



## COMS 1311 – Studies in Human Communication COURSE SYLLABUS: Summer 2024

### INSTRUCTOR INFORMATION

Instructor: Julie Grandjean, Ph.D.  
Office Location: JOUR 126  
Office Hours: By appointment and online only  
University Email Address: [Julie.Grandjean@tamuc.edu](mailto:Julie.Grandjean@tamuc.edu)

Class time: Asynchronous  
Class location: N/A

### COURSE INFORMATION

#### **University Course Catalogue Description**

This course addresses theories and related skills for evaluating types of communication including a survey of computer mediated communication, nonverbal communication, political communication, gender communication, small group communication, as well as strategies used in informative, persuasive, and ceremonial communications. Recommended for students pursuing careers in teaching, law, the ministry, politics, event planning, corporate training, upper-management or other professions requiring communication skills.

#### **Required Textbooks and Materials**

1. *Communication in the Real World: An Introduction to Communication Studies* (2016). University of Minnesota Libraries Publishing. Available for free: <https://open.umn.edu/opentextbooks/textbooks/274>
2. OPTIONAL: Furlich, S. (2021). *Sex Talk: How Biological Sex Influences Gender Communication Differences Throughout Life's Stages*. Bowker.
3. Additionally, students should be able to use MyLeo D2L Brightspace, Microsoft Word, and PDF.
  - a. All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

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- i. LMS Requirements:
    1. <https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>
  - ii. LMS Browser Support:
    1. [https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)
  - iii. Zoom Video Conferencing Tool
    1. [https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)
4. You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

### **Student Learning Outcomes**

This course explores theory and principles of effective communication while providing an emphasis on skills development. Specific attention is given to the preparation, delivery, and evaluation of communication. At the end of this course students will be able to:

1. Apply theory and practice in public speaking.
2. Describe the role of technology in communication.
3. Utilize various fundamentals and tools of effective communication delivery.
4. Critically analyze the content, organization, and delivery of the speeches of others.
5. Distinguish effective skills in different forms of communication.
6. Analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.
7. Communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.
8. Understand and practice academic honesty.
9. Demonstrate an understanding of societal and/or civic issues.

### **COURSE REQUIREMENTS**

#### **Student Responsibilities or Tips for Success in the Course**

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As a student of this class, you should check TAMUC email account at least three times a week. You should also keep up with your grades on MyLeo DL2 Bright Space, submit assignments through MyLeo D2L.

I acknowledge that you are busy with other courses, work, and personal responsibilities. Still, I want you to succeed in this course, and being prepared is one key to success. I expect you to be proactive in your learning for this class. If you are having difficulties, **contact me as soon as possible**; I am always willing to help students succeed, but for that I need to be notified in a timely manner.

Finally, you are expected to **learn in public**. As Indigenous scholar Adrienne Keene (Cherokee) observes, “[consenting] to learn in public has meant a lot of growth, and a lot of mistakes. But I found my voice, and in the process learned how to apologize the right way, how to admit I was wrong, and how to move forward without feeling like a total failure. Which are life skills that go” beyond a class. As we learn about theories of mass communication this semester, you and I may make mistakes. With these mistakes, we can also learn to grow; and these are skills that will benefit you in the future.

### **GRADING AND ASSESSMENTS**

For this class, you will be graded on various assignments. Be aware that the instructor reserves the right to have unannounced pop-quizzes to check whether you read the required readings. You will be graded on various assignments:

Introduction email: 10 points  
Syllabus quiz: 10 points  
Reading quizzes: 160 points (10 points each)  
Discussions: 240 (15 points each)  
Speech outline: 50 points  
Roadmap: 30 points  
Total points: **500 points**

**Note:** Late work is not accepted, except in the case of documented sickness, or major life events.

Final grades in this course will be based on the following scale:

A = 450 – 500 points  
B = 400 – 449 points  
C = 350 – 399 points  
D = 300 – 349 points  
F = 299 points or below

**Note:** Grades are not automatically rounded up. If you finish the course near the top of a grade range, I will consider your performance over the semester and decide if there is a compelling

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reason (i.e. exemplary participation in the classroom, always respecting deadlines, etc.) to round your grade up. If you find an error in your grade, contact me right away to let me know. Please know that it is inappropriate to contact me or your other instructors to ask to have your grade rounded up or to insist upon receiving a particular final grade.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your instructor via email ([Julie.Grandjean@tamuc.edu](mailto:Julie.Grandjean@tamuc.edu)).

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: <https://community.brightspace.com/support/s/contactsupport>

### **Interaction with Instructor Statement**

#### ***Syllabus Change and Class Calendar***

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

The class calendar is available at the bottom of this syllabus and at the bottom of the home page of our class (COMS 1311 – Studies in Human Communication – 02E) on D2L. This is the “official” calendar. Scheduled reading and assignment due dates may shift over the course of the semester; therefore, you should check the calendar often for updates.

#### ***E-mail Correspondence***

Whenever possible, please meet with me during office hours (T/R from in office JOUR 126) to discuss your questions and class work. I will answer questions via e-mail, usually within 48 hours. I will only respond to e-mails Monday through Friday before 5:00 pm. E-mails received Friday evening through Sunday and student holidays will be answered on the next working business day. Please note that sometimes emails get lost in the email abyss. So, if you do not hear back within the first 48 weekday hours please email me again.

