

Syllabus COMM 175-101 Fall 2020

## Introduction to Communication, Fall 2020

### COMM 175 – 101 Online

Jim Grimes, Adjunct Communications Professor

**This ONLINE course will be available asynchronously. If we hold synchronous group sessions, they would also be available as recordings.**

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Office Hours: *TBA* or by appointment

#### **COURSE DESCRIPTION**

This course gives a historical, theoretical and practical overview of communication. The class will study the important periods in the evolution of human communication – the oral, written, print, electronic and digital eras. The textbook will be augmented with lectures and discussions, projects and guest lecturers. This course examines the challenges and opportunities presented to communication professionals and citizens. This course will utilize synchronous classes and asynchronous presentations as well as online resources.

#### **COURSE OBJECTIVES**

The purpose of this course is to expand media literacy and develop an understanding of the relationships between communications and culture. Students will relate communication theory to the use of modern communication forms. The class will also focus on identifying critical analysis skills as media consumers. Students should gain an understanding of the career opportunities and the skills required to enter the field. By looking at communication through these lenses, students will acquire a framework for further study and practice in communication.

#### **REQUIRED MATERIALS**

Media & Culture: Mass Communication in a Digital Age, 12<sup>th</sup> Ed.

Authors: Campbell, Martin, Fabos

Publisher: Bedford/St. Martins

ISBN: 978-1-319-10285-2

**Students are encouraged to consider use of used or electronic text versions, and/or rentals.**

Other Readings and Resources will be made available in class, via SAKAI or online.

## **COURSE POLICIES**

### **ASSIGNMENTS / LATE OR LOST WORK / EXTRA CREDIT**

Assignments should be turned in via Sakai or email as determined by the instructor, by the due date.

Students should maintain a backup copy of all work.

Late assignments may lose some credit.

Extra credit work may be submitted if approved by the instructor.

### **ATTENDANCE / LATE TO CLASS/ LEAVING CLASS EARLY**

Students should notify the instructor if they will miss class via email. If joining class late, the student should check in with the instructor at the end of class to verify their attendance was noted. Students who must leave class early should notify the instructor prior to class beginning. Documentation for a University-authorized absence must be shared with the instructor. After three absences, students will be required to provide documentation from the appropriate office for any subsequent absences. Unapproved absences will result in the loss of points in Class Participation.

### **ILLNESS (When Face to Face)**

If you are ill, (coughing, sneezing, feverish, etc.) please do not come to class. If unable to attend class, notify the instructor and if the absence is due to illness, visit or contact the Wellness Center for assistance and to get documentation. The class will follow University and public health guidelines as needed.

### **PARTICIPATION**

In this class, you'll see and hear lectures, student and guest presentations as well as class discussions. Students will receive credit for participation in the discussions with classmates and the instructor. Participation in online forums and other platforms figures into your grade. Use computers appropriately during class.

### **CLASSROOM AND ONLINE CITIZENSHIP**

Students are expected to respect each other. Treat each other with tolerance and understanding. The people you'll interact with in class are your peers and future colleagues. You are responsible for your own work, but you are also responsible to your instructor and your peers. Much of making sense of communication in our world depends on applying theoretical and critical insights to actual communication issues in our everyday lives. This course benefits from students bringing their own experiences to the class, so we can all appreciate and learn from the diversity in our world. When engaging other students online, please remain constructive in your comments.

### **COMPUTERS, TABLETS, SMARTPHONES IN THE CLASSROOM**

As an online course, you will be expected to use your own or another accessible computer, tablet, smartphone, etc. to participate. Be sure to utilize technology during class for the work at hand. Familiarize yourself with the Loyola Sakai and the Zoom platform as well as other technical tools. During remote synchronous classes be sure to focus on the class.

### **STUDENTS WITH DISABILITIES/ACCOMMODATIONS**

Any student with a learning disability or other needs that require special accommodation should confidentially provide documentation from the Office for Students with Disabilities to the instructor. The instructor will accommodate each student's needs in the best way possible.

