

This copy of Glenn Sparks' syllabus for Introduction to Communication Theory is posted on www.afirstlook.com, the resource website for *A First Look at Communication Theory*, for which he is one of the co-authors.

Communication 10200: Introduction to Communication Theory

Spring, 2014

Main Lecture: Tuesday-Thursday: 8:30-9:20 a.m./SMTH #108

Recitation Sections: Thursday or Friday as assigned

Instructor: Professor Glenn G. Sparks

Office: BRNG #2134 Office Hours: Mon & Tue: 1-2pm or by appointment

E-mail: gsparks@purdue.edu

Recitation Instructors

<u>Name</u>	<u>BRNG office</u>	<u>E-mail</u>	<u>Office Hours</u>
J.E. Sigler	#2153	jsigler@purdue.edu	TH-1:30-3pm; F-12:30-2pm
Rebekah Pastor	#2265	rpastor@purdue.edu	M-3:30-4:30pm; T-4:30-5:30pm; TH-12-1pm
Doug Pruim	#2274J	dpruim@purdue.e	TH-11-12pm; F-12:30-1:30pm
Spencer McKee	#2263	smckee@purdue.edu	MW-3:30-5pm

<u>Recitation Sections</u>	<u>Room</u>	<u>instructor</u>
16423 002 THUR 3:30-4:20pm	BRNG 2291	J.E. Sigler
16426 003 THUR 4:30-5:20pm	BRNG 2291	J.E Sigler
16422 004 FRI 8:30-9:20am	BRNG 1243	Rebekah Pastor
40876 005 FRI 9:30-10:20am	BRNG 1243	Rebekah Pastor
40873 006 FRI 12:30-1:20pm	BRNG 1243	Spencer McKee
16427 007 FRI 1:30-2:20pm	REC 121	Doug Pruim
13413 008 FRI 10:30-11:20am	BRNG B201	Spencer McKee
13414 009 FRI 11:30-12:20pm	BRNG B232	Doug Pruim

Course Description: Communication 10200 is designed to introduce you to theory used in the study of human communication. It is structured as a survey course of some of the main theories that guide communication scholarship. The course is a lower division course designed for the first or second year of study. Most students who take the course will be interested in majoring in *Communication* but the course also serves as an appropriate elective for other majors as well (e.g., Psychology or Sociology). If you are planning to count this class toward your requirements for either the COM major or the COM minor, you must earn at least a C- in this course.

The course also serves as one of the "pre-com" courses that help the staff in the Brian Lamb School of Communication to determine which students have

the ability and motivation to enter the School as a major. As such, the course is designed to be challenging. In order to do well, you will have to attend lectures and recitations regularly and plan to keep up with the reading schedule. Missing class and failing to spend sufficient time reading and studying the material are the main reasons why course grades suffer. While excellent attendance and diligence in reading the course materials are necessary for doing well in the course, they are not a guarantee of success. There are a host of other individual factors that contribute to academic success—many of which are beyond the purview of the course instructors to address for any given student. We encourage you to monitor your progress in the course carefully and utilize the help available to you through your recitation instructors to master the course material.

Note: If you are a student who was enrolled in this course in a prior term (or any portion of a prior term), please note that you may NOT use any portion of any written assignment that you submitted in the prior term to earn credit in this class. The Office of the Dean of Students would consider that to be an instance of “self-plagiarism” and it would count as an act of academic dishonesty. Submitting work in this class that has been submitted in another class will receive a “zero” and could jeopardize your academic standing at Purdue. All work submitted in COM 102 is filed in Safe Assign and we will definitely be able to identify any work that has been submitted in prior semesters. In short: DON'T DO IT!

Course Goals:

1. Create an understanding of the essential features of a significant cross-section of current communication theories that seek to cast light on the communication process.
2. Provide a way to think about the similarities and differences across the theories in order to cultivate an understanding of different perspectives utilized in the communication discipline.
3. Encourage the application of communication theory in everyday life.
4. Increase understanding about the relationship between theory and research and how communication scholarship is produced under the direction of theory.
5. Cultivate a perspective of critical thinking such that strengths and weaknesses of different theoretical perspectives can be identified and appreciated.

