Course Syllabus
COMM 1311 – Survey of Oral and Technology-Based Communication
Online Class
The University of Texas at Dallas

"As a Comet, I pledge honesty, integrity, and service in all that I do." 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.

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Course Information

Course

Course Number Section	**COMM1311.0W2– Please include this section number when emailing me.**
Course Title	**Comm 1311 – Survey of Oral and Technology-Based Communication**
Term and Dates	Fall 2017

Contact Information

Professor	Allison Templeton
Office Phone	972.883.6053 (email is preferred)
Email Address	Allison.templeton@utdallas.edu
Office Location	JO 5.408
Online Office Hours	Email: I will respond to emails within 24-48 hours.
In-Person Office Hours	Wednesdays 1:00 – 3:00 (please email me to set up an appointment)

IMPORTANT: I am teaching multiple sections of this course, please include the course section number in subject line when emailing me in order to help identify your records quickly.

About the Instructor

Please watch my Welcome Video and refer to my Welcome Letter in eLearning.

IMPORTANT: For this state-mandated core required course, you will not pass COMM 1311 if you fail to successfully deliver and pass ALL of your speech presentations by the assigned due dates, regardless of your standing in this course. To stay compliant with the face-to-face classes, no make-up speeches or other assignments are permitted.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
COMM 1311 is an introductory course that doesn't require prerequisites. It is assumed that students who enroll in the course have the grammatical, logical, and rhetorical skills necessary for university-level writing.

COMM 1311 Course Description

The purpose of COMM 1311 is to introduce students to the study of communication via a broad survey-based course. The course will facilitate the acquisition of knowledge about communication research and theories and will provide students with skills to enhance their interpersonal, small group, public, and mediated/technology-based communication. COMM 1311 is primarily a "hands-on" application course which means that students must be present, online and/or in person, to engage in discussions, participate in role-play demonstrations, work in teams, and present and evaluate speeches.

General Education Core Objectives: Students will learn:
- **Communication skills** – Students will demonstrate effective written, oral and visual communication.
- **Critical thinking skills** – Students will engage in creative and/or innovative thinking, and/or inquiry, analysis, evaluation, synthesis of information, organizing concepts and constructing solutions.
- **Teamwork** – Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.
- **Personal responsibility** – Students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.

COMM 1311. Course Objectives: Students will learn:
- **Communication skills -** to engage processes and use skills to enhance communication competence in interpersonal, small team, public speaking, and technology-based contexts (assessed via small talk activities, the team presentation, the research-oriented informative speech, and the virtual Speech of Introduction).
- **Critical thinking skills -** to engage processes and use skills to enhance communication competence in interpersonal, small team, public speaking, and technology-based contexts (assessed via quizzes, the digital discussion posts, the research-oriented informative speech, and the team project).
- **Teamwork -** to integrate interpersonal skills with theories and concepts associated with successful small team communication in a team-based presentation (assessed via the teamwork project, which includes team meetings, a team presentation, and team evaluations).
- **Personal responsibility -** to identify ethical principles involved in communication situations and to apply these principles to daily life (assessed via participation in the "Case Study in Ethics" and "Ask the Ethicist" discussions and digital discussion posts).

The course objectives are in line with the top 5 skills and qualities employers are seeking in college graduates, according to the National Association of College and Employers (NACE) Job Outlook 2013 and 2014 Survey results:
1. Ability to verbally communicate with persons inside and outside the organization
2. Ability to work in a team structure
3. Ability to make decisions and solve problem
4. Ability to plan, organize, and prioritize work
5. Ability to obtain and process information

Required Materials

- Textbook: **The textbook is required for success in COMM 1311. In fact, we use the textbook the very first week for chapter readings and a quiz!**
  Lane, Shelley D., Abigail, Ruth Anna., and Gooch, John Casey. *Communication in a Civil Society.* Routledge, Inc., 2014.
  ISBN-10: 0-205-77021-5