Loyola University Chicago provides reasonable accommodations for students with disabilities. Any student requesting accommodations related to a disability or other condition is required to register with the Student Accessibility Center (SAC). Professors will receive an accommodation notification from SAC, preferably within the first two weeks of class. Students are encouraged to meet with their professor individually in order to discuss their accommodations. All information will remain confidential. Please note that in this class, software may be used to audio record class lectures in order to provide equal access to students with disabilities. Students approved for this accommodation use recordings for their personal study only and recordings may not be shared with other people or used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Recordings are deleted at the end of the semester. For more information about registering with SAC or questions about accommodations, please contact SAC at 773-508-3700 or [SAC@luc.edu](mailto:SAC@luc.edu).

### **Recording of Class and Use of Recordings (Online Sessions/Remote Guests)**

In this class, software may occasionally be used to record live class discussions. As a student in this class, your participation in live class discussions will be recorded. These recordings will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. All recordings will become unavailable to students in the class when the Sakai

course is unpublished (i.e. shortly after the course ends, per the [Sakai administrative schedule](#)). In online sessions, students who prefer to participate via audio only will be allowed to disable their video camera. Please discuss this option with your instructor.

Guest Lecturers, during class, may be recorded for review and use in other classes.

The use of all video recordings will be in keeping with the University Privacy Statement shown below:

### **Privacy Statement (Online Sessions/Remote Guests)**

Assuring privacy among faculty and students engaged in online and face-to-face instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online or face-to-face classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered. Students will be informed of such recordings by a statement in the syllabus for the course in which they will be recorded. Instructors who wish to make subsequent use of recordings that include student activity may do so only with informed written consent of the students involved or if all student activity is removed from the recording. Recordings including student activity that have been initiated by the instructor may be retained by the instructor only for individual use.

**Students are asked to complete and submit via E-MAIL the [Student Recording Release Form](#) to the instructor.** Obtain the form

at: <https://www.luc.edu/media/lucedu/online/officeofonlinelearning/Student%20Recording%20Release%20Form.pdf>

### **MANAGING LIFE CRISES AND FINDING SUPPORT**

Should you encounter an unexpected crisis during the semester (e.g., securing food or housing, addressing mental health concerns, managing a financial crisis, and/or dealing with a family emergency, etc.), I strongly encourage you to contact the Office of the Dean of Students by submitting a CARE referral (LUC.edu/csaa) for yourself or a peer in need of support. Their phone number is: 773-508-8840. Their email is [deanofstudents@luc.edu](mailto:deanofstudents@luc.edu). To learn more about the Office of the Dean of Students, please find their websites here: LUC.edu/dos or LUC.edu/csaa. If you are uncomfortable doing so on your own, your instructor can submit a referral on your behalf.

### **ASSIGNMENT DESCRIPTIONS**

**Class Participation—Lecturers/Guests/Discussions**—Students are expected to actively participate in class activities and complete assignments.

Following the Class Schedule, Review:

Textbook Chapters

Instructor Chapter Lectures and PowerPoint Videos on Panopto

Guest Lecture Videos on Panopto

Other course Resources as they are made available

Every student is expected to post at least once to each of the following Forums:

**TEAM FORUMS**—Once the instructor has assigned students to a team, introduce yourself to your teammates. Use the TEAM Forum to collaborate during the course.

**FORUMS for each CHAPTER**—Based on reading the Text Chapter and viewing the Instructor’s Video on the Chapter, post your comment or answer to a posted conversation starter.

**GUEST FORUMS**-- Post your comment or answer to a posted conversation starter.

Each week, each student is also expected to post at least one response to a fellow classmate’s post in one of the forums.

**Personal Media Inventory**—Each student will submit an inventory of their media use, due Sept. 4<sup>th</sup>. A form is provided under Assignments.

**Quizzes**—Students will complete four (4) short quizzes on chapters and lectures. The quizzes will be submitted to the instructor via E-MAIL to: JGrimes2@LUC.edu.

**Media Research Mini-Paper**—Each student will write a four-page (double-spaced) research and opinion paper, using APA, Chicago, Turabian, or MLA style for citations or references. The report should focus on a communications subject of their choosing. The topic of the report may be derived from the textbook, class discussions, or a related media issue. The paper should be submitted through Sakai Assignments. Due Oct. 23<sup>rd</sup>.

*NOTE:*

- When submitting attachments, students should only use these file types: Word 97-2003 (.doc), Word 2007+ (.docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm, .html), WordPerfect (.wpd), OpenOffice (.odt), rich text (.rtf), Hangul (.hwp).
- Students should always save files with the appropriate extension.

