

**COMMUNICATION STUDIES 101: INTRODUCTION TO COMMUNICATION STUDIES (3 UNITS)**

**COURSE SYLLABUS – Fall 2009**

Class Meetings: M W F 12:10-1:00 in Lebaron 1210

**Instructor:** Dr. Kevin Blankenship  
**Office:** Office and Lab Building Room 08  
**Office Hours:** T & H 9-10 am  
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**Overview:**

Communication Studies 101 is an interdisciplinary course designed to introduce students to classical and contemporary communication theory, the development and functions of communication, and a survey of interpersonal, small group, organizational, and intercultural communication.

**Course Textbook (Required):**

Trenholm, S. (2008). *Thinking Through Communication: An Introduction to the Study of Human Communication*, 5<sup>th</sup> Edition. Allyn & Bacon.

**Course Website:**

<https://webct.its.iastate.edu/webct/entryPageIns.dowebct>

**Course Information Office: W004 Lagomarcino, 294-8065, psychinf@iastate.edu**

The Course Information Office (CIO) is staffed by Graduate Assistants who are prepared to deal with almost any question or problem that might arise about how the course is run. The CIO is staffed Monday through Friday. The hours will be announced in class and will be posted on WebCT.

The CIO staff keeps track of exam scores; they administer exams missed due to illness; they have your exam available for review; they administer quizzes over research papers. The CIO staff are NOT tutors; but a copy of the completed lecture outlines is available in the CIO after each lecture; you may use it to complete your own outlines if you missed something during class. Although the staff likely will be able to answer general questions, questions regarding *course content* should be directed to the professor for that section of the course

**Lecture Notes:**

Some form of the Powerpoint presentations used in lecture tool will be available on WebCT. It is strongly recommended that you print these out before class, so that you can use them to structure your notes.

**Grades will be determined as follows:**

**Exams:** Three in-class exams and one final exam (also in-class) will be administered in lecture. All exams will include multiple choice questions drawn from both lecture and text material. Some questions will be on material covered only in lecture, some will be on material covered only in the text, and some will be on material covered in both lecture and the text. Make-up exams are allowed only if you speak with me *prior* to the exam date *and* I have agreed to allow the make-up exam. Failure to obtain approval for a make-up exam in advance will result in a zero for that test (except for the most extreme emergencies that are supported by documentation by an appropriate professional).

**Research Credits:** Research credits can be earned in two ways: by participating in psychology studies and by reading an already published psychology study and passing a short quiz on it (more details are

provided on pages 4-5). **Six research credits are required.** Each research credit is worth **3 course points**; the maximum number of course points that can be earned from required research credits is 18. Note: Additional research credits (beyond the 6 required research credits) may be used for **bonus course points**. More details about earning bonus course points are found on page 6.

**Course Grade:** As just described, there are **188 total course points** possible (170 from exams and 18 from required research credits). Each student's course grade will be determined by dividing the student's earned course points by the *TOTAL COURSE POINTS* to get a percentage score. Course letter grades will be assigned according to the following percentages:

A = 91% and above	B- = 74 - 77.9%	D+ = 57 - 60.9%
A- = 87 - 90.9%	C+ = 70 - 73.9%	D = 52 - 56.9%
B+ = 83 - 86.9%	C = 65 - 69.9%	D- = 48 - 51.9%
B = 78 - 82.9%	C- = 61 - 64.9%	F = 0 - 47.9%

Examination scores (and letter grade ESTIMATES for that exam) are posted after each examination on WebCT. Scores are usually posted the second class day after an exam. ***Please do NOT call or email the Course Information Office to ask if grades have been posted.*** They will be posted as soon as possible. ***No information about exam scores will be provided via email or over the phone.*** If your exam grade is not posted or you believe there has been an error, contact the Course Information Office, 294-8065, psychinf@iastate.edu.

You may review your exam along with an answer key in the Course Information Office (Lago W004). Please wait at least one full day *after* the scores are posted to review your exam.

### MISSED EXAMINATIONS

In fairness to all students, each student is **expected to take each exam at the scheduled time.** We realize, however, that a *small* number of students will have a legitimate reason for missing an examination. We will make accommodations for the following reasons.

**1. ILLNESS OR EMERGENCY ON EXAM DAY:** Students who are ill or have a family emergency (death or serious illness of a close family member) on the day of an exam will be allowed to take a makeup exam upon display of **WRITTEN DOCUMENTATION** (e.g., a note from Student Health) to the staff of the Course Information Office in W004 Lagomarcino. **YOU MUST TELEPHONE OR EMAIL THE COURSE INFORMATION OFFICE (515-294-8065)** as soon as possible. It is best to contact the office or instructor before the exam if possible, but normally no later than **WITHIN 24 HOURS** after the exam. The makeup exam will be scheduled the week after the regular exam; the Course Information Office will have the time and location available for students who have been approved to take the makeup exam. The makeup for the third exam is scheduled during final exam week.