Required Materials:

Text: *A First Look at Communication Theory (8th edition) by Em Griffin* (McGraw-Hill, 2012).

Website: We will be using a Blackboard course web site (<https://mycourses.purdue.edu>). You are responsible for all announcements and material presented on this web page so you need to check the page DAILY. It is possible that additional reading assignments could be announced and posted on Blackboard. Your scores on exams and assignments and your final grade in the course will be posted there.

Email: You are responsible for messages sent by instructors and other Purdue officials to your Purdue email address so you need to check your email daily. If there is an important class announcement, such as a test date change or a cancellation of class, you might hear about it through an email message.

Course Requirements for Grading: The final course grade is based on a total of 600 course points. It will be composed of 7 main ingredients. They are listed below along with their relative contribution to the final grade:

Exam 1 = 100 points
 Exam 2 = 100 points
 Exam 3 = 100 points
 Exam 4 = 100 points
 Lecture Attendance = 80 points
 Recitation Attendance = 30 points
 Recitation Assignments = 90 points

Total Points Possible Based on Requirements.....600 points

Grade	Criterion	Points
A	92% or more	552 or more
A-	90% to < 92%	540-551
B+	88% to < 90%	528-539
B	82% to < 88%	492-527
B-	80% to < 82%	480-491
C+	78% to < 80%	468-479

C	72% to < 78%	432-467
C-	70% to < 72%	420-431
D+	68% to < 70%	408-419
D	62% to < 68%	372-407
D-	60% to < 62%	360-371
F	Below 60%	0-359

Grade Computation: Grades are based on POINTS in the course—NOT percentages. The % criterion provided in the table is simply a criterion used to interpret point totals at the end of the course. In thinking about what you need to achieve a higher grade in the class, you should always think in terms of points—NOT in terms of percentages. The only unit of analysis that is used to compute your grade is the absolute number of points that you earn. Percentages are irrelevant when it comes to grade computations.

Exams (400 points): There are four exams worth 100 points each. There is no cumulative final exam in this class. In fact, there is no final exam in this class that is administered during the official final exam week. The exams will all be given during regular class time throughout the course of the semester and they will cover material from the readings and the lecture (be on time – doors close 15 minutes into class—at 8:45am no exception!). You'll receive an automatic zero in the grade-book on any exam for which you are absent (this zero will only be replaced if you make-up the exam according to the policy below).

Exam Make-up Policy: Occasionally extreme and unavoidable circumstances will arise that require students to miss a test. Unfortunately, we simply don't have the resources to schedule individual make-ups for students in a large lecture class. If you miss an exam for whatever reason, your ONLY opportunity to make it up is during the officially scheduled FINAL EXAM period during final exam week. It is your responsibility to keep your schedule clear for that final exam session—no other time slots will be available to make up an exam.

This final exam slot makeup session is being offered to accommodate those students who have VALID AND EXTREME REASONS for missing an exam (such as a death in the immediate family). However, we prefer not to collect documentation of these unfortunate events if it isn't necessary. If you come to the course-approved make-up session, we will administer the exam with "no questions asked" and no need to document your excuse. You do NOT need to (and SHOULD NOT) contact any of the instructors in advance to tell them why you are taking a

makeup or ask for permission to do so. Just plan to show up at the session and ask for the test you need. If you miss more than one test, you may only take as many make-ups as you can complete during the 2 hour final exam period.

This “no questions asked” policy is NOT designed to encourage you to skip a regularly scheduled exam. However, it is true that the policy grants you considerable freedom to miss an exam with no questions asked. If that happens, just come to the makeup during finals week and replace that zero! **DO NOT** mistakenly view the “no questions asked” policy as an invitation to skip the original test for undocumented reasons without any risk for consequences. There are **NUMEROUS** risks. Because you must try to attend the original test date unless very extreme circumstances prevent you from being there, if an unexpected crisis arises during the final exam makeup session, you will not be entitled to another make-up unless you can provide a letter from the Dean of Student’s office excusing you from both the original test date and the make-up session (this would be very rare!!). So, if you want to be safe, if you do miss one of the four exams, you ought to plan to obtain documentation from the Dean of Student’s office excusing you from class and keep it on file in case something happens during the final exam make-up session—for which you can also obtain official documentation from the Dean of Student’s office. To do otherwise is risky and you take responsibility for the consequences. One benefit of taking all the exams as scheduled is that you will be **FINISHED** with this class before final exam week.