**Interview/Reflections**— Each student will have a one-on-one online interview with the instructor to share insights and reflections from a topic in the textbook, lectures, guests and resources covered in the class. The subject focus will be different from the Mini-Paper topic. The assignment offers an opportunity to do a deep dive into a topic that interests you. The Interviews will begin about Oct. 12<sup>th</sup>.

**News and Media Literacy Analysis**—Each Textbook Chapter has a “Media Literacy and the Critical Process” section. I have also posted in Sakai Resources, links to a series of videos exploring: Media Literacy and Digital Information, among other related resources.

**DIRECTIONS:**

Pick one of the “Media Literacy and the Critical Process” sections in one Textbook Chapter and choose one of the actions or engagement exercises in that section.

Also, review one or more of the related Media Literacy and Digital Information videos to give you some more background on the topic or issue you’ve chosen.

Compile your notes and observations from the videos and the engagement exercise in the form of a short, two to three pages, report.

In your report, tell us how you are learning to improve your critical thinking and ability to be an informed consumer of the media.

Submit your report through Assignments Inline. The reports are due no later than Nov. 16<sup>th</sup>.

**Final Exam**—Students will submit the final exam by the due date.

## **GRADES (% / Points)**

Class Participation (Attendance and Interaction)	10%
Personal Media Inventory	10%
Quizzes (4 quizzes—5% each)	20%
Media Research Mini-Paper	20%
Interview/Reflections on Textbook Topic	15%
News and Media Literacy	15%
Final Exam	10%

## **GRADING**

The grading scale is as follows:

A = 94% - 100%

A- = 90% - 93%

B+ = 87% - 89%

B = 84% - 86%

B- = 80% - 83%

C+ = 77% - 79%

C = 74% - 76%

C- = 70% - 73%

D+ = 67% - 69%

D = 64% - 66%

F = 63% and below

Students will receive grades for each assignment unless otherwise noted in the syllabus. The instructor will attempt to share comments on assignments with each student. If a student has a question about a grade, they should discuss it with the instructor within a week of the grade being issued.

**\*This Syllabus and the sections within are subject to modification.**

**Students will be notified of any changes.**

**THE CLASS SCHEDULE BELOW IS SUBJECT TO CALENDAR CHANGES BY THE UNIVERSITY.**

**CLASS SCHEDULE – As an online course, we will not be meeting together on every day shown.**

**Some lectures will be asynchronous and recorded. Some interaction will be on the class forum and other Sakai platforms. The working schedule will be discussed the first week and develop during the semester.**

<b>WK</b>	<b>Day / Date</b>	<b>Class Activities</b>	<b>Text Chps.</b>	
<b>1</b>	<b>Mon- Aug. 24</b>	Syllabus Review	Introductions	Gl
	<b>Wed- Aug. 26</b>		1 Mass Comm	Ma
	<b>Fri- Aug. 28</b>		1 Mass Comm	
<b>2</b>	<b>Mon- Aug. 31</b>		15 Media/Culture	Br
	<b>Wed- Sep. 2</b>		15 Media/Culture	
	<b>Fri- Sep. 4</b>	Media Inventory Due	13 Global Econ	
<b>3</b>	<b>Mon- Sep. 7</b>		13 Global Econ	
	<b>Wed- Sep. 9</b>		16 Legal	
	<b>Fri- Sep. 11</b>		16 Legal	
<b>4</b>	<b>Mon- Sep. 14</b>	QZ #1 Due	10 Books	
	<b>Wed- Sep. 16</b>		10 Books	
	<b>Fri- Sep. 18</b>		9 Magazines	
<b>5</b>	<b>Mon- Sep. 21</b>		9 Magazines	
	<b>Wed- Sep. 23</b>		8 Newspapers	
	<b>Fri- Sep. 25</b>		8 Newspapers	
<b>6</b>	<b>Mon- Sep. 28</b>		7 Movies	
	<b>Wed- Sep. 30</b>		7 Movies	
	<b>Fri- Oct. 2</b>		7 Movies	
<b>7</b>	<b>Mon- Oct. 5</b>		5 Radio/B'casting	