ISBN-13: 978-0-205-77021-2
You can purchase a hard copy at the Off Campus bookstore for $121. 50 or buy the eBook format through the Routledge website below. Either format will work for this course.
https://www.routledge.com/Communication-in-a-Civil-Society/Lane-Abigail-Gooch/p/book/9780205770212

- Access to high quality webcam or video camera and an understanding of how to upload video in specified formats
- High speed internet and access to eLearning
- A high degree of self-motivation, more than a traditional face-to-face class – this online class is rigorous and you must be logging in regularly to keep up with assignments and updates.
- You will be uploading all speech assignments into your existing UTD Box account, then posting your video into the Discussion Link in eLearning found on the left-hand side menu of our eLearning course. You can access your Box account by clicking on this link and following the instructions https://utdallas.box.com/comm1311. *All UTD students already have an existing Box account.*

Course Policies

No Make Up or Late Work
To stay compliant with the face-to-face classes, no late or makeup speeches, assignments, or quizzes are permitted. You must complete any assignment requiring a speech by the due date to pass this course, regardless of your standing in the course.

Technical difficulties with eLearning, Box or your own equipment are not an excuse – submit your videos and assignments early to avoid any last-minute technical problems.

Class Participation and Attendance
Students should login daily to the online class. I use the tracking feature in eLearning to monitor how often students enter the course and monitor student activity. Just like you should be, I will be logging in every day as well. Students are also required to participate in all class activities such as discussion boards, activities, group projects and virtual group meetings, etc.

NOTE: The professor has the right to make any changes to the schedule as she sees fit. In the case of a change, notice will be sent to your UTD email account and through Remind 101.

Team Work – Individual Scores
Each team member's score is an individual score, assessed through peer evaluations and an Individual Response paper. There is also a "Slacker" Clause: If one or more members of a group contact(s) me about a group member not doing her or his "part" in terms of attendance at group meetings (virtual or face-to-face), research, media presentation preparation, etc., I may deduct points from the poor-performing student's total score at my discretion.

Civility Clause -Virtual Classroom Citizenship
The First Amendment is protected in this class, but **hate speech** is not. Attacks against people, their beliefs, values, culture, race, sex, gender, sexual orientation, religion, or political affiliation will not be tolerated. Practice civility. Religious proselytizing of any kind is not permitted.

Because this is an online course, we will likely only know one another through typed conversation and video uploads. You may know how tricky this can be, and how easy it is to give a wrong impression in writing, to say something that you did not mean to say, or to infer a tone that the writer did not mean. A

funny comment can easily get misinterpreted as nasty, biting criticism. Because we are working on our communication skills in this course, and that can be a sometimes-difficult learning process, please take extra effort in class to be supportive. That does not mean that we can't be thoughtful responders, there are must more pleasant ways of getting to a point. Give the kind of positive feedback that you would want for yourself. If, say, an emotionally –gut level topic comes up and someone has a stance that you do not agree with, do not be combative. Part of the goal of this class is to see points on contact and how to civilly engage in a dialogue.

In the text, *Communication in a Civil Society*, states, "Civil communication allows you to speak your mind in a way that is respectful, demonstrates restraint, and is responsible" (Lane 3). Communicating with civility is a requirement for this course. For example, students may comment about emotional issues during class discussions and disclose sensitive, personal opinions about wide ranging topics related to interpersonal communication. While passionate debate is acceptable, negative comments about individuals or groups are not acceptable. Similarly, criticism that is not constructive about a student's performance will not be tolerated.   I will stop a discussion and/or critique and ask a student to leave the virtual classroom if I perceive that her/his communication is prejudicial, disrespectful, and/or "over-the-top."

In class, at work, and in life as a whole, a positive attitude will help you reach your goals while a negative attitude will likely impede your progress towards success. We will practice civil positivity in this class.

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Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the Getting Started with eLearning webpage.