In order to ensure fairness for all students who take the exam on the originally scheduled date, the make-up exams will be academically equivalent and in the same format. However, if you attempt to skip the original exam date in order to somehow gain an advantage by discovering questions/answers for the exam taken during the make-up session, your efforts will be futile. Although the make-up exams are academically equivalent versions of the original exams, data from previous classes indicate that students who delay the regularly scheduled exam until the final exam week score an average of 3-10 points **LOWER** when compared to students who take the exam during the regular class session. So, while you have some individual freedom in how you use the exam policy for this class, you also inherit the responsibility that goes along with that freedom. **BE AWARE OF THE RISKS** associated with failing to take the exam at the scheduled time.

Finally—please note that everyone in the class gets **ONLY ONE CHANCE** to take each exam. **THERE ARE NO DROPPED EXAM SCORES** and no one will be granted the opportunity of “re-taking” an exam that they already took. Once you show up in class for an exam and have it in your

possession, the score that you earn on that exam will count as your score.

Questions/Concerns/Appeals about Exam Grades: If you have any kind of concern about an exam grade (e.g. you think it seems inaccurate, or you are missing an exam grade when you think you took the exam), you must make contact with your recitation instructor within 7 days of the grade being posted. After that point, the exam grade will become final, no exceptions. When exam grades are released, an announcement will be posted on blackboard notifying you of the deadline for appealing/inquiring about the grade.

Bubbling in Incorrect Information/Not Following Directions: We are unable to go through exam answer sheets after every exam looking for forms that didn't get processed because of errors in completing the form. It is your responsibility to follow all directions on the exam day and complete the form properly. You will receive the grade that the testing center reports after scoring your answer sheet.

Lecture Attendance (80 points): You are expected to attend each and every class period if you are physically able to do so. Because attendance is so important, we like to reward students who come to class with some easy points that will boost your grade. Attendance will be taken on 5 random days this semester. **NO MAKEUPS WILL BE GRANTED FOR A MISSED ATTENDANCE, FOR ANY REASON.** However, only four out of the five attendance grades will count towards your final grade. Each attendance is worth 20 points, for a total of 80 points towards your final grade. If you miss one of the days when attendance is taken, it won't count against you in any way. If you miss more than one of the attendance days, you can avail yourself of the opportunities to earn extra credit that are outlined here in the syllabus. Note that on days when attendance is taken, no one entering the class after 8:45am will be eligible to be recorded as "present" on that class day. If you want the attendance points—be sure to arrive to class on time. Campus busses running late, car trouble, etc. will not be recognized as reasons for making up a missed attendance day. **Once again, NO MAKEUPS WILL BE GRANTED FOR A MISSED ATTENDANCE, FOR ANY REASON.** It is your responsibility to plan in advance for a potential crisis and make contingency/backup plans to get to every class on time. On an attendance day, arrival at class **AFTER 8:45am** when signs have been posted on the doors will disqualify you from earning attendance points for that day. Please note—**EVEN IF YOU ARRIVE AT 8:46am, you will NOT receive credit.** There is already a 15-minute grace period and we must set some firm time as the official cut-off. We'll use atomic time to determine when it is 8:45am...**NOT** the time on any particular student's watch or cell phone.

Questions/Concerns/Appeals about Attendance Grades: If you have any kind of concern about your grade for an attendance day (e.g. you are missing the points and think you were there), you must make contact with your recitation instructor within 7 days of the grade being posted. After that point, the attendance grade will become final, no exceptions. When attendance grades are released, an announcement will be posted on blackboard notifying you what the deadline is for appealing/inquiring about the grade. Your silence during this 7-day window constitutes your acceptance of the grade posted.