	<b>Wed- Oct. 7</b>	QZ #2 Due	5 Radio/B'casting	
	<b>Fri- Oct. 9</b>		4 Sound/Music	
<b>8</b>	<b>Mon- Oct. 12</b>	Interview/Reflections Begin	4 Sound/Music	
	<b>Wed- Oct. 14</b>		6 TV/Cable/Sat	
	<b>Fri- Oct. 16</b>		6 TV/Cable/Sat	
<b>9</b>	<b>Mon- Oct. 19</b>		2 Internet	
	<b>Wed- Oct. 21</b>		2 Internet	
	<b>Fri- Oct. 23</b>	Mini-Research Papers Due	2 Internet	
<b>10</b>	<b>Mon- Oct. 26</b>		2 Internet	
	<b>Wed- Oct. 28</b>	QZ #3 Due	3 Gaming	
	<b>Fri- Oct. 30</b>		3 Gaming	
<b>11</b>	<b>Mon- Nov. 2</b>		14 Journalism	
	<b>Wed- Nov. 4</b>		14 Journalism	
	<b>Fri- Nov. 6</b>		14 Journalism	
<b>12</b>	<b>Mon- Nov. 9</b>		11 Advertising	
	<b>Wed- Nov. 11</b>		11 Advertising	
	<b>Fri- Nov. 13</b>		11 Advertising	
<b>13</b>	<b>Mon- Nov. 16</b>	Media Literacy Exercise Due	12 Public Relations	Matt Serafin
	<b>Wed- Nov. 18</b>		12 Public Relations	
	<b>Fri- Nov. 20</b>		12 Public Relations	
<b>14</b>	<b>Mon- Nov. 23</b>	QZ #4 Due		
	<b>Wed- Nov. 25</b>	<i>No Class - Thanksgiving</i>	-----	<i>Holiday</i>
	<b>Fri- Nov. 27</b>	<i>No Class - Thanksgiving</i>	-----	<i>Holiday</i>
<b>15</b>	<b>Mon- Nov. 20</b>	Complete Reports		Vince Davis
	<b>Wed- Dec. 2</b>	Complete Presentations		
	<b>Fri- Dec. 4</b>	Final Review		
<b>Finals</b>	<b>Sat- Dec. 12</b>	Final Exam	Will be submitted Online by 9:15 AM	

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### **School of Communication (SOC) Statement on Sexual Harassment**

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Loyola University of Chicago will not tolerate it by faculty, students or other employees, and will attempt to take prompt corrective action against any sexual harassment by or of its students, faculty and employees. Persons who believe they have been harmed by harassment of this kind should bring the conduct to the attention of the School of Communication dean's office. All complaints are taken seriously and no one reporting them will suffer reprisal or retaliation from the University. Such complaints will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action.

### **School of Communication (SOC) Statement on Academic Integrity Please Read Carefully in its Entirety**

A basic mission of a university is to search for and to communicate truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents. Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
- Providing information to another student during an examination;
- Obtaining information from another student or any other person during an examination;
- Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
- Attempting to change answers after the examination has been submitted;
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
- any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the

ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.;
- Submitting as one's own another person's unpublished work or examination material;
- Allowing another or paying another to write or research a paper for one's own benefit; or
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is an act of personal and professional courtesy, as well as intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at:

<http://luc.edu/english/writing.shtml#source> .

In addition, a student may not submit the same paper or other work for credit in two or more classes. A student who submits the same work for credit in two or more classes will be judged guilty of academic dishonesty, and will be subject to sanctions described below. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the appropriate area head and to the office of the Dean of the School of Communication.

The office of the Dean of the School of Communication may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the Dean's office may convene a separate hearing board to review these instances. The student has the right to appeal the decision of the hearing board to the Dean of SOC. If the student is not a member of the SOC, the dean of the college in which the student is enrolled shall be part of the process. Students have the right to appeal the decision of any hearing board and the deans of the two schools will review the appeal together. Their decision is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost upon recommendation of the dean or deans.

Students have a right to appeal any finding of academic dishonesty against them. The procedure for such an appeal can be found at:

[http://www.luc.edu/academics/catalog/undergrad/reg\\_academicgrievance.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml) .

The School of Communication maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver which releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.

*(The School of Communication policy is consistent with the Academic Integrity Policy of the College of Arts & Sciences.)*