Course Access and Navigation

This course was developed using a web course tool called eLearning. It is to be delivered entirely online. Students will use their UTD NetID account to login at: http://elearning.utdallas.edu. Please see more details on course access and navigation information.

To get familiar with the eLearning tool, please see the Student eLearning Tutorials.

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Support Center: http://www.utdallas.edu/elearninghelp.

Student Resources for Technical Help

eLearning & Distance Learning
- **eLearning Help Desk** or **call 866-588-3192**
- **UTD Digital Library**

- **UTD eLearning Blog**

Box
- For directions on how to use box go to: https://utdallas.box.com/comm1311
- For Box technical issues, email Nick McCormick at nxm067000@utdallas.edu

Policy on Server Unavailability or Other Technical Diffuculties
The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty, which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UTD eLearning Help Desk: http://www.utdallas.edu/eLearninghelp, 1-866-588-3192.

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Communication Tools

The main way I will communicate with you is through your UTD email address along with Remind 101 (text message alerts you voluntarily sign up for). I will also communicate with you using the Announcements and Discussions tools and via My Grades. The best way to reach me is by emailing me at Allison.templeton@utdallas.edu. I will reply to student emails as quickly as possible (within 24-48 hours).

This eLearning course has built-in communication tools that will be used for interaction and communication. Some external communication tools such as regular email will also be used during the semester. For more details, please visit the eLearning Tutorials webpage for video demonstrations on numerous tools in eLearning.

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Student Resources

UTD Distance Learning:
http://www.utdallas.edu/elearning/students/cstudents.htm

McDermott Library:
Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, eBooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to http://www.utdallas.edu/library/distance.html.

COMM LAB:
The Student Success Center will provide assistance with students' speeches, outlines and research citations. You can even record your speeches in the lab. Get a virtual appointment through their website: www.utdallas.edu/studentsuccess/. You'll see the COMM LAB listed on the left-hand side. You can email them a draft of your outline. You can get assistance with your Informative Speech and Outline. They have Skype options and email options.

WRITING LAB:
The Student Success Center will provide assistance with students' essays or papers. Get a virtual appointment through their website: www.utdallas.edu/studentsuccess/. You will see the WRITING LAB listed on the left-hand side. You can email them your paper. They have Skype options and email options.

Assignments and Assessments

Grading Information – Assignments will be graded and posted in eLearning within 7 – 10 business days.
Grading policy: All assignments and quizzes are based upon a 1000-point system. Complete descriptions of all assignments are posted in eLearning as well as general assignment descriptions included at the end of the syllabus.

*IMPORTANT: Because this is a state-mandated core course, all assignments requiring an oral delivery of a speech/presentation must be completed and passed by the due dates (no exceptions). To stay compliant with the face-to-face classes, no make-up speeches are permitted.

Assignments marked with an (*) are speech mandated assignments.

0 pts.   –Syllabus Quiz (required for access to the course)
280 pts. (28%)   – Quizzes: 14 at 20 pts each (13 chapter quizzes, 1 speech readiness quiz)
100 pts. (10%)   – 5 Discussion Post Assignments in eLearning - 20 pts each (1 requires a video upload*)
50 pts. (10%)   –Speech of Introduction *
20 pts. (2%)   – Informative Speech Proposal
200 pts.(20%)   – Research-Oriented Informative Speech *
100 pts. (10%)   – Informative Speech Outline
100 pts.(10%)   – Virtual Team Project
50 pts. (5%)   – Self-Reflection Take Away Speech Outline
100 pts.(10%)   – Self-Reflection Take Away Speech *
1000 possible points

Grading Scale
Final grades will be assigned according to the UTD Undergraduate Catalog scale with "+" and "-".