**2. UNAVOIDABLE CONFLICTS WITH EXAM TIME:** Such conflicts include another class scheduled to meet at the exam time or participation in University sponsored events. Documentation of a conflict with the regularly scheduled exam time must be **PROVIDED IN WRITING ONE WEEK PRIOR TO THE DAY OF THE REGULARLY SCHEDULED EXAM** to the staff in the **COURSE INFORMATION OFFICE** in Lagomarcino W004.

**3. IF YOU MISS AN EXAMINATION WITHOUT A LEGITIMATE, DOCUMENTED EXCUSE, YOU WILL RECEIVE A SCORE OF ZERO FOR THAT EXAM.** Exceptions will be made only under extraordinarily unusual circumstances approved by *the professor* for that unit of the course. Makeup examinations will not be permitted for frivolous, trivial reasons (too busy, overslept, forgot the exam, etc.). These policies are strictly enforced so that all students are treated equally and therefore treated fairly.

**4. WRITTEN DOCUMENTATION** of the need for a makeup examination should be taken to the staff in the **COURSE INFORMATION OFFICE W004 LAGOMARCINO.** Such documentation must be

**SIGNED** by an appropriate person (e.g., physician, employer, parent) with their **NAME and TELEPHONE NUMBER** clearly printed on the document.

**5. THE NATURE OF A MAKEUP EXAM** (e.g., essay, short-answer, multiple-choice) is at the discretion of *the professor* who taught that portion of the course.

**Disability Accommodations** If you have a disability and require accommodations, please contact the instructor or the Course Information Office early in the semester so that your learning needs may be appropriately met. You will need to contact the Disability Resources (DR) office, located on the main floor of the Student Services Building, Room 1076, 515-294-6624 to obtain a Student Academic Accommodation Request (SAAR) that describes the needed accommodations. Students are responsible to make arrangements with the Course Information Office (W004 Lago) before each exam for individual accommodations.

**Academic Dishonesty:** Cheating is *not* tolerated. Any person observed cheating in an exam will receive a zero score on the exam and will be referred to the Dean of Students as described in the Academic Dishonesty section (pages 38-40) of the *Iowa State University Catalog*.

**Attendance:**

Students are expected to attend class. If you are absent from class, it is your responsibility to check on announcements made while you were away. See the sections on homework and exams for the potential consequences of unexcused absences. Office hours will not be used to repeat the lectures.

**Note:**

This syllabus and schedule are subject to change in the event of extenuating circumstances. It is expected that you come to class having read the information relevant to that class period.

<b>Date</b>	<b>Topic(s)</b>	<b>Readings</b>
08.24	First day of class	
08.26	The Communication Tradition	Chapter 1
08.28	The Communication Tradition	Chapter 1
08.31	Definitions, Models, and Perspectives	Chapter 2
09.02	Definitions, Models, and Perspectives	Chapter 2
09.04	Definitions, Models, and Perspectives	Chapter 2
09.07	Labor Day, No Class	
09.09	Methods of Discovery	Chapter 13
09.11	Methods of Discovery	Chapter 13
09.14	Methods of Discovery	Chapter 13
09.16	Methods of Discovery; review	Chapter 13
<b>09.18</b>	<b>Exam 1</b>	<i>Chapters 1,2,13</i>
09.21	Decoding Messages: Listening and Perception	Chapter 3
09.23	Decoding Messages: Listening and Perception	Chapter 3
09.25	Decoding Messages: Listening and Perception	Chapter 3
09.28	Encoding Messages: Spoken Language	Chapter 4
09.30	Encoding Messages: Spoken Language	Chapter 4
10.02	Encoding Messages: Spoken Language	Chapter 4
10.05	Encoding Messages: Nonverbal Communication	Chapter 5
10.07	Encoding Messages: Nonverbal Communication	Chapter 5
10.09	Encoding Messages: Nonverbal Communication; review	Chapter 5
10.12	<b>Exam 2</b>	<i>Chapters 3, 4, 5</i>
10.14	Interpersonal Communication	Chapter 6

