COMM **1000**

**THE PROCESS OF COMMUNICATION – SPRING 2025**

**Professor Stephen C. Stifano, Ph.D. -** Director of Undergraduate Studies in Communication

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| **Office**: Arjona 244; **Hours:** M/W 9:30-11:00 by Appointment only.  **Email:** All course-related inquiries should first go to your TA, allowing for 48 hours for a response.  If you still don’t get the answer you need, email me: Stephen.Stifano@uconn.edu.  You MUST include your discussion section # and TA name in your email – thank you! |

**COURSE LEARNING OUTCOMES**

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| **At the completion of COMM 1000, you will be able to:** | **How you’ll demonstrate it:** |
| 1. Define Human Communication and how scholars study it. | Discussion, Exams |
| 1. Differentiate a multitude of viewpoints and subdomains in the study of human communication. | Discussion, Exams |
| 1. Utilize and compare various communication methods to develop your skills as a communicator. | Discussion, Assignments, Exams |
| 1. Explain how technology and media impact all aspects of daily life at individual, group, and cultural levels. | Discussion, Assignments, Exams |
| 1. Communicate successfully in basic professional contexts, with particular respect to new technologies and social media. | Assignments, Exams |
| 1. Connect your scholarly interests to further exploration of communication-related phenomena in a variety of fields. | Assignments |
| 1. Engage more advanced levels of communication study, both in theoretical and practical contexts. | All course assessments |

**COMM 1000 MATERIALS**

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| 1. **Textbook:** COMM 1000: The Process of Communication – Custom Textbook Edition, McGraw-Hill. |
| 1. **HuskyCT**: Access to both our Lecture site and your Discussion site. You must check both **every week.** |
| 1. **UConn Email Address:** Required for all course communications, announcements, and discussions. |
| 1. **A pencil:** You never know when you’re going to need a pencil. |

**HOW THIS COURSE WORKS**

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| **COMM 1000 has three equal components that you must participate in every single week:**   1. **Weekly In-Class Lecture:** Takes Place at your scheduled time (either on Monday or Wednesday.) 2. **Weekly Online Content:** Shared on HuskyCT each week, and necessary for course exams and assignments. Consume this content asynchronously (when and where you want to.) 3. **Weekly Discussion Class:** Takes place at your scheduled time on Fridays.   **How to succeed in this class:** If you attend lecture and take careful notes, watch the online content each week, and attend Friday discussion ready to engage with your classmates and TA, you will be in a strong position to succeed. When you work on assignments, pay careful attention to our assignment documents, help videos, and your TA’s advice. When you study for exams, keep your lecture/online notes organized and take note of the study strategies we recommend. Finally, keep an eye on the available research studies each week to make sure you earn full points for participating, and even bonus points for doing extra research. Most of all, **if you have questions about anything, talk to your TA!** They’re in the best position to help you have a great semester. |

**COURSE BREAKDOWN – The 1000 Points of COMM 1000**

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| **Category** | **Item** | **Points** | **Details** |  |
| **SYLLABUS QUIZ (20 TOTAL POINTS)** | | | | |
| A quick, easy, untimed online quiz to make sure you understand the course as we begin | | **20** | Required, and should be easy if you’ve read the syllabus! | |
| **EXAMS (500 TOTAL POINTS)** | | | | |
| The course has two exams, each worth 250 points. Exams will be predominantly multiple-choice in format. See “Course Policies” for more details and regulations for exams. | **Exam 1** | **250** | Covers material from the first portion of the course. | |
| **Exam 2** | **250** | Covers material from the second portion of the course. | |
| **ASSIGNMENTS (200 TOTAL POINTS)** | | | | |
| There will be three assignments over the course of the semester, worth a combined 220 points. Assignments will differ in nature, but a complete rubric and instructions will be provided to allow you to succeed. | **1000 Words Photo Project** | **50** | Images can persuade and express – what do yours say?T | |
| **The COMMercial Assignment** | **50** | You’ll work on a team and compete against the entire course to produce a short multimedia piece showcasing communication. | |
| **Putting it all Together** | **100** | You ‘ll synthesize what you’ve learned in COMM 1000. | |
| **DISCUSSION PARTICIPATION (100 TOTAL POINTS)** | | | | |
| We use our Friday discussions to do engage in activities where we can share viewpoints, discuss experiences, and work through social challenges. You’ll earn course credit for excellent participation in discussion classes. Excellent participation is worth 10 points. | **13 Meetings; 3 lowest scores dropped.** | **10 each** | We drop the 3 lowest participation grades (meaning you can miss 3 discussions this semester and still earn full credit.) There are no makeups for missed discussion participation. Max participation score is 100/100. | |
| **WEEKLY RESPONSE ACTIVITIES (100 TOTAL POINTS)** | | | | |
| Each week (often in Discussion) you’ll complete weekly response activities to show you’ve been engaging in the course material. These response activities are worth up to 10 points and will occur every week. These activities are graded. | **13 Responses; 3 lowest scores dropped = 10.** | **10 each** | We drop the 3 lowest response activity grades. There are no makeups for missed response activities. Max response activities score is 100/100. | |
| **RESEARCH PARTICIPATION HOURS (80 TOTAL POINTS – \*can earn up to 40 additional bonus points)** | | | | |
| COMM 1000 students participate in up to 4 hours of research, with each hour of research worth 20 points, for a total of 80. Research studies will be made available throughout the semester on HuskyCT – see “Research Participation” for more details. Once you reach the required points, then you may participate in *more* research to earn *bonus* points, up to 40 additional bonus research points. Note that 120 points is the maximum amount of research points that can be earned in the course. | | **80** | Add up the points for all studies that you’ve completed and you’ve got your research total. If your total is over 120, **enter 120**. | |