Bubbling in Incorrect Information/Not Following Directions: We are unable to go through attendance sheets after every attendance day looking for forms that didn't get processed because of errors in completing the form. It is your responsibility to follow all directions on the attendance day, complete the form properly, and make sure that your form is collected by one of the instructors. You will receive the attendance credit that the testing center reports after scoring your attendance sheet.

Recitation Attendance (30 points): Recitation sections are NOT interchangeable. You must attend the section for which you have registered in order to receive credit for attending recitation. There are a total of 15 required recitation meetings during the semester as scheduled on the course syllabus. You will receive 2 points for attending a recitation meeting. Your recitation instructor may delineate the specific rules for earning these points in each session. In general, you can expect that there will be some minimum requirements about your arrival and/or departure at the meeting. Recitation attendance points will be posted on Blackboard at least 48-hours prior to the next recitation meeting. If you believe an attendance posting is incorrect, you must notify your recitation instructor either in-person or by email by the end of the following recitation meeting in order to resolve the discrepancy. Once a recitation meeting concludes, the previous recitation's attendance postings are permanent and cannot be changed for any reason.

Recitation Assignments (90 points): During the semester, you will submit THREE written assignments to your recitation instructor at the weekly meetings indicated on the course syllabus. Each of these assignments is worth 30 points. The first two assignments are "theory application logs" in which you will write your own, original reflection about how a given theory covered in class has applied (or might apply) to your own life experience. Each of these assignments has a specific set of directions and a clear grading rubric for earning the 30 points. These directions are posted on the Blackboard course site and your recitation instructor will go over these directions prior to the date in which the assignment is due. The third assignment will require you to react to a published research article that clearly uses one of the theories covered in

the class. You will read that article and submit a reaction that answers some specific questions about the research. A specific set of directions for this assignment will be posted on the Blackboard course site and your recitation instructor will go over these directions prior to the date in which the assignment is due. Your recitation instructor will also specify which published articles you may use for this assignment.

Preparation of Recitation Assignments: PLEASE do not wait until the night before an assignment is due to begin preparing it. We want to warn you ahead of time that a good portion of the credit for these assignments (as specified on the direction sheets posted on Blackboard) will be based on TECHNICAL MERIT. By “technical merit,” we mean to suggest that the document you submit should be “copy ready” if it were to be submitted to a newspaper or to a potential employer as a sample of your writing. Your document should NOT contain spelling errors, grammatical errors or problems with sentence structure. You will not be able to earn high point values on these assignments if your work is not prepared carefully. Spend sufficient time editing and correcting your work before you submit it. READ your papers aloud to someone else and to yourself before you submit them. Have someone else read them in order to catch errors. If English is not your native language and you are not able to write technically perfect prose, you should find someone who can proof your work during the semester and make the appropriate corrections for you prior to submitting these papers. You may need to use the Writing Lab prior to submitting your work. We recommend that you consult the course site on *Blackboard* for the post on “common paper errors” that have actually appeared on papers submitted for COM assignments.

The application logs are due respectively on the recitation session specified on the course syllabus and must be submitted as hard-copy DURING THE RECITATION MEETING corresponding to the due date. The only exceptions to the policy are ones that you have negotiated with your recitation instructor PRIOR to the recitation meeting in which the assignment is due. If that recitation session concludes and you have not submitted the application log or made some special arrangement with your instructor, you will receive a “0” for the assignment. There are no opportunities to submit an assignment late unless you make a PRIOR special arrangement with your recitation instructor.

SAFE ASSIGN: ALL three recitation assignments must be submitted through SAFE ASSIGN that you access from the Blackboard site associated with your recitation section—NOT the site associated with the main lecture. All submissions from prior semesters in COM 102 are stored in SAFE ASSIGN so if you copy from work that has already been submitted in COM 102, it will be detected as plagiarism and you will suffer the consequences (no credit for the assignment, possible failure

of the class, and possible disciplinary action by the Dean of Students). SAFE ASSIGN also detects plagiarism from web sites—so don't think about copying material from any source. **DO YOUR OWN ORIGINAL WORK** on all COM 102 assignments.