Grade	Percentage	Points
A+	97% to 100%	970-1000
A	93% to 96.9%	930-969
A-	90% to 92.9%	900-929
B+	87% to 89.9%	870-899
B	83% to 86.9%	830-869
B-	80% to 82.9%	800-829
C+	77% to 79.9%	770-799
C	73% to 76.9%	730-769
C-	70% to 72.9%	700-729
D+	67% to 69.9%	670-699

D	63% to 66.9%	630-669
D-	60% to 62.9%	600-629
F	Less than 60%	less than 599

Accessing Grades

Students can check their grades by clicking "My Grades" on the course menu after the grade for each assessment task is released. Grade Negotiation: **Please refrain from asking to redo an assignment, do an additional assignment to earn more points or to change your grade (either on an assignment or your final grade).** I understand there is pressure for students to earn an A in order to get into a particular program of study. The A must be earned. In this core, required state-mandated course, we are unable to bump grades up. In the academic world it's called "grade inflation" and it's a highly controversial topic, so COMM 1311 as a program steers clear of it. If you have a legitimate reason to question a grade, by all means contact me. However, please kindly refrain from asking me to change a grade for any reason. I will forward repeated requests for grade changes to the Dean of Students.

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Additional Guidelines for Success in this Class:

1. This course is rigorous and demands your time. Do not get behind in your assignments. Expect to do large amounts of reading to be successful.
2. I will not accept late assignments (papers, speeches, quizzes other assignments). There are no exceptions to this policy. One of the state-mandated core objectives for this course is to gain Personal Responsibility skills. So although no late assignments, speeches, or quizzes are accepted, you *can* work ahead and turn in an assignment early.
3. If you need help or have questions – I'm happy to assist you. The best way to reach me is via email. I will usually get back to your emails within 48 hours. If you email me late in the evening, I may not be able to get back to you that day so please take that into consideration when emailing your questions and when deciding to do your assignments. For example, if you wait until the last few hours to submit your work before the deadline and you have a question, I will not able to respond before the deadline. So please contact me with any questions or concerns early on!
4. All assignments (including speaking outlines) must be typed and double-spaced using a 12-point font. Please follow the MLA format for papers as shown in in the MLA Handbook, 7th edition, which you can find at bookstores and libraries. Or click on this link for more MLA information https://owl.english.purdue.edu/owl/resource/747/01/
5. As computers tend to fail when we need them the most, save your work to multiple devices (i.e. USB device, back up hard drive) of your home computer. Also, remember to save your work. Computer failure is not a legitimate excuse for your work being late.
6. Disrespectful language and lack of civility will not be tolerated (to me or others, over any medium used in this class.)
7. Your Informative Speech will require library research (accessible online). At least 3 reliable, distinct and varied sources must be used to add depth and breadth to your own knowledge (in other words, you'll be engaging in research). You are expected to use the library and/or databases.
8. You are expected to adhere to the required time limits. In the real world, for example, at work, it is disrespectful to your audience for a speaker to violate time expectations. There will be a

15 second grace period. However, any speech under or over the required time limit will be reduced immediately to a C (70%) with standard deductions taken off from this starting place.

Course Evaluation

An online instructional assessment form will be made available for your confidential use. Please watch for the email notification at your UTD email inbox with course evaluation access information towards the end of semester. Top

University Policies and AccessAbility

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to http://go.utdallas.edu/syllabus-policies for these policies.

Office of Student AccessAbility http://www.utdallas.edu/studentaccess/
UT Dallas is committed to providing equal educational opportunities for students with documented disabilities to all University courses and programs. Any student with a documented physical, psychological, or learning disability, which affects his/her academic performance, is eligible for services. If you need accommodations, please make an appointment with the Office of Student AccessAbility at: SSB 3.200 (3rd Floor in SSB), 972-883-2098. Office hours are Monday – Thursday, 8:30 a.m. - 6:00 p.m., Friday 8:00 a.m. – 5:00 p.m. Evening appointments are available by request. OSA provides registered students with an accommodation letter to present to faculty members. The letter verifies that the student is qualified to receive certain accommodations. The accommodation letter should be presented to instructors of each course at the beginning of the semester. The approved accommodations should be discussed at that time. It is the student's responsibility to notify his/her professor of their needs.

Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the UTD Judicial Affairs web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. For information regarding the University's policy on plagiarism go to: http://www.utdallas.edu/library/plagiarism/

Plagiarism in COMM 1311: Your speeches are expected to be of your own ideas and creation. Plagiarism is when a student copies part of or the entire speech of another individual (online or from another student). Students who copy someone else's speech will receive a zero for that assignment and ultimately fail the course.

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Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, the

faculty has been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at http://www.utdallas.edu/oiec/title-ix/resources.

Academic Calendar

The following schedule is <u>*tentative.*</u> *These descriptions and timelines are subject to change at the discretion of the Professor.*

Drop Deadlines

- Last day to drop without a W – Wed. Sept. 6
- Time period to drop with a WL – Thurs. Sept. 7 – Thur. Oct. 26 (approval needed)
- Final drop date – Thursday October 26 (approval needed)

Note: The weekly dates are arranged to begin on Monday and end on Sunday. All quizzes must be completed by 11:59 pm on Sundays. All quizzes can be found in the weekly module folder.

Modules	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY

Module 1
 	
8/21-8/27
	Course Access and Self-Orientation
	
	A First Look at Civil Communication
		eLearning Module 1 - Access the weekly folder in eLearning for this week's activities.
		
		Review Syllabus & Reminders Document
		
		Chapter 1 – Textbook
		
		Read/Participate in Discussion 1
			1. Take Syllabus quiz (You must complete and score a 100 on this quiz before you gain access to this course. <u>Take as many times as you need to score 100%.</u>
			2. Read: Chapter 1, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 1 Quiz.
			3. Take **Chapter 1 Quiz** in eLearning by Sunday 11:59 pm.
			4. **Discussion 1** (see Learning Module for instruction).
			    • Part 1: 1st post due Sunday 11:59 pm. (mod. 1)
			    • Part 2: Peer responses due Wednesday 11:59 pm (mod. 2)
			5. Complete your eLearning profile by adding a picture of yourself so we can get to know each other in the online forums. Instructions are in

			this week's module folder.
Module 2 8/28-9/3	Perceiving the Self and Others	eLearning Module 2 - Access the weekly folder in eLearning for this week's activities. Read Chapter 2 *Check eLearning for extra credit opportunities.*	1. Read: Chapter 2, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 2 Quiz. 2. Take **Chapter 2 Quiz** in eLearning by Sunday 11:59 pm. 3. Discussion 1 Part 2 due Wednesday, 11:59 pm. 4. **Speech of Introduction Part 1:** Post your speech in the discussion area by Sunday, 11:59 pm. Refer to assignment details in eLearning.
Module 3 9/4-9/10	Civil Verbal Communication	eLearning Module 3 - Access the weekly folder in eLearning for this week's activities. Read Chapter 3 ***Begin reviewing all documents in the Informative Speech Folder***	1. Read: Chapter 3, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 3 Quiz. 2. Take **Chapter 3** Quiz in eLearning by Sunday 11:59 pm. 3. **Speech of Introduction Part 2:** Watch classmate's speech of introduction and welcome all of your peers to the class. Responses are due by **Sunday, 11:59 pm**.
Module 4 9/11-9/17	Nonverbal Communication	eLearning Module 4 - Access the weekly folder in eLearning for this week's activities. Read Chapter 4 Read/Participate in Discussion 2 ***Continue reviewing all documents in the Informative Speech Folder and start lining up your 5 adult audience members!***	1. Read: Chapter 4, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 4 Quiz. 2. Take **Chapter 4 Quiz** in eLearning by Sunday, 11:59 pm. **3. Discussion 2** • Part 1: Requires Video Upload, due Sunday, 11:59 pm. (Module 4) • Part 2: Peer responses due Wednesday 11:59 pm. (Module 5)
Module 5 9/18-9/24	Civil Listening & Responding with Confirmation	eLearning Module 5 - Access the weekly folder in eLearning for this week's activities. Read Chapter 11	1. Read: Chapter 11, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 11 Quiz. 2. Take **Chapter 11 Quiz** in eLearning by Sunday, 11:59 pm. 3. Discussion 2 Part 2 due by Wed., 11:59 pm. 4. **Informative Speech Proposal** is due through TurnItIn by Sunday

