

# CMST 1311: Introduction to Communication Studies

Dr. Dennis Cali  
[dcali@uttyler.edu](mailto:dcali@uttyler.edu)

This class will be held completely online and will be conducted asynchronously. Office hours: Tuesday and Wednesday, 3-4:30 p.m. This is when I will regularly attempt to respond to emails. If you wish to meet, this is also when I would arrange to meet ***by appointment*** (because Zoom meetings must be scheduled).

## 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. An eBook version accompanies this text.

If purchased at the UT Tyler bookstore, the book will come bundled with an e-version of the book. You will receive an access code that takes you to the eBook. The other way to access the eBook (only...you would not be acquiring the print copy of the book) is to go directly to [Vitalsource.com](https://www.vitalsource.com), type in the name of the book, and then you'll be given the option to purchase the eBook there.

## Grading

### Assignments and their Weighted Value

<b>Chapter Activities (weekly)</b>	<b>20%</b>
<b>Small Group Video &amp; Evaluation</b>	<b>20%</b>
<b>Public Speech + Video Aid</b>	<b>20%</b>
<b>Research Paper</b>	<b>20%</b>
<b>Final Exam</b>	<b>20%</b>
<b>Total</b>	<b>100%</b>

For each graded assignment, students will receive an A, B, C, D, or F. Each of these letter grades corresponds with a number value: an A carries a numeric value of 4, a B is worth 3, C is worth 2, D is worth 1, and F is worth 0. To calculate your grade, multiply 4, 3, 2, 1, or 0 that corresponds with your letter grade by the percentage value (above) of a given exercise. For example, if you receive a B for the “Research Paper,” you would multiply 3—which corresponds with a B—by 20% and you would get a .60 for that assignment. At the end of the semester, to calculate your final grade, you would add each of the scores and divide by 100. Final grades will be awarded as follows:

#### Numeric Value of Grades

A	=	4
B	=	3
C	=	2
D	=	1
F	=	0

If your grade falls between two numbers (e.g., between a 3 and a 2), you will receive the grade corresponding with the lower number (in this case, a C, corresponding with 2) since technically you will not have achieved a B (a 3.0)

Note: Your participation in the class will be reflected in your completion of the weekly chapter activities.

### **Final Exam**

The assessments in this online course will be proctored using **ProctorU**. Beyond the cost of initial equipment needed (e.g. a camera for your computer), there will not be any additional cost for proctoring. You will need to create a ProctorU account and install the ProctorU extension before attempting any assessment.

To create a ProctorU account, follow the ProctorU tool within Canvas. Please make sure you are using the current version of Chrome or Firefox and download the ProctorU extension available at <http://bit.ly/proctoruchrome> or <https://www.proctoru.com/firefox>.

In order to use ProctorU, you will need the following:

- High-speed Internet connection
- Webcam (internal or external)
- Windows, Mac, or Chrome Operating System
- Up-to-date Chrome or Firefox browser and ProctorU extension installed
- Valid photo ID
- Quiet environment to take your assessment

You can visit the Test Taker Resource Page for additional information at <https://bit.ly/ProctorMe>. If for some reason you cannot take the exam from home, the University has computer labs and the library as alternative places where you could take the online exam.

## **University Policies and Resources**

### **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.

### **Students Rights and Responsibilities**

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).

### **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. 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 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.

### **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.

### **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 Revised 05/19 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.

### **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. i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- 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;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- 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;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- 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;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;

- 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
- 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. ii. “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. iii. “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. iv. All written work that is submitted will be subject to review by plagiarism software.

### **Important Covid-19 Information for Classrooms and Laboratories**

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

### **Recording of Class Sessions**

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

### **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 SCHEDULE (TENTATIVE)**

<b>WEEK</b>	<b>TOPICS</b>	<b>TEXT READING</b>
Aug. 24	Overview of Communication: Assignment: Chapter Activity	Chapter 1
Aug. 31	Identities, Perceptions and Communication: Assignment: Chapter Activity	Chapter 2
Sept. 7	Groups and Leaders; Assign Group Project—Due Sept. 20 by 11:59 p.m.: Assignment: Chapter Activity	Chapter 9
Sept. 14	Verbal Communication; Assignment: Chapter Activity	Chapter 3
Sept. 21	Non-Verbal Communication; Assignment: Chapter Activity	Chapter 4
Sept. 28	Culture and Communication; Assignment: Chapter Activity	Chapter 5
Oct. 5	Listening; Assignment: Chapter Activity	Chapter 6
Oct. 12	Personal Relationships: Assignment: Chapter Activity	Chapter 7
Oct. 19	Family Communication: Assignment: Chapter Activity	Chapter 8
Oct. 26	Communication and the Workplace: Assignment: Chapter Activity	Chapter 10
Nov. 2	Health Communication: Assignment: Chapter Activity	Chapter 11
Nov. 9	Technology and Media in Everyday Life: Assignment: Chapter Activity	Chapter 12
Nov. 16	Interpersonal Communication; Assignment: Chapter Activity + Assignment: Public presentation + Visual Aid + Peer Evaluation: Due Nov. 29 by no later than 11:59 p.m.	Chapter 13
Nov. 23	Thanksgiving Break:	
Nov. 30	Workshop: Public Presentations & Peer Evals Due; Review for Final	
Dec. 7	FINAL EXAM (Date and Time to be confirmed)	