



# WKU Communication

Create • Collaborate • Communicate

## COMM 200-Communication Foundations

### Winter 2021 Online (Decembermester)

Class Time: Online (Asynchronous)

Professor: Dr. Joseph Hoffswell

Office: FAC 145

E-mail: [joseph.hoffswell@wku.edu](mailto:joseph.hoffswell@wku.edu)

Office Hours: By appointment

**Required Text (App/Web-based product):**

Thompson, B., Payne, H. J., Jerome, A., Mize-Smith, J., Ishii, K., & Chai, S. (2013). Communication Theory App. Copyright Western Kentucky University.

<http://commtheoryapp.com/>

\*\*\*Other readings are posted on Blackboard.

#### **Course Goals:**

Students will:

- Gain a clear understanding of the communication discipline, including its various definitions and paradigms.
- Understand the history and development of communication theory.
- Be able to discuss the main components of communication theories.
- Familiarize themselves with some of the most practical communication theories.
- Be able to apply theoretical principles to “real world” situations, interactions, and messages.
- Understand the communication process and human relational interaction in increasingly complex and diverse environments.
- Understand multiple theoretical and philosophical perspectives of communication as reflected in its history.
- Understand the role of ethics in communication.
- Demonstrate competency in analyzing definitions of communication.
- Demonstrate competency in analyzing and interpreting mediated communication (i.e., CMC, organizations, mass media, politics etc.).
- Demonstrate competency in analyzing and interpreting the role of communication within organizations.
- Demonstrate competency in adapting communication across contexts and diverse communities.
- Use library databases to collect academic scholarship.
- Be able to understand, analyze, and summarize the contents of academic scholarship in the communication discipline.
- Write and edit an academic literature review in a format consistent with the communication discipline.
- Learn and apply proper APA source citation techniques and paper formatting.

#### **The course will also help students meet the following Colonnade Goals:**

1. Write clear and effective prose in several forms, using conventions appropriate to audience (including academic audiences), purpose, and genre.
2. Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare written texts.

3. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view, and construct informed, sustained, and ethical arguments in response.
4. Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.
5. Distinguish among various kinds of evidence by identifying reliable sources and valid arguments.

## **Course Policies**

**Respect:** I expect everyone to be respectful of one another. Yes, you may disagree with someone else's thoughts and opinions, but that does not mean you get to treat them poorly. Be civil and share your disagreement with respect, not malice.

**Confidentiality:** Depending upon the discussion board topic, you may choose to share your experiences. I expect these conversations to be kept confidential and in our classroom environment. I want you all to feel comfortable speaking up and sharing your experiences and confidentiality is an important component of feeling safe to share.

**Late Work Policy:** I do not accept late work except under EXTREME circumstances (e.g., DOCUMENTED severe illness, death in the family). An assignment that is late and turned in the same day will be deducted 10%, the next day a 30% deduction, more than 24 hours a 50% deduction. After 36 hours assignments will not be accepted. The exception to this is the end of the semester. Nothing can be accepted after 12/31 for this class.

**Academic Dishonesty:** I expect that all of the assignments you complete for COMM 200 (and in all of your other courses) are always your own work. Aside from copying work, plagiarism includes incorrectly citing sources or presenting someone's information as your own, without properly crediting the source (in written or oral form).

**YOU ARE RESPONSIBLE** for telling your audience or reader whether you are:  
Directly quoting from a source (quotation marks should be used along with a complete parenthetical citation)

Paraphrasing closely from a source, which means using significant portions of another source's sentences, language, or ideas (requires parenthetical citation)

Citing a primary source from a secondary source

Western Kentucky University and the Department of Communication are committed to the highest standards of ethical conduct and academic excellence. Any student found guilty of plagiarism, fabrication, using the same assignment (or large portions of the same assignment) in more than one class without the written permission of BOTH professors, cheating on an exam, or purchasing papers, speeches, or other assignments may receive a failing grade on the assignment and in the course and may be reported for disciplinary action.

Falsified medical excuses and presenting another student's work as your own, or taking an exam from the classroom also fall within the guidelines of this academic integrity policy.

All assignments will be examined through SafeAssign. SafeAssign confirms that you have used sources accurately in your assignments and that you have in no way plagiarized anyone else or your own work from another class (without permission). Assignments submitted to SafeAssign will be included as source documents in SafeAssign's restricted access database solely for detecting plagiarism in such documents. Your professor will provide specific instructions in class on how to submit your assignments to SafeAssign.

\*\*\* Also, all written work must follow the APA Publication Manual (7th Ed.) unless otherwise noted by the professor.

Electronics Policy: Computers and tablets can be utilized for note taking and discussion. Phones can be

### **Assignment Submission**

**Writing Assignments:** All written work not completed in-App or in-class must be submitted via blackboard in the appropriate space (unless otherwise noted by the instructor). Papers must be submitted in .doc and .docx file format, or else I can't open/grade them. Papers not submitted in one of those file formats will receive a zero grade. Emailed assignments will not be accepted unless I indicate that is an option. Make sure you take care to submit your final draft and not a working draft. Also, all written work must follow the APA Publication Manual (7th Ed.) unless otherwise noted by the instructor. I do not offer opportunities for assignment "do-overs." So, your first effort should always be your best effort. Thus, you should look at all assignments **well in advance** of their due date and ask me if clarification is necessary.