			11:59 pm. Be sure to let me know which channel of communication you prefer when receiving your feedback. You may turn this assignment in early!
Module 6 9/25-10/1	Delivering Speeches with Civility	eLearning Module 6 - Access the weekly folder in eLearning for this week's activities. Read Chapter 12 Read/Participate Discussion 3	1. Read: Chapter 12, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 12 Quiz. 2. Take **Chapter 12 Quiz** in eLearning folder by Sunday, 11:59 pm. 3. **Discussion 3** • Part 1: Initial post due Wednesday, 11:59 pm • Part 2: Peer responses due Sunday, 11:59 pm 4. *Your consultation over the Inf. Speech Proposal is this week. Please pay attention to the announcements tab for when you will be contacted.*
Module 7 10/2-10/8		eLearning Module 7 - Access the weekly folder in eLearning for this week's activities. To prepare for the speech readiness quiz, review the information found in the Informative Speech folder, Chapter 11 and Chapter 13.	1. Read all the documents in the informative speech folder to help you prepare for the speech readiness quiz. 2. Take the **Speech Readiness Quiz** by **Sunday, 11:59 pm**.
Module 8 10/9-10/15	Informative Speaking	eLearning Module 8 - Access the weekly folder in eLearning for this week's activities. Read all the last minute reminders in eLearning to make sure you have met all requirements for the Informative Speech!	1. Your Informative Speech and Outline is due by **Sunday, 11:59 pm.** *Your speech should be recorded and uploaded to your Box account where you will share your link in the discussions tab area in eLearning. Your outline and works cited page should be submitted through TurnItIn.*

Module 9 10/16-10/22		eLearning Module 9 - Access the weekly folder in eLearning for this week's activities. Read Chapter 5 Begin Reading the documents in the Virtual Team Project Folder.	1. Read: Chapter 5, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 5 Quiz. 2. Take **Chapter 5** Quiz in eLearning folder by Sunday, 11:59 pm. **4. Discussion 4** • Four Peer responses (check announcements tab to see who you are assigned to) by Sunday 11:59 pm.
Module 10 10/23-10/29	Civil Communication in Conflicts	eLearning Module 10 - Access the weekly folder in eLearning for this week's activities. Read Chapter 8	1. Read: Chapter 8, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 8 Quiz. 2. Take **Chapter 8 Quiz** in eLearning by Sunday, 11:59 pm. **3. Compete everything under week 1 (Steps 1 & 2) of the Virtual Team Project.**
Module 11 10/30-11/5	Civil Communication in Groups Monitor, address, and resolve conflict in teams	eLearning Module 11 - Access the weekly folder in eLearning for this week's activities. Read Chapter 9 Read your research article along with your teammates articles and posts for week 2 of the Virtual Team Assignment.	1. Read: Chapter 9, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 9 Quiz. 2. Take **Chapter 9 Quiz** in eLearning folder by Sunday, 11:59 pm. **3. Complete everything under week 2 (Steps 3-5) of the Virtual Team Project.** **4. The team liaison should email me the team's planning form by Sunday, 11:59 pm.**
Module 12 11/6-11/12	Group Processes and Civil Communication	eLearning Module 12 - Access the weekly folder in eLearning for this week's activities. Read Chapter 10 In order to access the 'File Exchange' folder, click on **'Team Areas'** on the left hand side of the toolbar in eLearning. From there, click on your team link and you will	1. Read: Chapter 10, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 10 Quiz. 2. Take **Chapter 10 Quiz** in eLearning by Sunday, 11:59 pm. **3. Complete everything under week 3 (Steps 6-7) of the Virtual Team Project.** • Upload Final Outline & Works Cited page in the TurnItIn Link found in the Virtual

		see a folder called **'File Exchange'**. Only one person in the team needs to upload the PowerPoint.	Team Project Folder. • Upload Final PowerPoint presentation in File Exchange. **Everything is due by Sunday, 11:59 pm!**

