



COMM1311.002



Introduction to Communication Studies

Dan Moss

Fall 2024, F-T-F Format

Professor's Contact Information

Email Address Daniel.Moss@utdallas.edu
Office Hours Before/After class and by Appt. Email is the best way to contact me.
Student emails are answered within two business days.

General Core Area 010 Communication

Description: Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Objectives:

- Critical Thinking (CT)**—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- Communication (COM)**—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
- Teamwork (TW)**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility (PR)**—to include the ability to connect choices, actions, and consequences to ethical decision-making

General Course Information

Course Pre-requisites

COMM 1311 is an introductory course that does not require prerequisites. It is assumed that students who enroll in the course have the grammatical, logical, and rhetorical skills necessary for university-level writing.

Course Description

This course introduces you to the study of communication by examining research, theories, and skills to enhance your interpersonal, public speaking, and small group communication. COMM1311 is primarily a “hands-on” application course, which means students engage in discussions, participate in exercises, work in teams, and research and deliver an informative speech and a team presentation.

Student Learning Objectives

By the end of this course, I am confident you will be able to:

- Recognize and apply basic interpersonal communication theories and concepts.
- Demonstrate competence in researching, preparing, and delivering an informative speech.
- Collaborate effectively with others to research, prepare, and present team products.
- Display civil communication in interpersonal, public speaking, and team interactions.

Required Textbook

Lane, Shelley D., Abigail, Ruth Anne, and Gooch, John Casey. *Communication in a Civil Society* (2nd ed.). Routledge, 2024. ISBN: 978-1-032-51326-3 (paperback); ISBN: 978-1-003-40171-1 (eBook), D01: 10.4324|99781003401711

NOTE: Use of the required text begins in Week 1 and the first quiz is at the beginning of Week 3. The paper text can be purchased at the campus bookstore, <https://www.bkstr.com/texasatdallasstore/shop/textbooks-and-course-materials>

An ebook format is available at: https://www.routledge.com/Communication-in-a-Civil-Society/Lane-Abigail-Gooch/p/book/9781032513263?source=shoppingads&locale=en-USD&gad_source=1&gclid=Cj0KCQjwvb-zBhCmARIsAAfUI2s-upSQa47ijpxNiqvtcQUTxOvM9MQmHqakhnCYJfqJQnGBrGLIPs0aAixKEALw_wcB

NOTE: The 2nd edition of this text is recommended for this course, as it provides new information not addressed in the 1st edition. A copy of the text is available for in-library use only, on Course Reserves, at the Service Desk, 2nd floor, McDermott Library (13855).

Course Navigation

Access COMM1311 on eLearning by using your UT Dallas NetID to login to the [eLearning](#) website. The Announcement Page on the COMM1311 course site provides introductory information and directs you to the menu on the left where essential course components appear. Begin with “Start Here” to take the required Syllabus Quiz. Once you master the Syllabus Quiz, you’ll be given access to the Weekly Learning Folders where you can view your homework and assignment links for Week 1. To become familiar with the eLearning tool, see the [Student eLearning Tutorials](#) webpage and [Getting Started with eLearning](#)

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](#) includes a toll-free telephone number for immediate assistance (1-866-588-3192), an email request service, and an online chat service. Informative speeches will be delivered in class. A classmate will video your speech using your phone, and you will be responsible for posting the recorded presentation in eLearning using a Box share link. For assistance with all matters that are Box-related, see: issupport@utdallas.edu Instructions for using Box share links will be provided in class.

Assignment	Points
<u>Interpersonal Communication</u> Syllabus Quiz Four Quizzes (40 pts. each) Four Practical Applications (40 pts. each)	0 points 160 points 160 points
<u>Public Speaking</u> Public Speaking Challenge 1 (Team Outline) Public Speaking Challenge 2 (Team PPT) Working Outline Full-Sentence Outline Informative Speech PPT Informative Speech Presentation	25 points 25 points 50 points 100 points 20 points 100 points
<u>Team Communication</u> One Quiz (40 pts.) Team Challenge 1 (Case Study, 35 pts.); Team Challenge 2 (Campus Images, 35 pts.); Team Challenge 3 (Roles and Responsibilities, 30 pts.); Team Pitch Video, 50 pts.); Team Challenge 4 (Research Document, 50 pts.); Talk Show, 30 pts.) Team Peer Evaluation (individual grade)	40 points 230 points 50 points
<u>Course Reflections</u> Skills Assessment Survey (10 pts.), My Three Takeaways (20 pts.), Course Evaluation (10 pts.)	40 points
<u>Total</u>	1,000 points

Course Calendar

Please See Bb Course shell weekly modules for assignment and due dates.

Assignments

Grading

Grading is based upon the UTD Undergraduate Catalog. Points are accumulated for a total of 1,000 points possible for the semester. Your grade will be based upon the total number of points you earn, not the percentage of points acquired. As a result, there is no “rounding up.” There is no grade negotiation at the end of the semester. Monitor your grade closely throughout the semester so you stay in control of it.

Grading Scale

Grade	Total Points
A+	970-1000
A	930-969
A-	900-929
B+	870-899
B	830-869
B-	800-829
C+	770-799
C	730-769
C-	700-729
D+	670-699
D	630-669
D-	600-629
F	less than 599

A	Outstanding work that meets all assignment requirements, showing creativity, superior research skills, professionalism, and an exceptional understanding of assignment objectives and resource materials.
B	Work that meets all assignment requirements, showing creativity, solid research skills, professionalism, and a clear understanding of assignment objectives and resource materials.
C	All basic assignment requirements are met yet product has some limiting issues that reduce the student’s success and/or indicates less knowledge of class resources or training.