PRIOR to submitting your hard-copy of an assignment in your recitation section, you must submit it through SAFE ASSIGN. If your recitation instructor confirms that your assignment has NOT been submitted through SAFE ASSIGN prior to the class meeting in which it is due, you will automatically lose 5 points off of the 30 possible for the assignment. At that point, you will have until the beginning of the next week's recitation section to submit the assignment through SAFE ASSIGN. Failure to do so will result in a "0" for the assignment. Note that failure to submit a hard-copy of the assignment in class on the due date results in an automatic "0" on the assignment—regardless of whether you have submitted the assignment through SAFE ASSIGN or submit it through SAFE ASSIGN after the assignment is due in recitation.

Extra Credit Opportunities (18 points): There are two ways to earn extra credit in COM 10200. The maximum amount of extra credit that you can earn if you did BOTH extra credit opportunities is 3% or 18 course points. Each of the two extra credit opportunities is outlined below:

Opportunity #1 – Research Participation System (3 to 12 points): Faculty and graduate students in the Brian Lamb School of Communication conduct research in communication in order to test theory and advance our knowledge about human communication processes and effects. They rely heavily on students to participate in their research studies. The school uses an on-line system that permits you to sign up for various research studies. We call it the Research Participation System. You can access it easily on-line and get full instructions at this address:

http://www.cla.purdue.edu/communication/research/research_system/students.html

By participating in communication research, you can see for yourself how research is conducted. Your participation actually helps to make a small contribution to the advancement of the communication discipline. You can also earn up to 12 extra credit points for your grade. Here's how it works:

- You earn ½-percent (3 points) credit for every half-hour that you participate in a study. The maximum percent that you can earn for this course by participating in research is 2% (12 points). That would require a total of 2 hours of participation.

- We are not able to guarantee the availability of extra credit research opportunities in the research participation system. We advise you to check early and often and complete this credit as early in the semester as possible.
- If you sign up to participate in a study and fail to show up without canceling your appointment in advance (up to 2 hours before the study), you will be automatically restricted from signing up for any studies for 30 days. You may cancel your appointment quickly using the on-line system.
- At the end of the semester, the instructors will receive a list of every student who has participated in research along with the amount of extra credit earned. **DO NOT EMAIL** the instructors to report that you have done the extra credit. This credit is typically not posted in the grade-book until sometime during final exam week.
- Any dispute about how much credit you earn for a study is strictly between you and the researcher conducting the study. We simply abide by the final report provided at the end of the semester and will not become involved in mediating any issues of how much credit was actually earned in a study.
- If you would like to earn this credit but do not wish to participate in a research study, you may submit an additional theory application log that is prepared according to the form specified for the first two recitation assignments. Each log that you submit is eligible to earn up to 1% extra credit (6 points). Extra credit logs must be submitted in your recitation section that meets on April 17th or April 18th. **NO** extra credit logs will be accepted after these dates. Remember that these logs are an **ALTERNATIVE** to participating in research.

Opportunity #2 - C-SPAN Archives Research (6 points): The C-SPAN archives video library can be searched from any computer with internet access. You will find that the collection of C-SPAN material is truly incredible. It covers political speeches, congressional hearings, and other important public events in American life. Many of the pieces of discourse in the archives either deal directly with or serve as application exemplars of some of the theories covered in this class (e.g., the conduct of science, new technology, privacy management, persuasion, media content, disenfranchised groups, and even some of the theorists themselves—like Marshall McLuhan). As a student taking a course in the *Brian Lamb School of Communication*, you ought to know about the archives, know how to use them, and be able to analyze some of the content that they contain. You have the option of submitting an extra-

credit assignment for 6 points that is due in your recitation section that meets on April 17th or April 18th. No assignment will be accepted after that recitation meeting. The first section of the document that you submit must contain the following information: 1) Title of the video clip you are reporting about, 2) Date that the event took place, 3) the name of the speaker(s), 4) the length of the event as given on the C-SPAN video library page. The second section of the document must contain the following information: 1) the general topic in the course (cite a text chapter and theory) that the video relates to, 2) your own general summary of the video clip—what was the context and purpose of the event and what ground did it cover?, 3) your own statement of something NEW that you learned about this topic that was NOT COVERED in either the course text or classroom discussion of the topic and that you believe is important to know about, 4) the precise time interval in the video clip—use the time markings on the video time-line--where you learned this NEW thing. A sample assignment appears on Blackboard. Please prepare your submissions EXACTLY like the sample in terms of the categories and structure of your report. The content of your report should, obviously, be your own original work.