Module 13
 	
11/13-11/19
 	
11/20-11-26
	Giving Civil Informative & Special Occasion Speeches	eLearning Module 13 - Access the weekly folder in eLearning for this week's activities.
		
		Read/Participate in Discussion 4
		
		FALL BREAK!
			1. Read: Chapter 13, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 13 Quiz.
			2. Take **Chapter 13 Quiz** in eLearning folder by Sunday, 11:59 pm.
			3. Complete **Step 8** of the Virtual Team Project - Upload your **Individual Response Survey** via the Turnitin link found in the Virtual Team Project Folder. **Due Wednesday, 11:59 pm.**
			4. **Discussion 5**
			    • Part 1: original post, due Wed., 11:59 pm.
			    • Part 2: 4 Peer responses due Sunday, 11:59 pm.

Module 14 11/27-12/3 *Note: The end of the semester is next Wednesday (Module 15). Module 15 will be opening up the same time as module 14 for those of you who want to finish up early.*	Interpersonal Relationships and Civil Communication	eLearning Module 14 - Access the weekly folder in eLearning for this week's activities. Read Chapter 6	1. Read: Chapter 6, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 6 Quiz. 2. Take **Chapter 6 Quiz** in eLearning folder by Sunday, 11:59 pm. 3. **Self-Reflection/Take Away Speech is due by Sunday 11:59 pm.** *Your speech should be recorded and uploaded to your Box account where you will share your link in eLearning in the discussions tab area by creating an original post. Your outline and should be attached to the same post.*

| Module 15

12/4-12/6 | Intimate/Romantic Relationships and Civil Communication | eLearning Module 15 - Access the weekly folder in eLearning for this week's activities.

Read Chapter 7

Check eLearning for extra credit opportunities. | 1. Read: Chapter 7, the Chapter Summary, Civility Summary, and Complete the Review Questions at the end of the chapter to prepare for the Chapter 7 Quiz.
2. Take **Chapter 7 Quiz** in eLearning folder by Wednesday, 11:59 pm *(Please note that the weekly quiz is due on a Wednesday rather than Sunday due to the semester ending on this day).*
3. Congratulations! You have completed the course! |

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Assignment Descriptions

Assignments are located in Learning Modules**.** Each week you'll find a new Learning Module on the Course Homepage containing chapter assignments for the week. Refer to the Course Calendar and each Weekly Learning Module in eLearning for due dates.

I. Speech of Introduction: You will be introducing yourself to your classmates by preparing a two-minute (maximum) speech and uploading it into Box, accessed through eLearning. You will be doing this during week two.

For many of you, this is a lot of technology to navigate and I want everyone to iron out potential problems and pitfalls early, by the first week of class. If you are unable or not equipped to follow the guidelines for uploading presentations, you should drop the course. This assignment is worth 100 points. Follow the assignment guidelines posted on the course homepage in eLearning and in the Module 2 folder.

II. Chapter Quizzes: Reading is an essential component of any college course; particularly in an online context .You will need to devote a large part of your study time reading the text. **There are 13 Chapter quizzes, each worth 20 points. The quizzes are found in the eLearning Chapter folders.**

Each exam has a maximum of 25 multiple choice and/or true false questions. You must complete each exam by the due date as specified in the course calendar. You can access the exam by clicking the exam link in the Chapter Folder within each Learning Module. Each quiz is timed, and you only have one attempt within a scheduled time window. Please read the on-screen instructions carefully before you click "Begin". After each quiz is graded and released, you may go to My Grades to view your score.

