapter 11 Reading & Quiz due
	W, Feb 12	Chapter 11	
	F, Feb 14	In-Class Group Workday	Rough Draft Outline for Group Presentation due by 11:59pm on Saturday, February 15 (typed, uploaded to Canvas)
6	M, Feb 17	Chapter 13: Technology and Media in Everyday Life	Chapter 13 Reading & Quiz due
	W, Feb 19	Chapter 13	
	F, Feb 21	Chapter 14: Public and Personal Influence	Chapter 14 Reading & Quiz due
7	M, Feb 24	Chapter 14 Audience Analysis	
	W, Feb 26	In-Class Group Workday	
	F, Feb 28	GROUP PRESENTATIONS	GROUP PRESENTATIONS All materials due (upload to Canvas)
8	M, Mar 2	GROUP PRESENTATIONS	GROUP PRESENTATIONS All materials due (upload to Canvas)  <i>*UTT Midterm Grades entered by today*</i>
	W, Mar 4	Catch-up / Review	
	F, Mar 6	<b>MIDTERM EXAM (on Canvas)</b>	<b>MIDTERM EXAM (on Canvas)</b>
9	Mar 9 – Mar 14	<b>NO CLASS - Spring Break</b>	<b>NO CLASS - Spring Break</b>
10	M, Mar 16	Chapter 12: Health Communication	Chapter 12 Reading & Quiz due
	W, Mar 18	Chapter 12	
	F, Mar 20	Chapter 3: Identities, Perceptions, and Communication  Discuss Final Project (Paper &	Chapter 3 Reading & Quiz due

		Presentation); Draft due April 1	
11	M, Mar 23	Chapter 3	
	W, Mar 25	Chapter 4: Verbal Communication	Chapter 4 Reading & Quiz due
	F, Mar 27	Chapter 4	
12	M, Mar 30	Chapter 5: Nonverbal Communication	Chapter 5 Reading & Quiz due  <i>*Last day to withdraw from one or more UTT courses*</i>
	W, Apr 1	Chapter 5	Final Project Paper drafts due (research articles must be finalized and at least 2 pages of cohesive written text submitted)
	F, Apr 3	<b>NO CLASS – SSCA Conference</b> At-home Workday for Final Project	<b>NO CLASS – SSCA Conference</b> At-home Workday
13	M, Apr 6	Chapter 6: Culture and Communication	Chapter 6 Reading & Quiz due
	W, Apr 8	Chapter 6	
	F, Apr 10	Chapter 7: Listening	Chapter 7 Reading & Quiz due
14	M, Apr 13	In-Class Workday for Final Project  Discuss Participation Self-Report	
	W, Apr 15	<b>Online Class &amp; Activity</b> (no physical class meeting due to CSCA Conference)  Participation Self-Report  Review Using Professional Visual Aids	<b>Online Class &amp; Activity</b>  Participation Self-Report due by 11:59pm  Review Using Professional Visual Aids (in the “Notes & Helpful Documents” folder)
	F, Apr 17	<b>NO CLASS – CSCA Conference</b> At-home Workday for Final Project	<b>NO CLASS – CSCA Conference</b> At-home Workday for Final Project
15	M, Apr 20	FINAL PROJECT PRESENTATIONS	FINAL PROJECT PRESENTATIONS <b>All Final Project Papers due on Canvas.</b>  <b>Upload your visual aid by the time class begins on the day you present.</b>
	W, Apr 22	FINAL PROJECT PRESENTATIONS	FINAL PROJECT PRESENTATIONS
	F, Apr 24	FINAL PROJECT PRESENTATIONS	FINAL PROJECT PRESENTATIONS
16	M, Apr 27	<b>NO CLASS – UNIVERSITY STUDY DAY</b>	<b>NO CLASS – UNIVERSITY STUDY DAY</b>



	W, Apr 29	<b>FINAL EXAM (on Canvas)</b> <i>The Final Exam date/time is set by the University.</i>	<b>FINAL EXAM (on Canvas)</b>
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