**GRADING SCALE**

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| **LETTER** | **POINTS** | **PERCENT** | **NOTES:** |
| **A** | **930-1000+** | **93-100%** | 1. Any fraction of a single point will be rounded UP to the next whole point (e.g. 728.3 = 729).    1. Note that this refers only to a single *point*, 1/1000th of the total course value. 2. 600 points is the minimum threshold for passing the course. No student scoring less than 600 points will pass the course. There are no exceptions.   This grade scale is final and applies to everyone. You MUST score the minimum amount of points to earn a given letter grade – close does not count. Do not ask for points that you did not earn. |
| **A-** | **900-929** | **90-92.9%** |
| **B+** | **870-899** | **87-89.9%** |
| **B** | **830-869** | **83-86.9%** |
| **B-** | **800-829** | **80-82.9%** |
| **C+** | **770-799** | **77-79.9%** |
| **C** | **730-769** | **73-76.9%** |
| **C-** | **700-729** | **70-72.9%** |
| **D+** | **670-699** | **67-69.9%** |
| **D** | **630-669** | **63-66.9%** |
| **D-** | **600-629** | **60-62.9%** |
| **F** | **0-599** | **0-59.9%** |

**COURSE COMPONENTS AND POLICIES**

**If you enroll (and remain enrolled) in this course, you agree to abide by the policies in this syllabus – they are not negotiable. There are hundreds of students enrolled in this course, so we do not bend the policies for individual students, because it would be unfair to everyone else.**

**When you have questions in COMM 1000, we ask you to take the following steps:**

1. **First:** Check HuskyCT, assignment documents, and this syllabus – you can usually find the answer instantly on your own.
2. Email your TA – they're your first and best point of contact in this course, since they work with you every single week. You must use your @uconn.edu email address to send and receive course emails – it's a university rule. Be professional in your message. Give your TA 48 hours to respond, or 72 hours if you email on a Friday, since the weekend is approaching.
3. If your TA doesn’t respond in 48/72 hours or doesn’t answer your question, forward the exchange to Dr. Stifano, and share your questions with him, so that he can help you get what you need.

**Exams:**

Exams will be administered through HuskyCT and monitored using the Respondus LockDown Browser + Monitor. If you do not have a device on which you can take the exam, make arrangements to take the exam on campus or borrow a device from the university. This is a required component of the course.

* **Important Note, Please Read Carefully**: You will be required to complete the identity verification steps before taking each exam and follow all exam policies and procedures during the exam. This includes presenting a photo ID, completing the environment scan, sitting in a well-lit environment with your face visible and in frame, minimizing background noise and other distractions in the environment. We will review all exam recordings; failure to follow these procedures will result in a zero on the exam. There are **no exceptions** to this policy because it is a **university policy**.
* **Materials allowed and not allowed:** Pay attention to what you can and cannot use on exams; students who violate these terms will receive a 0 on the exam and may be reported for academic misconduct.
  + **Allowed**: You are allowed to use one, one-sided 8.5”x11” cheat sheet on each exam. A photo of your cheat sheet must be uploaded at the end of your exam. We will verify it meets these standards.
  + **Not allowed:** Cell phones and other electronic devices are not permitted in the exam environment, nor is the use of internet resources permitted in ANY capacity. Collaboration is not permitted on exams.
* **Exams must be completed on Time:** All exams must be started and finished during the window of time specified on HuskyCT. We will provide ample time to complete the exam, and several reminders about its availability. If you miss the exam window, forget about the exam, or reach out about a missed exam only after the exam closes, you will not be granted a makeup.
  + **Emergencies require contact ASAP:** If you’re facing a serious personal emergency that may keep you from taking an exam, you should reach out to your TA immediately via email to let them know, with documentation ready. You should always plan ahead and take your exams early in the exam window; that way, if an emergency occurs, there’s still time for us to help. We don’t permit any makeups without both (1) early proactive contact prior to the exam ending and (2) clear documentation for the need for the makeup. Take this policy seriously, please, for the sake of your grade in the course.

