

SPRING ARBOR UNIVERSITY

COM 100: Introduction to Communication

Fall, 2021



Professor	Mary Albert Darling
Classroom	Whiteman-Gibbs Sci Bldg, Room: 105
Class time	TR 9:20 am-10:45 am
Office Location	SDH (Sayre DeCan Hall), 2nd floor, Com Suite 224
Office hours	Office hours: Tuesdays & Thursdays, 12:30-3:00; or you can email me for an appointment at another time;
special note	
Email & Phone	mdarling@arbor.edu Please note that an email will get to me quicker than leaving a voicemail, including just before class. 750.6488 (ext. 1488 on campus)

Department of Communication and Media mission statement:

The Department of Communication & Media seeks to prepare credible, creative, Christian professionals for a world where the mastery of communication skills & technologies is essential.

As a result of this mission, students who graduate from the department of Communication and Media are expected to be able to:

1. Integrate Christian principles with communication practices.
2. Apply communication concepts and skills to serve others by solving problems.
3. Promote shared meaning through use of appropriate* interpersonal skills.
4. Create and share contextually effective stories.
5. Use communication technologies, appropriately.
6. Develop a portfolio advancing vocational aspirations.

*appropriate assumes the student has effectively used principles of communication theory, research and rhetoric.

OVERVIEW OF THIS COURSE: The purpose of Com 100 is to introduce you to several of the basics concepts and contexts involved in the field of communication.

- **The main goal of this course is to help you connect the content with your life--in college and after.**
- **Objectives to help accomplish above goals--please note that the following course objectives connect to the Communication Department objectives above. See corresponding # in parenthesis after each objective.**
 - A. to explore a variety of communication concepts and theories (1, 2, 3, 4, 5)
 - B. to value the role Christian faith plays in all forms of communication (1, 2, 3, 4)
 - C. to understand differences in how people communicate across a variety of contexts (2, 3, 4)
 - D. to learn to ethically and effectively communicate within a variety of contexts (1-6)

COURSE REQUIREMENTS AND EXPECTATIONS:

I. Required Texts:

- *The Essential Guide to Interpersonal Communication* by Steven McCornack and Kelly Morrison (2018)
- *Connecting Like Jesus* by Tony Campolo and Mary Albert Darling (2019)
- *Everyday Sabbath: How to Lead Your Dance with Media and Technology in Mindful and Sacred Ways* by Paul Patton and Robert Woods, 2021

- **II. Class Preparation and Participation:** You are expected to come to class prepared and ready to engage verbally and nonverbally in the sessions' topics and activities by having completed all assignments due that day according to the Daily Schedule and the Assignment Guidelines document*; and by having checked your email and Blackboard for any class announcements. ****Please note that following these guidelines is considered part of your participation points in class.*** Participation also includes being on time, not leaving early, and not temporarily leaving during class; cell phones off & put away; laptops and tablets in use only if it is announced that their use is appropriate for the class period topic or activity (recording of students' handwritten notes onto their computers has been shown to enhance learning. See **"Behaviors and Dispositions"** document on Blackboard for additional expectations.

III. **Class attendance:** Plan on being in every class, since we meet twice a week. If you do miss class, it is your responsibility to know what you are missing, to know if what you missed can be made up, and to have upcoming assignments in on time. **There are two absences allowed. Please note that arriving late, leaving early, or temporarily leaving during class equals 1/2 absence.** If you miss the equivalent of more than two classes, you will lower your participation grade by 5 pts. for each additional absence. If you have more than two college-sponsored events, such as field trips, athletic or music events, etc., plan ahead since those are part of your two allowed absences. If these events or illness take you over the two absences, you can choose to make them up (to not miss participation points) with other assignment opportunities if you contact me *before* the missed class(es) via email and ask to make specific arrangements to do so.

NOTE: Do not assume that if you say you won't be in class that it is then an "excused" absence beyond two--it is not. If you miss more than two classes due to what you believe are extenuating circumstances, please know that participation point deductions will be decided on a case-by-case basis. Contact me as soon as possible in regard to any circumstances that prevent you from being in class (remember that I access email much more quickly than my office voicemail). If you miss six or more classes for any reason, plan on being dropped from the course, since that means you will have missed a significant portion of the class.