General Course Policies:

A Classroom & Course Climate of Courtesy, Respect & Professionalism

I assume that we all share a common view of the behaviors that constitute respect, courtesy and professionalism in the classroom. Nevertheless, it may be necessary to point out certain common classroom behaviors that I will consider violations of one of these standards. Common violations include:

- *sleeping in class
- *reading the newspaper or any unrelated material in class
- *wearing earphones, ear-buds, or other electronic devices in your ears during class
- *allowing your cell phone to make ANY type of sound during class
- *talking on your cell phone during class
- *sending or receiving text messages during class
- *using an electronic device to monitor Facebook, send email, text, or visit ANY internet site.
- *engaging in inappropriate emotional displays or other sorts of unprofessional communication in the classroom, in email exchanges, or in any communication with your instructors or other students

Instructors have discretion to impose a grade penalty on the final course

grade for any of the above violations.

FAILURE TO READ THE COURSE SYLLABUS CAN RESULT IN LOSS OF POINTS! As you might imagine, in a large lecture class, processing emails from students can easily become an overwhelming and time-consuming burden. Consequently, we discourage lazy and frivolous emails. If at any time during the semester, you send an email to any of the instructors and ask them a question that is clearly answered in the course syllabus—the instructor may, at his/her discretion, take away TWO points. **READ THE COURSE SYLLABUS BEFORE YOU USE EMAIL TO CONTACT YOUR INSTRUCTOR!**

Technology in the Classroom:

Your recitation instructor may have a policy on technology in the recitation classroom that differs from the lecture policy. The policy for lecture sessions is simple enough. First, if you bring a phone to class it must be stored and OUT OF SIGHT for the duration of the period. Your hands are not a permissible storage place for your phone. If, for some emergency reason, you feel you must monitor your phone during a class period for an incoming message, you need to ask in person for special permission prior to the lecture to have your phone available. If permission is granted, you will be asked to sit on the front row of the lecture hall for that period.

You MAY use a laptop or tablet device—BUT ONLY FOR THE PURPOSE OF TAKING NOTES in a word processing program. Games, social media sites, email sites, or ANY internet screen display is a violation of course policy. There are good reasons for this policy. The best research clearly shows that while students BELIEVE they can “multitask” effectively, they’re wrong. You will be much more likely to master the material in lectures if you are not shifting your attention to a screen that reduces your focus on what is being said in the lecture. Second, when you have material on your screen other than a simple note-taking platform, your screen may DISTRACT other students who are trying to attend to the lecture. If you are distracted by another student’s screen during the lecture, please report it to an instructor. If we receive such a report about your screen or if we notice that you are in violation of the policy, we will deal with the matter directly and have discretion to impose a grade penalty on the final course grade. The simplest way to handle technology in the classroom is NOT TO HAVE IT AT ALL. If permitting laptops for note-taking becomes an unworkable policy during the

semester, we will reserve the right to change the policy and simply eliminate the option of anyone using a laptop during class.

Course Materials

Lecture slides are generally posted on Blackboard prior to lectures and can be printed to aid note-taking.

Campus Emergencies

In the event of a major campus emergency or winter weather event, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Any such changes will be signaled either on the Blackboard course site or through an email message.

Flu and Other Medical Threats

As the semester begins, there could be talk about the possibility of a major pandemic or epidemic of flu. I will follow university policy regarding any disruptions to the university schedule. In the meantime, because of this threat, you should be especially judicious about NOT missing class when you are healthy. If you do have the flu, you are advised not to attend class because you might expose others to the risk.

Academic Misconduct

Cheating in any form is not tolerated and is grounds for failure in this class. Cheating includes such things as copying from another's exam, taking an exam for another person, filling out an attendance form for someone who is not present, and submitting written assignments that are copied in part or in whole from some other source without appropriate credit or citation being explicitly stated in the assignment.

