

Instructor Contact Info

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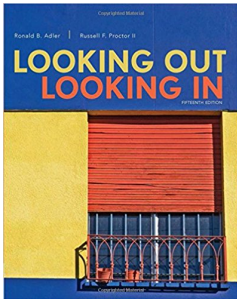
Office: Zoom link posted
on Canvas

Office Hours

Tues: 4:30-6:30 PM

Thurs: 4:30-6:30 PM

Course Materials



Adler, R.B. & Proctor, R.F.
Looking Out, Looking In
(15th edition)

Prices vary widely for this, but I've seen rentals as low as \$27 and used copies for \$50, so buy what's most affordable.

You may be able to get by with older editions, you're held responsible for material in the most recent edition.

Succeeding in an online COMM 16 course

- ✓ Give yourself ample time to complete assignments: Finishing them a few hours before rarely works out well.
- ✓ Try to work in a distraction-free environment when possible.
- ✓ If possible, set aside a consistent block of time each week you use to work on your online classes.
- ✓ Don't obsess over being perfect: So much of this class's richness arises from a free-flowing, and sometimes "messy" discussion.
- ✓ Be an active participant online! Posting a comment can often spark ideas or discussion that helps build community.

Course Policies:

A Foreword Regarding Technology

By now, everyone should be (in some cases, reluctantly) used to online courses. I will do my best to quickly resolve issues that I have control over within Canvas (broken links; missing files; etc.). If you are experiencing issues with Canvas beyond this, file a help-desk ticket clicking "**Help**" in Canvas. That said, technological discomfort, unfamiliarity, or difficulties will not be accepted as an excuse for late or incomplete work: Start early as your timeline permits to avoid such issues.

Attendance & Participation: Ideally, you should set aside a minimum of 5 hours each week to succeed in this course. While online classes allow flexibility in scheduling, you'll still need to log on at least twice per week to complete assignments, discussions, and other activities. **Please note:** COMM 16 is a course that's in high demand, particularly online: Therefore, a failure to log in and complete assignments during the first **2** weeks of the session may result in being dropped from the course.

Contacting the Instructor: E-mail (directly or through Canvas) is the best way of getting in touch with me. If it is a larger issue, we may set up a time to conference (Zoom, Google Hangouts, or even a phone call). Keeping the following in mind will ensure smooth communication:

- Putting your **name, the course** and its **time** in the subject line helps me recognize your e-mail faster (e.g. "Brandon Gainer – COMM 16 – Online Section). I receive a high volume of e-mail per day, so if yours has an ambiguous subject line, it may easily get lost in the shuffle.
- I typically respond to e-mails from 10:00 AM – 1 PM M-F.
- Professionalism and kindness go a long way. If you take the time to compose a message that is clear, authentic, and generally *nice*, I'll do the same. Remember, ultimately I want you to succeed.
- If the scheduled office hours don't work, just ask! – I can expand my availability depending on the day.

Submitting Assignments: All assignments, unless specified otherwise, will be submitted through Canvas by 11:59 PM on their due date.

- For assignments requiring a file submission, please only use .doc, .docx, .pdf or .rtf format: I will not accept the assignment otherwise, which will result in a reduced (or no) score.
- Unless I explicitly request it, please do not e-mail me an assignment.

Late Work: There is a 24-hour grace period for assignments submitted after the due date. These assignments generally receive less feedback and may be subject to a deduction of up to 50% from the final score. After the 24 hour period, then I'll need you to schedule a time to meet with me (office hours, a phone conversation, or through Zoom), otherwise it receives a 0. Quizzes are excluded from this and close on the due date.

Academic Honesty: Instances of academic misconduct will result in disciplinary action, which can include receiving a 0 on the assignment, or a recommendation for dismissal from the course. This includes, but is not limited to: **plagiarism, submitting work from a previous course, submitting work written by an outside party, or misrepresenting facts to receive a changed grade**, etc.

Further information on the college's academic integrity policy can be found [here](#).

Accommodations: If you are eligible for accommodations by Disability Support Services (DSS), please follow up to ensure that your accommodations have been authorized for the current quarter. If you are not registered with DSS and need accommodations, please go to the DSS office in the Registration & Student Services Building (RSS) - Room 141 for information on eligibility and how to receive support services. You can also go online to <http://www.deanza.edu/dss> for additional information.

Assignments

Guidelines for each assignment will be posted online via Canvas. Below is a general description of each assignment area that you'll be assessed on throughout the term.

Communication Projects [33%]: These comprise the biggest part of your grade in the course. These are multi-part assessments that ask you to connect multiple concepts that you've learned across the weeks. The major focus will be examining a significant relationship in your life and deciding whether it's worth improving, or if you want to distance yourself from it. Each project has a detailed rubric associated with it which will evaluate your ability to identify, explain, and synthesize key concepts in the course.

Applied Communication Exercises [29%]: Each week there will be an exercise that has you apply a specific concept that we've covered. Some of these will be reflective in nature, while others will ask you to do an observation of a person or an interview. Think of these as "mini-projects" designed to help you improve your communication. While these are graded by rubric, I'm primarily looking at these for **completion** so as long as you've put forth a decent effort, then you'll get the full points. You'll see these noted on the next page as "Exercise #1, #2, etc." While these are due at the end of the week, a number of them might inform your understanding of the discussions or other projects, so if you can complete them earlier, do so.