10.16	Interpersonal Communication	Chapter 6
10.19	Interpersonal Communication	Chapter 6
10.21	Interpersonal Communication	Chapter 6
10.23	Group Communication	Chapter 7
10.26	Group Communication	Chapter 7
10.28	Group Communication	Chapter 7
10.30	Organizational Communication	Chapter 8
11.02	Organizational Communication; review	Chapter 8
11.04	<b>Exam 3</b>	<i>Chapters 6, 7, 8</i>
11.06	Public Communication	Chapter 9
11.09	Public Communication	Chapter 9
11.11	Public Communication	Chapter 9
11.13	Preparing and Presenting Public Speeches	Chapter 10
11.16	Preparing and Presenting Public Speeches	Chapter 10
11.18	Preparing and Presenting Public Speeches	Chapter 10
11.20	Communication and the Mass Media	Chapter 11
11.23	<b>Thanksgiving Break: No Class</b>	
11.25	<b>Thanksgiving Break: No Class</b>	
11.27	<b>Thanksgiving Break: No Class</b>	
11.30	Communication and the Mass Media	Chapter 11
12.02	Communication and the Mass Media	Chapter 11
12.04	Intercultural Communication	Chapter 12
12.07	Intercultural Communication	Chapter 12
12.09	Intercultural Communication	Chapter 12
12.11	<i>TBA</i>	
<b>TBA</b>	<b>Final Exam</b>	<i>Chapters 9, 10, 11, 12</i>

### EARNING REQUIRED RESEARCH CREDITS

Research is a fundamental component of any social science, especially communication studies, and learning about how we communicate involves learning about the research process. One of the goals of ComSt 101 is to familiarize students with the research process in the social sciences. To meet this goal, each student is required to earn **six research credits** through participating in the Psych 101 research study pool. In ComSt 101, each of the two required research credits is worth **4 course points** for a total of **24 required course points**. Each research credit may be earned in one of two ways: research participation and passing a quiz on a research article that you have read.

#### OPTION 1: RESEARCH PARTICIPATION CREDITS

Research participation provides a hands-on opportunity to become familiar with how research is conducted. Because you are a student at a large university in which faculty are researchers as well as teachers, you have the opportunity to be participant in *real* research studies. You will also have the opportunity to learn more about yourself and your behavior in many of these studies.

**Note: If you are under 18 years of age you are NOT eligible to participate in research studies unless you have written parental consent.** After that, they may be obtained in the Course Information Office or downloaded from the Psychology website ( <http://www.psychology.iastate.edu>) on the 'Research Participation' page. **Please turn in the signed permission form to the Course Information Office PRIOR to participating in any research study.**

The research carried out in the psychology department is important to ISU's mission of expanding scientific knowledge, so please treat your participation seriously. All studies are reviewed and approved in advance by the ISU *Institutional Review Board*. When you arrive at each study, that study will be explained to you by the researcher and you will have a chance to ask any questions you may have about participation. You will be asked to give your consent to participate.

You earn 1 research credit for studies that require 50 minutes or less, 2 credits for studies that require between 60-90 minutes, and 3 credits for studies that require 90-120 minutes. Unless otherwise indicated, you can participate only ONCE in a specific study.

**Overview of Signing up for Research Studies:** The Psychology department uses a **WEB-based sign-up system** known as the **SONA** system. All experiments are listed on the Website located at:

<https://isupsy.ch.sona-systems.com>. All research credit earned through participation (Option 1) will be recorded on the website. Links to **SONA** are on the Psychology Department Webpage and are on WebCT.

**Maximizing your opportunities:** At the beginning of the semester, you will be given an option of participating in a *mass-testing questionnaire* session that will last approximately 1 hour and 30 minutes and be worth 2 research credits. The date and time of the mass-testing session *will be announced in class*, posted on the Research Participation Board, and posted on WebCT. The Mass-testing Session is worth attending because the information you provide will be used to qualify you for other studies. For example, some studies are only appropriate for participants with specific characteristics (e.g., being left handed), and students who indicate that they have these characteristics may be contacted and asked to participate in specific studies. That is, students who participate in mass-testing may be contacted by e-mail or telephone and invited to participate in *additional* studies. If contacted in this way, you may **decide then** whether or not to participate. *You are under no obligation to participate in a study just because you are contacted as a result of mass-testing.*

### **OPTION 2: READING A RESEARCH PAPER (and passing a quiz)**

Because we believe that learning about research through participation leads to a better understanding of the research process at an introductory level, we strongly encourage you to earn your research credits that way. Another way to learn about the research process, however, is by reading written reports of research that have already been published. Therefore, you may earn research credit by reading an article published in a professional communication/psychology journal and then passing a short quiz on it. A set of articles is available on WebCT. Some are 'classic' papers and some are contemporary. Many papers are authored by ISU faculty. Although the articles have been selected so that they should be understandable with a little effort, they ARE professional papers. Therefore, they will not read like a textbook. When you have finished an article and are ready to take the quiz, you should go to the Course Information Office during their regular hours (check on WebCT). You will be asked to answer three *questions* about the article. You may not look at the article when taking the quiz. The questions are designed so that someone who has read and attempted to understand the article should be able to answer them. You must answer two out of three of the questions correctly to receive credit. (Note: A few longer articles will be worth two research credits and will require answering four out of six questions correctly.)