**Assignments:**

All assignments are explained in detail in the included assignment documents. For complex assignments, we may also release an assignment walkthrough video on HuskyCT to help you succeed. Use your resources.

* **Late work**: Any work submitted after the assignment deadline will be marked late in HuskyCT – to avoid this, do not wait until the last minute to submit assignments.

## We only accept work late for 72 hours; no exceptions.

## Any work marked late will be penalized 10 points; Any work submitted over 24 hours late will be penalized 20 points; Any work submitted over 48 hours late will be penalized 30 points.

## Emergencies require contact ASAP: If you’re facing a serious personal emergency that may keep you from completing work, you should reach out to your TA immediately via email to let them know. You should always plan ahead and start your assignments early; that way, if an emergency occurs, there’s still time for us to help. We don’t permit any makeup assignments without both (1) early proactive contact prior to the due date and (2) clear documentation for the need for the makeup. Again, take this policy seriously.

* **Grading:** Assignments are evaluated based on the rubrics included. Pay attention to the rubrics, and ask your TA for help if you’re unsure how to excel on a given part of an assignment. Most submitted work isn’t perfect, as you’re *still* *learning* in this field. Take note of the feedback you receive and strive to do better on future assignments.

**Discussion Participation:**

Weekly discussion sections will help you review material from lecture and have you participate in conversations, problem-solving activities, and scenarios that give you a broader perspective on human communication. Actively participating in weekly discussion is an essential part of this course. For each week you actively participate in discussion, you will earn 10 points, up to a maximum of 100 points (the equivalent of 10 weeks of discussion participation.) Discussion participation will be graded on a pass/fail basis (pass=10/10, fail=0/10.) Your TA will explain what is required to constitute a pass grade for participating; their grading of your weekly participation is final. You must review the course’s most recent content before attending discussion.

* **There are no Makeups for Missed Discussion Weeks. We drop the three lowest discussion participation grades** to account for emergencies, outside conflicts, or illness. If you’re not regularly available to participate in this course during your Discussion meeting times, you should rethink enrolling in COMM 1000.

**Weekly Response Activities:**

Each week we’ll use Response Activities to make sure you’re staying actively engaged with our course content, and have a chance to share your questions and ideas about communication. These response activities will differ week-by-week; many will come during Friday discussion, and many will be closed-book to make sure we’re getting your original thoughts.

* Weekly Response activities will be graded out of 10 points. A thoughtful, relevant response will be required to earn points on each question. Your TA’s grading of your response activities are final; If you find yourself struggling on these activities, you should set up a meeting with your TA to discuss how you can improve.
* **There are no Makeups for Missed Response Activities. We drop the three lowest scores** to account for emergencies, outside conflicts, illness, or bad performances.

**Research Participation:**

Research is a major part of communication, and many COMM researchers benefit from having students in COMM 1000 participate in their studies. In return, you get to see the kinds of work communication scholars do, while also earning course credit at the same time. Research is worth 80 points (8%) of your grade in the course; each 30 minutes of research completed is worth 10 course points, so you can get a perfect score on this part of the course by participating in 4 hours of research. If you want to earn extra credit, you can complete up to two additional hours of research during the semester for a maximum of 40 bonus points.

* **It is your responsibility to keep up with available research throughout the entire semester.** Participation in any study is your own choice. If you object to the content of a particular study or don’t meet the eligibility criteria, you may request an alternative assignment from your TA to earn credit. The assignment will be a small project meant to take the same amount of time as the research, and can only be requested while a study is still recruiting participants.
* All eligible studies will appear on HuskyCT. Only studies listed on our HuskyCT may be used to earn credit toward this requirement.
* After completing a study, you’ll be asked to enter your information for credit – this is the only record of your participation that we get, and you must fill it out completely and accurately while the study is open to earn credit. We cannot post credit until after studies close, so please be patient.
* You should keep track of each study you complete by keeping a record of the study name, the researchers involved, and the date and time you completed it. You should never complete a study twice to “make sure” you get credit, or because you can’t remember if you completed it; doing so can invalidate the data and hurt the research. **If you complete a study twice, you will get a warning. If you complete a *second* study twice, you will be barred from participating in future research studies for course credit.**