Purdue prohibits dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The University Senate has stipulated that:

"the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest."

IMPORTANT NOTE: If you challenge a posted course attendance record or grade record by email or any other means and we discover that you knew your challenge was illegitimate, we will consider the challenge to be an instance of academic dishonesty and will handle it accordingly. In short, don't send an email or contact an instructor making the claim that you attended a class session when you know you didn't--and don't send an email or contact an instructor making the claim that you submitted an assignment when you know you didn't. Engaging in these behaviors counts as academic dishonesty.

We expect that students will act in accordance with University policies on academic integrity. For further information, please see <http://www.purdue.edu/ODOS/osrr/integrity.htm>.

Your Main Point of Contact

Generally speaking, if you have questions about any aspect of the course structure, grading, lectures, reading, etc., you should refer your question to your recitation instructor.

Communicating with Email

All emails should be directed to your recitation instructor first. One of their specific duties is to answer student emails and they are empowered to handle almost all matters relevant to the class. You must plan ahead and allow ***2 business days, or 48 hours*** for a response (hours on Saturday & Sunday don't count – i.e. Friday at 3 pm to Monday at 3 pm counts as 24 hours and emails sent on Sat or Sun are viewed as having arrived at 8 AM Monday). Email recitation instructors first - if you email Professor Sparks about something the recitation instructors are equipped to handle, I will just forward it to them and "cc" you (it could then take 48 hours to hear back from that point). In the rare event that your recitation instructor is not equipped to handle the issue, they will forward your message to me. This policy doesn't mean you don't have full access to me if you'd prefer to talk to me - you may always chat with

me in person! I love talking to students and I will discuss anything about the course with you in my office hours or briefly before or after class as time permits. Since the recitation instructors are in charge of email, however, only email me at gsparks@purdue.edu if you strongly feel you need to talk to me instead of the recitation instructor and you need to schedule an appointment to see me because you have another course during my office hours.

When you send any email to any instructor, include your FULL NAME and the words COM 10200 Student in the subject line. Before sending an email, you must review the syllabus and all blackboard announcements first. Emailing a question already answered somewhere in the syllabus or in a blackboard announcement is a violation of the email policy and could result in the loss of 2-pts (see policy at bottom of p.11). In addition, do NOT send an email asking for written explanations of topics that you are having trouble understanding. Unfortunately, we simply can't type out individual, detailed explanations of theoretical concepts for 180 students. Use office hours for questions about course material. Do not send an email asking for a copy of lectures notes if you miss class. We don't provide copies of notes. You are free to coordinate with another student to borrow notes. Do not use email to ask to discuss questions relevant to the specifics of your grades or the number of points you have earned. These questions are also handled in office hours. Last, do not send any email for which a reply would be useless if it arrived in 48 hours (e.g. asking about an exam location the night before the test), or that implies a request/demand for a reply faster than 48 hours. If you have to hear back from someone by a certain deadline, you must plan ahead and allow 48 hours. If you have a sincere emergency that requires a faster answer, utilize the instructor's office hours!

Additional Information

Student Athletes: If you are an athlete and you do not want to take all your exams at the end of the semester, within the first two weeks of class, student-athletes must provide the recitation instructor with an official schedule of their activities for the entire semester. Failure to do so will preclude opportunities for any special make-ups. Barring exceptional circumstances, no special make-ups will be allowed for events not documented on the official schedule. Make-ups for events documented on the official schedule will occur soon after the regularly scheduled exam or assignment. After providing your official schedule to your recitation instructor within the first 2 weeks of the semester, it will then be your responsibility to contact that instructor at least 7 days prior to each scheduled exam date to set up a make-up. You must

accommodate the recitation instructor's schedule and attend during the time slot they offer.