You may take only **one quiz per week**. **You must plan ahead if you wish to earn research credits in this manner.** In order to earn the 6 required credits and 6 bonus credits solely through option 2, you will need to take a quiz almost every week.

### **EARNING ADDITIONAL (or “BONUS”) CREDIT**

Once you have completed the **6 required** research credits, you are eligible to complete up to **6 bonus** research credits. Each bonus research credit is worth 2 bonus course points for a maximum of 12 bonus course points (6 additional research credits x 2 course points each = 12 bonus course points). If you earn bonus course points, they will be added to your total course points and a new percentage relative to the **TOTAL COURSE POINTS** will be computed for you. Your *final course grade* will be based on this new percentage. Because **TOTAL COURSE POINTS** is based only on required course points (exams plus required research points), it is defined **PRIOR** to the addition of the bonus course points from additional research participation. Thus, bonus course points will help those who earn them but will not penalize those who do not.

We cannot tell you the minimum number of bonus research credits that are required to raise your grade because that is determined by where your base course grade percentage (based on total course points) is located within the course grade intervals. So, for example, if you were in the C range and were just 1 course point from earning a C+, then 1 bonus research credit (worth 2 bonus course points) would put you into the

C+ range; however, if you were in the C range and were 5 points away from earning a C+, then 1 bonus research credit will NOT put you into the C+ range (because it is worth only 2 points), but 3 bonus research credits (worth 6 points) would put you into the C+ range.

### **HOW TO SIGN UP TO EARN RESEARCH CREDIT BY PARTICIPATION (OPTION 1)**

All Psychology experiments are listed on **SONA**, the Psychology Research Participation Website located at: <https://isuppsych.sona-systems.com>.

#### **Research Participation Logon Password**

Your logon password for the website will be automatically created based on the class roster. Shortly after the start of the semester, you should receive an email at your *university email address* with your **SONA** logon password information. Then, after you log onto the webpage, you can click the “my profile” option and change your password.

**IMPORTANT: If you do not receive an email with your SONA Research Participation Logon Password by the second week of classes, 2009, you should send an email to psychres@iastate.edu, so that we can create an account for you.** When you send the email, please include your first and last name, university student ID number, your university email address (NetID), and your course number (Comst 101).

#### **The SONA Website**

A number of tasks can be accomplished at the **SONA** website. You are able to sign up for experiments, cancel experiments, take surveys, and check your participation history/number of credits earned. These tasks are selected in a menu-driven manner. A complete description of how to navigate the site is available on the Psychology Department Webpage (<http://www.psychology.iastate.edu>). Click on Research Participation > Participant > Using the sign-up system (pdf).

#### **HOW TO SIGN UP**

**SONA Sign Up.** Throughout the semester, researchers will post descriptions of their experiments, including the date, time and location of each session, on the **SONA** website. Each description will provide an option for you to sign up if there is an available appointment time. In some instances, rather than providing possible times, an experiment description may request that you email or call the investigator so that you may be contacted for an appointment. After you sign up for an experiment, you will receive a confirmation email; some experiments may also send you a reminder email the day before your appointment.

**Checking SONA.** If you have any questions about the time or location of an experiment for which you signed-up on the **SONA** website, simply recheck the website. You are encouraged to check the **SONA** website regularly to see what specific opportunities are available.

#### **HOW TO CANCEL AN APPOINTMENT**

If you cannot attend the experiment for which you have signed up, you must cancel **no later than two hours prior to the start of the session**. Experiments scheduled through **SONA** may be canceled either by going through the website or by calling the experimenter. Experiments for which you signed up on the Research Participation Boards may be canceled by calling the number on the posting form or by calling the main psychology office, 294-1743. Please be courteous--Prompt cancellation of an appointment will allow another student to sign up to participate in the research.

#### **HOW TO KEEP TRACK OF YOUR CREDITS--keep your RECEIPTS**

After each study, researchers will give you a yellow **Research Credit Receipt**. Keep these receipts! Regardless of whether you signed up on the web or on the sign-up board, you will receive credits from experimenters on SONA **within 72 hours** of your participation. You can click the “My Schedule and Credits” option on the website to see your credits. **If you do NOT receive credit within 72 hours after participation in an experiment, you should contact the researcher directly to find out why.**