Note on keeping up: if you are having trouble with attendance or any assignments, please email or talk to me within a few days of your missed class(es) or assignment(s), especially since this is not a class that can be "made up" in the last few weeks of the semester.

IV. **Assignments, Due Dates, Late work:** Refer to the "Daily Schedule" and "Assignment Guidelines" documents in the Com 100 site on Blackboard under "Course Materials" for all assignment expectations. Assignments are considered late if completed or submitted after the beginning of class unless otherwise stated in the Daily Schedule. If you miss class, make sure you obtain any materials missed due to class absence & that you turn in assignments early or on time, especially if you will not be in class the day an assignment is due—it is expected you will work ahead on assignments. Late assignments will be worth up to half points within one week of original due date (unless otherwise stated or agreed upon). **All work must be completed by the class period before final exam week unless otherwise stated on the assignment sheet.**

V. **Submitting assignments: this class is paperless meaning all other assignments are to be submitted to the appropriate Blackboard site under "Course Materials."** No hard copies will be accepted, and assignments will be considered late if they are not posted on Blackboard before the start of class the day they are due. After submitting, double-check to make sure the assignment can be opened properly on the submission site, since assignments will be considered late if they cannot be opened or are not readable. Hard copies of those assignments will not be accepted. If you are unable to access Blackboard and have to send an assignment via an email attachment, it is your responsibility to make sure it is in a readable Word document or it will be considered late. If it is submitted during class, when it was due at the beginning of class, it is still considered late. See assignment document and daily schedule for specific assignments and due dates.

Other computer Issues: Since a computer could lose work or the system could be down at the most inconvenient times, these problems are to be anticipated and your work is expected to be done at least the day before it is due; any work not turned in because of computer excuses will be considered late.

VI. **Blackboard grades:** Please note that it is your responsibility to check your grades on Blackboard throughout the semester to verify that they are posted accurately. If you have questions about your grades, make sure you review your assignments and grades/feedback given, as well as your Blackboard grades, before you ask about them, since in most cases this review will answer questions you have. Discrepancies with postings need to be reported by the Thursday before finals week. Postings after that, except for assignments not yet due, will stand as they are.

VII. **Academic Integrity:** You are expected to do your own work, to be honest, and to properly credit others when using their ideas. Cheating is a serious offense. You are also expected to know the SAU Academic Integrity policy on what constitutes written as well as verbal plagiarism.

VIII. **Extra Credit--up to 10 points total for the semester allowed.** There will be a few extra credit options available during the semester. The purpose of extra credit is to help bring up a disappointing grade on an assignment; to help bring up a class grade during the semester for an assignment missed that couldn't be made up; or to generally help toward a better final grade when you have already been keeping up with assignments. *Extra credit is not for making up at the end of the semester what you have not been doing during the semester.*

IX. **Evaluation:** Please note that we go by points in this class. Make sure you are aware of the grading scale below, based on the points, instead of what you think your grade should be based on certain percentages. *Please also know that your perception of effort, by itself, is not enough to justify a high grade.*

- 50 Class participation: see syllabus and Communication Dept. Behaviors & Dispositions document
- 10 Jesus' style report to small group/typed template (5/5)
- 40 Relational Transformation (4 submissions at 10 pts each)
- 150 Reading and Video Reports (15/17 counted @ 10 each)
- 10 Self-awareness exercise
- 15 Article and report (to a small group) on electronic communication
- 15 Solitude time for engaging in practices, with reflections
- 15 Article and report (to a small group) on intercultural communication &/or diversity
- 10 Conflict example
- 30 Vocation Report (10) & outline (5); Vocation interview & questions (10) & notes (5)
- 10 Presentation (to a small group) on Relational Transformation with outline submitted
- 40 Final exam: Film application document
- 5 Short report to a small group on what you learned from analyzing film character

400 Total

Points/Percentages	
A 376-400 (94-100)	C 292-307 (73-76)
A- 360-375 (90-93)	C- 280-291 (70-72)
B+ 348-359 (87-89)	D+ 268-279 (67-69)
B 332-347 (83-86)	D 252-267 (63-66)
B- 320-331 (80-82)	D- 240-251 (60-62)
C+ 308-319 (77-79)	U 0-239 (below 60)

***“Whatever you do,
work at it with all your heart,
as working for the Lord, not for men,
since it is the Lord Christ you are serving.”
--Colossians 3:23-24***