III. Informative Speech and Outline: This speech must be successfully completed with a passing score on the day you are scheduled to speak or you will automatically fail the course. No make-up speeches will be scheduled.

You will be preparing and presenting an extemporaneous <u>research-oriented</u> informative speech with visual aids. The assignment details will be posted in eLearning. The assignment requires you to upload your video into the Speaker's Discussion area successfully. This assignment is worth 200 points. I grade informative speeches rigorously. Prepare yourself early by reading ahead—chapters 11, 12, and 13. This is a research-oriented project – three source citations will be cited orally in the speech and cited within the outline.

Guidance on outlining will be discussed throughout the course.

- IMPORTANT: The Research-Oriented Informative Speech must be videotaped in front of a live audience of at least five adults (so start lining up your audience members early in the semester). You will need an appropriate setting to record your speeches. Last, a PowerPoint is required as a visual aid.

Informative Speech Peer Critiques: You will critique your classmate's informative speech presentations (as you would in a face-to-face class). This will be one of your discussion assignments.

Informative Speech Proposal: You will fill out a form with a plan for your Informative Speech outline. I will read over it, give you advice and tell you if your topic is approved or declined.

IV. Virtual Teamwork/Group Project

It is very common in the workplace to have your team member's living/working in Canada, California, and Florida, while you work locally in Richardson and have to conduct virtual team meetings to complete a project by the deadline.

So for this project, you will be placed in a virtual group to create a research-based outline with corresponding PowerPoint slides. The work you do as a team from start to finish is all conducted online. This project is all about learning how to interact and adapt to each other while gaining new experiences in the world of communication, interpersonal skills and civility. Follow the assignment guidelines in the Major Assignments folder on the Course Homepage.

A web conference system is available for use. Teams can schedule a live web conference for teamwork. Please see the Web Conferencing page for instructions on making a reservation and other web conference information.

V. Discussion Posts

There are 5 formal discussions during the semester (including one video upload), each worth 20 points, totaling 100 points**. One of these assignments is a mandatory speech assignment (requires video upload).**

- Part One: You will be responsible for posting one original post using the "Discussions" link on the left-hand side of eLearning. Your original post will be due on Wednesdays by 11:59 pm (except for discussion 1 & 2 – these will be due Sunday 11:59 pm).
- Part Two: After you post your original post, you will respond to any four of your colleague's posts, following the assignment guidelines, to promote civil discourse online as we would in the face-to-face course. Your peer responses will be due by Sunday, 11:59 pm (except for discussion 1 & 2 – these will be due Wednesday the following week, 11:59 pm).

- Side Note: Discussion in any class, online or face-to-face, takes time. Give yourself time to read each other's ideas and to respond to them, adding depth and breadth to the topic. I'm able to see how much time you're spending writing, reading, and responding in discussion areas.

VI. Self-Reflection/Take Away Speech and Outline

This assignment encourages you to reflect upon your COMM1311 work and decide upon the three most important things you learned throughout the semester. In this 2-3 minute presentation, you are expected to share insight on what you feel are important aspects of this course and why these things are applicable to our every day lives. You will be expected to follow the assignment guidelines in eLearning. This will be your last speech of the semester. You are expected to submit an outline with your final speech.

Turn It In Assignments

Some assignments will be submitted and examined through the integrated plagiarism detection tool called Turnitin. You will find the Turnitin assignment submission links for three assignments: The Theory Reflection Paper, the Individual Team Response Paper, and the Informative Speech Outline. Please follow the on-screen instruction to view the assignment information and to submit your assignment. (Note: only one single file may be submitted. Some common file types accepted are: Word, HTML, PDF, TXT and RTF.) Once an assignment has been graded, you will see the grade in your Grade Book. To access instructor feedback; click back on the assignment link to "view" assignment. You will see my general comments in a text box along with "bubble" comments on your document itself (if any). Refer to the Start Here folder for step-by-step instructions if you have trouble accessing your graded paper.