Online Discussions [21%]: With the exception of one, each week will have you doing an online posting based on the reading or other content within Canvas. Most of these will require a response to a classmate. In some cases, the responses are optional and I've structured it as a discussion so we can see everyone's thoughts. These are primarily graded on **completion** and **coherence**. Your two lowest scores in this category will be dropped (including 0's).

Quizzes [16%]: Quizzes in the course are based on the chapter reading. While these are timed, you are allowed multiple attempts with your highest score kept. Your **three** lowest scores in this category will be dropped (including 0's, but excluding the syllabus quiz).

Interpersonal Insights: These are optional discussions provided most weeks which provide additional opportunities to engage material. For every **4** of these you participate in, I will forgive one missed assignment from the "Applied Communication Exercises" category (up to a maximum of 2).

Extra Credit: Extra credit is not offered in this course: Aside from the projects, each category has a certain number of scores dropped (or a means to forgive missed assignments): These concessions far exceed any amount of extra credit I could offer.

Grading Scale

There are **550** points total available in this course. Final grades are assigned based on the following scale:

A+ [100%]: 550 and above	A [99%-94%]: 549-517	A- [93%-90%]: 516-495
B+ [89%-87%]: 494-478	B [86%-84%]: 477-462	B- [83%-80%]: 461-440
C+ [79%-77%]: 439-422	C [76%-70%]: 421-385	D+ [69%-67%]: 384-368
D [66%-64%]: 367-351	D- [63%-60%]: 350-330	F [59% and below]: 329 and below

Tentative Course Calendar

Any changes to the calendar will be announced on Canvas. Most assignments are due either on a Wednesday (11:59 PM) or Saturday (11:59 PM), so plan your week accordingly.

UNIT I: Introduction to Interpersonal Communication
<p>Week 1 (1/4 – 1/9) – Interpersonal Communication (Chapter 1) – An Overview</p> <p>DUE 1/6: Discussion #1 (Initial Post); Orientation Activities (Student Info Sheet; Syllabus Quiz; Icebreaker) DUE 1/9: Quiz #1; Exercise #1; Discussion #1 Responses NOTE: A failure to complete the assignments due on 1/6 will result in being dropped from the course.</p>
<p>Week 2 (1/11 – 1/16) – Communicating in a Mediated Environment (Chapter 2)</p> <p>DUE 1/13: Discussion #2 (Initial Post) DUE 1/16: Exercise #2; Quiz #2; Discussion #2 Responses</p>
UNIT II: Interpersonal Communication & The Self
<p>Week 3 – (1/18 - 1/23) Communication, The Self, & Identity (Chapter 3)</p> <p>DUE 1/20: Book Sign-Up: Interpersonal Skills Development Project DUE 1/23: Communication Climates Essay (Part 1); Discussion #3; Exercise #3; Quiz #3</p>
<p>Week 4 – (1/25 – 1/30) The Effect of Perception (Chapter 4)</p> <p>DUE 1/27: Discussion #4 (Initial Post) DUE 1/30: Discussion #4 (Responses); Exercise #4; Quiz #4</p>
<p>Week 5 – (2/1 – 2/6) – Evaluating Our Emotions (Chapter 5)</p> <p>DUE 2/3: Discussion #5 (Initial Post) DUE 2/6: Discussion #5 (Responses) Exercise #5; Quiz #5</p>
UNIT III: Communicative Actions & Their Impact
<p>Week 6 (2/8 – 2/13) Listening (Chapter 8)</p> <p>DUE 2/10: Advice Columnist Part 1 DUE 2/13: Interpersonal Skills Development Project; Exercise #6; Quiz #6</p>
<p>Week 7 – (2/15 – 2/20) Verbal & Nonverbal Communication (Chapters 6 & 7)</p> <p>DUE 2/17: Discussion #6 & 7 (Initial Post); DUE 2/20: Discussion Responses; Exercise #7; Quiz #7</p>
UNIT IV: Maintaining and Improving Interpersonal Relationships
<p>Week 8 (2/22 – 2/27) A Look at Relational Dynamics (Chapter 9)</p> <p>DUE 2/24: Discussion #8 DUE 2/27: Advice Columnist Part 2; Exercise #8; Quiz #8</p>
<p>Week 9 (3/1 – 3/6) Intimacy in Close Relationships (Chapter 10)</p> <p>DUE 3/3: Discussion #9 (Initial Post)</p>

DUE 3/6: Discussion #9 (Responses) Exercise #9; Quiz #9

Week 10 3/8 – 3/13 Improving Communication Climates (Chapter 11)

DUE 3/10: Discussion #10 (Initial Post)

DUE 3/13: Discussion #10 (Responses); Exercise #10; Quiz #10

Week 11 3/15 – 3/20 – Conflict & Interpersonal Relationships (Chapter 12)

DUE 3/17: Discussion #11 (Initial Post)

DUE 3/20: Discussion #11 (Responses); Exercise #11; Quiz #11

Week 12 Finals Week

DUE 3/24: Communication Climate Essay (Part 2)