**STUDENT CONDUCT:**

1. **Respect and Civility:** We expect that all members of our course will engage with kindness, respect, and civility as we approach our work together, upholding the university standards for good engagement.
2. **Original Work / Plagiarism:** All work submitted in this course must be your own, original, and new. Any student who submits an assignment containing all or part of another student (present or past)’s work will be given an automatic grade of 0 on the submission and reported to the University for plagiarism. Any student who provides another student with their own assignment materials (for any reason) will be considered compliant in an act of academic dishonesty and given an automatic grade of 0 on the submission and reported to the University. This penalty is non-negotiable. If you retake COMM 1000, all work must be new and original. The University’s academic integrity policy can be found [here](https://policy.uconn.edu/2023/07/11/academic-scholarly-and-professional-integrity-and-misconduct-aspim-policy-on/).
3. **Generative AI:** The use of Generative AI to complete course assignments will be treated as plagiarism and awarded a grade of 0. All students must cite ALL resources they utilize in the completion of coursework, and develop their ideas on their own, without relying on AI platforms to do the thinking work for these academic credits. I encourage you to ask about acceptable and unacceptable use of AI before you do so, to make sure you don’t run afoul of this policy. If we suspect you’ve used ChatGPT, Gemini, or another LLM instead of doing your own, original work on any assignment, we may review all previous and future work in the course and bring forth a larger case of academic misconduct at the conclusion of the semester.
4. **Grade disputes:** There are no grade disputes on weekly discussion participation, weekly response activities, and exam scores. You may appeal research participation scores and assignment grades under the following circumstances:
   1. **Research participation**: You have 5 days / 120 hours from the day a research study grade is posted and announced to email your TA if you think you participated but do not have credit. We will double-check all records and data available to us to see if we have any evidence you’ve participated; if so, we will amend your score on the study. All responses by your TA are final.
   2. **Assignment grades**: If you have a legitimate concern about your performance – either because it’s not up to your expectations, or because you don’t think you were evaluated fairly, you should email your TA to set up an appointment to meet with them and discuss it. **Please wait 24 hours after a grade is posted to contact your TA, but make sure all disputes are registered within 5 days/120 hours of the grade being posted and announced.** After this window of time, all assignment grades are final. If – and only if – you've already met with your TA to discuss a grade and you still have issues with it, you may email Dr. Stifano to request a review. Dr. Stifano reserves the right to independently re-grade the entire assignment during a review, meaning the grade may go up or down. Any decision by Dr. Stifano is final.

**END OF SEMESTER GRADE ARGUMENTS & EMAILS:** We do not revisit individual assignment, exam, discussion, response activity, or research grades at the end of the semester for ANY reason, and we do not engage in conversations where students request, plead, beg, or argue for final grades they have not earned as outlined in this course syllabus; it is incredibly unfair to all other students to accommodate individual exceptions to the course design. Emails asking for grades that weren’t earned will be responded to only by pasting this passage in the syllabus – thank you for understanding.

1. **Professor’s Course Content and Copyright:** The live lectures, web-based video content, lecture slides, and resources in this course are for sole use of the students enrolled in this course for the purpose of learning. Any other use of this content or any pictures or derivatives of the content without the written consent of the course’s professor is prohibited.

**Changes to this Syllabus:** In rare circumstances this syllabus may need to be amended during the semester to adjust a policy, account for an unxpected circumstance, or fix an error. Should this occur, any changes will be communicated both in lecture and in writing via HuskyCT announcement. If you have a concern about a syllabus change, please reach out to your TA immediately via email to express it, so that our team can consider your concern.