D	Weak, unsatisfactory work that is missing some assignment requirements, and/or indicates little knowledge of class resources or training.
F/Failure to Post	Unacceptable work that misses most requirements; little or no effort evident in the assignment.

Extra Credit

A maximum of **20 extra credit points** can be earned during the course. These are the only extra credit options.

- Practice the Informative Speech with a COMM Lab coach (10 extra credit points per coaching visit).
- Receive assistance on your Informative Speech Outline from a COMM Lab coach (10 extra credit points per consultation).

To make a COMM Lab appointment, see <https://studentsuccess.utdallas.edu/programs/commlab/> Once there, information is provided for attending in-person and virtual appointments and “How to Download Extra Credit/ Attendance Reports” to send to your instructor for confirmation of your visit.

Class Attendance Policy

As indicated in the course description, COMM1311 is primarily a “hands-on” application course. Much of the instruction centers upon class exercises, class and team discussions, and practice and formal speaking activities.

NOTE: Five of the public speaking and team challenges are completed during class time. If you are not present to participate, you will not receive credit for the challenges. Attendance is also mandatory when Informative Speeches are delivered.

You are expected to attend every class and arrive on time. If you have personal circumstances that cause you to miss class frequently, see me as soon as possible. It may be that you need to take the class another semester when your timely, physical attendance is more assured. Unexcused absences allowed to accumulate without teacher involvement will not be negotiated at the end of the semester. Attendance is taken within the first 15 minutes of class. There are no allowances for arrivals after 15 minutes, unless there are unusual circumstances which should be communicated to the instructor.

There are only two exceptions for class absence.

- **Excused Absences.** Absences are excused for observance of religious holidays. If documentation is provided, absences are also excused for personal illness requiring a physician’s assistance or hospitalization, emergencies related to a student’s family (hospitalization or death), special curriculum requirements (field trip, etc.), official university activities, or military duty. Documentation for an excused absence is due upon your return to class, or before the missed class if the absence is anticipated.
- **Bonus Absences.** You have two unexcused absences without penalty, as long as the absence does not occur on a public speaking/team challenge day or when Informative Speeches are delivered. Use these absences when you have uncertain health, are studying for another class, slept in, arrive to campus late, have a doctor’s appointment that cannot be rescheduled, etc. Your first two unexcused absences are counted as bonus absences. Subsequent unexcused absences result in a deduction of 10 points each. Track absences in “My Grades” at the COMM1311 eLearning course site.

Course Policies

Challenges There are no makeups for Public Speaking and Team Challenges unless you have a documented, excused absence.

Class Materials	Class materials will be available to all students registered for this class to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the Student Code of Conduct .
Class Participation	Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic and team difficulty. Class participation includes whole-class discussions and engaging in team or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures.
Class Recordings	Unless the AccessAbility Resource Center has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the Student Code of Conduct .
Make-up Exams	Makeups are available for documented, excused absences only and are due within one week of your return to class unless otherwise allowed. Track absences in "My Grades" at the COMM1311 eLearning course site.
Late Work	Late work is not permitted without a documented excuse. Assignments posted after the due date receive a grade of zero. Technical difficulty with eLearning is not an adequate excuse unless the difficulty is system-wide. Allow at least 60 minutes to post an assignment, especially videos, as eLearning backups occur and if not submitted by the deadline you will receive zero for the assignment. If a personal or family crisis is affecting your class attendance and assignment completion, please discuss your situation with me before your grade suffers.
Classroom Citizenship	<p>Take ownership of your education. Purpose to learn in every class.</p> <ul style="list-style-type: none"> • Check email daily (M-F) and read the weekly announcements. Course emails will begin with the course prefix and number (COMM1311.004), and your emails to me should do the same. • Study and apply all course materials to your work. Complete all readings and assignments by deadlines and with excellence, and submit your work per instructions. • Attend all class meetings and engage with me and your classmates with respect.
Assignment Submission	Submit all documents in MS Word, MS PPT, or PDF formats. Documents saved as Google Docs or as a keys or pages file are not acceptable and will need to be submitted again in the proper format to receive a grade.
Plagiarism	All work will be written by students themselves, working individually or in groups as directed by assignment instructions. You may not use writing services, another's work, or AI writers to write any assignment requiring text. More detail on UTD's research policies can be found in the UTD Student Code of Conduct . More detail on the specific writing expectations for this class can be found in "Plagiarism Policy" at the course eLearning site.
Comet Creed	<i>This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same: "As a Comet, I pledge honesty, integrity, and service in all that I do."</i>

Academic Support Resources	<i>The information contained in the following link lists the University's academic support resources for all students. Please go to http://go.utdallas.edu/academic-support-resources.</i>
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UT Dallas Syllabus Policies and Procedures	<i>The information in the following link shows the University's policies and procedures segment of the syllabus. Please review the sections regarding the credit/no credit grading option and withdrawal from class at http://go.utdallas.edu/syllabus-policies</i>
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The descriptions and timelines contained in this syllabus are subject to change at the Professor's discretion.