Grade Checks: The recitation instructors handle grade checks. They need advance notice (Do NOT send them an email in the morning asking them to please bring your grade check to class that day!) At least 8 days before you need the signed form back in your hands, you must contact the recitation instructor either in person or via email requesting that they get a grade check completed for you. At this point, the recitation instructor will communicate with you as to how they want to get the form from you and fill it out. After the instructor works with you to get the form completed, he/she will bring the completed form to me at the beginning of a lecture period for me to sign, and you can pick it up from me after class. The recitation instructor will advise you as to which class period you may plan to pick the signed form up from me. Be aware that you must bring your student ID to show the recitation instructor before she will discuss your grades with you, and I will need to see your ID before releasing your grade check to you.

Disability Services: If you feel that you may need an accommodation based on the impact of a disability, please feel free to contact me or your recitation instructor privately to discuss your specific needs. Additionally, you will need to contact Adaptive Programs in the Office of the Dean of Students, which coordinates reasonable accommodations for students with documented disabilities. The office is located in Young Hall, Room 830 at 302 Wood Street. They may be called at (765) 494-1247. If you require regular accommodation during an exam, your paperwork will be passed on to your recitation instructor so he/she can handle setting up the exams for you.

Tentative Class Schedule

WEEK	LECTURE FOCUS
Tues. Jan. 14: Thurs. Jan. 16: Jan. 15 or 16:	Course Introduction/No reading assigned Chapter 1: Launching Your Study Recitation
Tues. Jan. 21: Thurs. Jan. 23: Jan. 23 or 24:	Chapter 2: Talk About Theory Chapter 3: Weighing the Words; Chapter 4: Mapping the Territory Recitation
Tues. Jan. 28: Thurs. Jan. 30: Jan. 30 or 31:	Chapter 5: Symbolic Interactionism Chapter 7: Expectancy Violations Theory Recitation
Tues. Feb. 4: Thurs. Feb. 6: Feb. 6 or 8:	EXAM #1 Chapter 8: Constructivism Recitation
Tues. Feb. 11: Thurs. Feb. 13: Feb. 13 or 14:	Chapter 9: Social Penetration Theory Chapter 11: Social Information Processing Theory Recitation: <u>Application Log #1 Due in Recitation Sessions</u>
Tues. Feb. 18: Thurs. Feb. 20: Feb. 20 or 21:	Chapter 13: Communication Privacy Management Theory Chapter 15: Social Judgment Theory Recitation
Tues. Feb. 25: Thurs. Feb. 27: Feb. 25 or 27:	Chapter 16: Elaboration Likelihood Model Chapter 17: Cognitive Dissonance Theory Recitation

Tues. Mar. 4:	EXAM #2
Thurs. Mar. 6:	Chapter 14: The Interactional View
Mar. 6 or 7:	Recitation
Tues. Mar. 11:	Chapter 18: Functional Perspective of Group Decision Making
Thurs. Mar. 13:	Chapter 22: The Rhetoric
Mar. 13 or 14:	Recitation: <u>Application Log #2 Due in Recitation Sessions</u>
March 17 – 21:	NO CLASS – SPRING BREAK
Tues. Mar. 25:	Chapter 25: Media Ecology
Thurs. Mar. 27:	Media Ecology (continued)
Mar. 27 or 28:	Recitation
Tues. Apr. 1:	Chapter 28: Uses & Gratifications
Thurs. Apr. 3:	EXAM #3
Apr. 3 or 4:	Recitation
Tues. Apr. 8:	Chapter 29: Cultivation Theory
Thurs. Apr. 10:	Cultivation Theory Continued
Apr. 10 or 11:	Recitation
Tues. Apr. 15:	Chapter 30: Agenda-Setting Theory
Thurs. Apr. 17:	Excitation Transfer Theory – No Reading
Apr. 17 or 18:	Recitation: <u>Application Log #3 Due in Recitation Sessions</u> Extra Credit Application Logs as alternative to research participation are due in recitation sessions. C-SPAN extra credit assignments are also due in recitation sections.
Tues. Apr. 22:	Chapter 36: Muted Group Theory
Thurs. Apr. 24:	EXAM #4
Apr. 24 or 25:	Recitation
Tues. Apr. 29:	Seeds of a Theory on the Culture of Distraction
Thurs. May 1:	Celebrity Guest Speaker
Apr. 29 or May 1:	Recitation
May 5-10:	<i>FINAL EXAM WEEK</i>