**Corrupted Files:** A word about "corrupted files." These are obviously not accepted, nor are they given extensions to correct, so once you submit your paper, go back and check the paper you submitted to make sure it is still able to be opened. If it is not, email me a working copy immediately (as in within minutes of your original submission).

\*\*\*Note: Blackboard sometimes does not enjoy submissions from those using Safari. Try Firefox or Google Chrome. **If Blackboard locks or is down when you need to submit:** If Blackboard locks or isn't available when you are trying to submit, email me the file with that explanation, and then *when you next are able* (as in the next day!), upload your file to Blackboard. You will have 24 hours past the deadline to do this. I won't grade your paper until a file is uploaded to Blackboard - I will compare the file submitted via email to the one submitted on Blackboard to ensure that the same file was used without any changes, updates, or other modifications.

**Failure of Technology:** Problems with Blackboard should be directed toward the IT Help Desk (270-745-7000). Students should not put off things until the last minute, save often as they write, and keep a permanent copy of each assignment in more than one place (a hard drive and a flash drive, for instance—or email it to yourself!) If you have a problem and call the IT Help Desk, forward me a copy of the email they send you if they are not able to resolve it immediately so that I know what's going on!

### **ADA Notice-Disability and Accommodations:**

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

### **Title IX Statement:**

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070)

at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040)

at [https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If

you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and MUST report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s [Counseling and Testing Center](#) at 270-745-3159.

## **ASSIGNMENTS**

<b>ASSIGNMENT</b>	<b>POINTS POSSIBLE (625)</b>
Quizzes (14)	210 Points (15 points each)
Writing Assignments:	30 Points
Application Papers (1 @30 points each)	
Small assignments: Topic e-mail, 1 zoom meeting,	30 Points
NCA interest group HW(3 @ 10 points each)	
Comprehensive Writing Project	
• Research Report (25 points)	175 Points
• Abbreviated Literature Review (50 points)	
• Final Literature Review (100 points)	
Blackboard and In-App Activities	
• 3 Peer Review Sessions (15 points each, part of discussion board points)	80 Points
• 8 App Activities (10 points each)	
Discussion Board (7 posts)	
	100 points

## **GRADING SCALE:**

A= 90% & Up

B= 80-89.9%

C= 70-79.9%

D= 60-69.9%

F= 0-59.9%

The calendar below is a lays out the material you should cover and the assignments you should do each module. The calendar is organized by days and I recommend you follow this schedule to ensure you do not fall behind. Assignments that have dates mentioned (e.g. the discussion board peer reviews) should be submitted on the dates listed. All other assignments for the module are due on the final day of the module at midnight. Additionally, instructions for assignments are found on blackboard in the respective daily folder. You are also expected to watch the videos that are posted in the folders.

Day 1-2	12/13-12/14	Read: Syllabus, History of Discipline, Part of chapter 1 for discussion board
		Assignments: Discussion Board 1 submit entry by 12/14 and make comments by 12/15, Quiz 1, E-mail topic for comprehensive writing project by 12/14 at midnight
Day 2	12/15	Read: Chap 1 in APP, NCA Interest Groups Page
		Assignments: Quiz 2, NCA Interest Group Homework, E-mail a question about the course, Discussion board 2, submit post by 12/16 and comment by 12/17
Day 3	12/16	Read: Finish Chapter 1 and Chapter 2
		Assignments: Chap 1 app activity intentionality, Quiz 3, Discussion board 3 peer review-submit draft by 12/16 and make comments by 12/17
Day 4	12/17	Read: Chapter 3, Discussion Board 3 comments, Readings in blackboard folder, PPT on reading an academic article
		Assignments: Quiz 4, Chap 3 APP activity, Research Report due 12/17 by midnight END OF MODULE 1 (No module 1 assignments can be turned in after this point.)
Day 5	12/18	Read: Chapter 4 and Building Case By Proving Facts
		Assignments: Quiz 5, Chap 4 In-APP activity, Discussion Board 4 post made by 12/22 and comments by 12/23
Day 6	12/19	Read: Chapter 5
		Assignments: Quiz 6
Day 7	12/20	Read: Chapter 8
		Assignments: Quiz 7 and Chapter 8 In-App activity
Day 8-9	12/21-22	Read: Chapter 9 and 10
		Assignment: Quiz 8 and Chapter 9 In-APP activity, Draft of abbreviated literature review to discussion board 5 by 12/21 and respond by 12/22
Day 10	12/23	Read: Discussion Board 5 Posts
		Assignment: Abbreviated Literature Review Due 12/23 by midnight END OF MODULE 2
Day 14	12/27	Read: Chapter 14
		Assignment: Quiz 9, Application Paper (due by end of module 3, but strongly recommend completing it by 12/29 so it does not interfere with the final literature review)
Day 15	12/28	Read: Chapter 15
		Assignment: Quiz 10, Chap 15 in app activity, Discussion board 6 post by 12/30 comment by 12/31
Day 16	12/29	Read: Chapter 6 and 7
		Assignment: Quiz 11 and 12, Chapter 6 In-APP activity

Day 16-17	12/29-30	Read: Chapter 11 and 12
		Assignment: Quiz 13 and 14, Chapter 12 IN-APP activity, Post draft of final literature review to discussion board 7 by 12/29 and comment by 12/30
Day 18	12/31	Complete Final Literature review by 12/31 at midnight END OF MODULE 3