I expected that your emails will include the following:

1. Subject: Label your Name, Class, and Section number. Example: Smith, 414-01W.
2. Appropriate salutation. Example: Hello Dr. Grandjean.
3. Formal style with minimum grammar, punctuation, or spelling errors.

## **UNIVERSITY PROCEDURES/POLICIES**

### **University Specific Procedures**

#### ***Student Conduct***

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

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<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

### ***Academic Integrity***

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

### ***Students with Disabilities-- ADA Statement***

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### ***Office of Student Disability Resources and Services***

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### ***Nondiscrimination Notice***

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### ***Campus Concealed Carry Statement***

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

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For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

***A&M-Commerce Supports Students' Mental Health***

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

## COURSE OUTLINE / CALENDAR

Date	Topics and Assignments <b>Note:</b> <ul style="list-style-type: none"> <li>• All assignments (quizzes, discussions, and others) are due at 11:59pm CST on the day they are listed.</li> </ul>
Monday, June 3	Topic: Welcome and syllabus review Objectives: <ul style="list-style-type: none"> <li>• Students will be able to understand the course structure, major assignments, and how they will be assessed.</li> </ul> Readings: <ul style="list-style-type: none"> <li>• Syllabus</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Introduction email (due 06/03)</li> <li>• Syllabus quiz (due 06/03)</li> </ul>
Tuesday, June 4	Topic: Introduction to communication studies Readings: <ul style="list-style-type: none"> <li>• Chapter 1</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Quiz 1 (due 06/04)</li> <li>• Discussion board #1 (due 06/04)</li> <li>• Extra credit reading (due 06/04): Hall, <i>Encoding/Decoding</i></li> </ul>
Wednesday, June 5	Topic: Communication and perception Readings: <ul style="list-style-type: none"> <li>• Chapter 2</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Quiz 2 (due 06/05)</li> <li>• Discussion board #2 (due 06/05)</li> <li>• Extra credit reading (due 06/05): Rumelhart, <i>Schema theory</i></li> </ul>
Thursday, June 6	Topic: Verbal communication Readings: <ul style="list-style-type: none"> <li>• Chapter 3</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Quiz 3 (due 06/06)</li> <li>• Discussion board #3 (due 06/06)</li> </ul>
Monday, June 10	Topic: Nonverbal communication Readings: <ul style="list-style-type: none"> <li>• Chapter 4</li> </ul> Assignments: <ul style="list-style-type: none"> <li>• Quiz 4 (due 06/10)</li> <li>• Discussion board #4 (due 06/10)</li> <li>• Extra credit reading (due 06/10): Grandjean, Hunter, &amp; Bucy, <i>Evaluating candidates fast and slow</i></li> </ul>

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Tuesday, June 11	<p>Topic: Listening</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 5</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 5 (due 06/11)</li> <li>• Discussion board #5 (due 06/11)</li> </ul>
Wednesday, June 12	<p>Topic: Interpersonal communication processes</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 6</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 6 (due 06/12)</li> <li>• Discussion board #6 (due 06/12)</li> </ul>
Thursday, June 13	<p>Topic: Communication in relationships</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 7</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 7 (due 06/13)</li> <li>• Discussion board #7 (due 06/13)</li> </ul>
Monday, June 17	<p>Topic: Culture and communication</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 8</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz (due 06/17)</li> <li>• Discussion board #8 (due 06/17)</li> </ul>
Tuesday, June 18	<p>Topic: Preparing a speech</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 9</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 9 (due 06/18)</li> <li>• Discussion board #9 (due 06/18)</li> </ul>
Wednesday, June 19	<p>Topic: Delivering a speech</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 10</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 10 (due 06/19)</li> <li>• Discussion board #10 (due 06/19)</li> </ul>
Thursday, June 20	<p>Topic: Informative and persuasive speaking</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 11</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 11 (due 06/20)</li> <li>• Discussion board #11 (due 06/20)</li> </ul>
Monday, June 24	<p>Topic: Public speaking in various contexts</p>

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	<p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 12</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 12 (due 06/24)</li> <li>• Discussion board #12 (due 06/24)</li> <li>• Speech outline (due 06/24)</li> </ul>
Tuesday, June 25	<p>Topic: Small group communication</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 13</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 13 (due 06/25)</li> <li>• Discussion board #13 (due 06/25)</li> <li>• Extra credit reading (due 06/25): Bormann, <i>SCT</i></li> </ul>
Wednesday, June 26	<p>Topic: Leadership, roles, and problem solving in groups</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 14</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 14 (due 06/26)</li> <li>• Discussion board #14 (due 06/26)</li> </ul>
Thursday, June 27	<p>Topic: Media, technology, and communication</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 15</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 15 (due 06/27)</li> <li>• Discussion board #15 (due 06/27)</li> <li>• Extra credit reading (due 06/27); How we roasted Donald Duck</li> </ul>
Monday, July 1	<p>Topic: New media and communication</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Chapter 16</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Quiz 16 (due 07/01)</li> <li>• Discussion board #16 (due 07/01)</li> <li>• Extra credit reading (due 07/01): Walther, <i>Mediated communication</i></li> </ul>
Tuesday, July 2	<p>Topic: Wrapping up</p> <p>Readings:</p> <ul style="list-style-type: none"> <li>• Review notes</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Roadmap</li> </ul>

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