**COURSE SCHEDULE Subject to Change**; all changes will be announced via HuskyCT/email.

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| **WEEK** | **TOPICS** | | **READINGS** | **ASSIGNMENTS (DUE DATE)** |
| **PART ONE: THE FOUNDATIONS OF HUMAN COMMUNICATION** | | | | |
| **1** | 1/21-1/24 | **The Field of Human Communication**  Online: 1000 Overview; Communication Research | HuskyCT: Course Syllabus  ***Communication: A First Look*** |  |
| **2** | 1/27-1/31 | **Perception**  Online: Self-Serving Bias; Visual Communication | ***Perceiving Ourselves & Others*** |  |
| **3** | 2/3-2/7 | **Verbal Communication**  Online: Listening; Better Conversation. | ***How We Use Language***  ***Listening Effectively*** | **Syllabus Quiz: due at 11:59 PM on Tuesday, 2/4** |
| **4** | 2/10-2/14 | **Nonverbal Communication and Emotion**  Online: More forms of Nonverbals; More on Emotion. | ***Communicating Nonverbally*** | **1000 Words: due at 4:59 PM on Friday, 2/14** |
| **5** | 2/17-2/21 | **Interpersonal Communication**  Online: Conflict | ***Comm in Social and Professional Relationships*** |  |
| **6** | 2/24-2/28 | **Communication in Relationships**  Online: Small Group Communication | ***Comm in Intimate Relationships***  ***Comm. In Small Groups*** |  |
| **7** | 3/3-3/7 | **Exam One: Material From Modules 1-6** |  | **Exam One: Available Monday 3/3 from 8:00 AM to 3:59 PM** |
| **PART TWO: PUBLIC COMMUNICATION, MEDIA, AND TECHNOLOGY** | | | | |
| **8** | 3/10-3/14 | **Professional Communication**  Online: Organizational Communication, Leadership | ***Workplace Comm. & Interviews***  ***Comm. in Organizations*** |  |
| 3/17-3/21 ***Spring Break: No Class*** | | | | |
| **9** | 3/24-3/28 | **Persuasion**  Online: Marketing, Advertising & Public Relations |  |  |
| **10** | 3/31-4/4 | **The Effects of Mass Media**  Online: A Brief History of Media | ***Communication and Media*** |  |
| **11** | 4/7-4/11 | **Media Literacy**  Online: Health Communication; Science Comm. | ***Communication and Health*** | **The COMMercial Assignment: due at 4:59 PM on Thursday, 4/10.** |
| **12** | 4/14-4/18 | **Social Media and Technology**  Online: Personal Branding |  |  |
| **13** | 4/21-4/25 | **Exam 2: Material from Modules 7-11** |  | **Exam Two: Available Monday 4/21 from 8:00 AM to 3:59 PM** |
| **14** | 4/28-5/2 | **Putting it All Together** |  | **Putting it All Together: due at 4:59 PM on Wednesday, 4/30** |
| **15** | 5/5-5/11 | **University Final Exams: COMM 1000 Does NOT Have a Final Exam. We’re done!** | | |

**UNIVERSITY POLICIES AND GUIDES:**

**Policy Against Discrimination, Harassment and Related Interpersonal Violence**

The University is committed to maintaining a safe and non-discriminatory learning, living, and working environments for all members of the University community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate amorous relationships can undermine the University’s mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate amorous relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University. Additionally, to protect the campus community, all responsible employees (including faculty), as outlined in the Policy Against Discrimination, Harassment and Related Interpersonal Violence, are required to report to the Office of Institutional Equity any information that they receive related to sexual assaults, intimate partner violence, and/or stalking involving a student. An exception to this reporting exists if students disclose information as a part of coursework submitted to an instructor in connection with a course assignment. Even in the absence of such obligation, all Employees are encouraged to contact OIE if they become aware of information that suggests a safety risk to the University community or any member thereof. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with university officials who can help. More information, including confidential and exempt employee resources available for support and assistance, can be found at equity.uconn.edu and titleix.uconn.edu.

**Statement on Absences from Class Due to Religious Observances**

We will reasonably accommodate individual religious practices unless doing so would result in fundamental alteration of class objectives or undue hardship to the University’s legitimate business purposes. Such accommodations may include rescheduling an exam or giving a make-up exam, allowing a presentation to be made on a different date or assigning the student appropriate make-up work that is intrinsically no more difficult than the original assignment. **Students must review the course syllabus at the beginning of the semester for potential conflicts and promptly notify their Teaching Assistant of any anticipated accommodation needs.** Students are responsible for making arrangements in advance to make up missed work.

**Students with Disabilities and Accommodation Needs**

The University of Connecticut is committed to protecting the rights of individuals with disabilities and assuring that the learning environment is accessible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, please contact the CSD immediately to ensure your accommodations are in place; we can only accommodate students through requests directly from the CSD: Wilbur Cross Building Room 204, (860) 486-2020 or <http://csd.uconn.edu/>

**Useful Resources for Students**

[Dean of Students Office](https://dos.uconn.edu/), [Academic Achievement Center](https://achieve.uconn.edu/), [Writing Center,](https://writingcenter.uconn.edu/) [Title IX Office](https://titleix.uconn.edu/title-ix-at-uconn/about-title-ix-uconn/), [Student Health and Wellness -- Mental Health](https://counseling.uconn.edu/), [Food Assistance](https://faith.studentaffairs.uconn.edu/food-assistance/), [Husky Market](https://usg.uconn.edu/husky-market/)