**Instructor information:**
Email: Benjamin.Brojakowski@angelo.edu
Telephone: (325) 486-6079
Office: Porter Henderson Library 306L

**Office Hours:**
MW 10:00 a.m. – 12:45 p.m.; By Appointment
TTH 11:00 a.m. – 12:00 p.m.; 2:00 p.m. – 3:15 p.m.; By Appointment

**Readings Required:**

**Course Description:**
COMM 1311 is an introductory and survey course that explores theory and practice of interpersonal communication across various contexts. In class we will respectfully discuss interpersonal theories, concepts, and personal experiences related to your assigned readings. You will have two major assignments. One assignment is an individual, self-reflexive project and the other is a team presentation.

**Student Learning Outcomes:**
Increase student knowledge about human communication theories, concepts, and skills.
Challenge students to strengthen their communication skills by participating in workshops and class discussions.
Encourage students to apply communication strategies to their specific majors and career goals.
Empower students to apply course-related knowledge and skills by collaborating with classmates to research, develop, and present a communication skills teaching workshop.

**Course Requirements (500 points):**

**Interpersonal Skill Development = 125 points**
Students will write a 7-10 page paper that incorporates scholarly research, personal experience, and self-reflection about how to develop and/or improve a communication skill. Students will sign up for a skill, review scholarly research, create an action plan for development/improvement, and share the results/challenges that are experienced throughout the semester. You must meet various deadlines and will receive written feedback for each portion of the assignment. Please see the assignment page for these deadlines.

**Communication Skill Team Teaching Assignment = 125 points**
Working as a team, you will research, prepare, and present your work about an interpersonal communication skill. In this presentation, you will draw from scholarly research, class readings/discussions, and personal experiences to create a 12-15 minute teaching activity for your classmates.

In addition, you will submit a communication skills worksheet, contract, and outline with your teammates. By completing these assignments, you will expand your knowledge about interpersonal communication skills and theories.
Moreover, you will need to apply your course knowledge and skills to work efficiently and effectively with your teammates.

**Exam 1 = 100 points**  
**Exam 2 = 100 points**
Students will demonstrate their mastery of the course material by completing two exams. The exams will cover material from the textbook & assigned readings. In order to perform well on exams, it is important to complete the assigned readings and be an active participant in class discussions.

**Attendance/Participation = 50 points**
Students will be graded on their ability and willingness to discuss course material during class lecture. The following scale will be used to determine participation points:

- 50 points=Excellent  
- 40 points=Good  
- 30 points=average  
- 20 points=fair  
- 10 points=poor

**Course Grading**

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

**Course Policies**

1. **Attendance**
   Regular attendance is required in this course. Attendance will be taken and counted beginning the first day of class. The student is allowed to miss 3 days (MWF) without penalty to the final grade. However, a student’s absence will result in a zero for all work/assignments completed on that day. Once a student misses more than the allotted absences mentioned above, two (2) points will be deducted from the student’s FINAL average for each additional absence. You will be counted absent if you are not present for the entire class. Three tardies (more than 10 minutes) will result in an absence.

   To be considered excused for a class absence, the student must be excused through the school as they will be attending a school sponsored event. In these cases, it is the responsibility of the student to complete any assignments they will be missing prior to their departure. Please come talk to me as soon as you know you will be missing a class.

2. **Late Assignments**
   Late work will receive a 20% point deduction every day that it is late (including weekends). If students are unable to submit their work on BlackBoard because of technology issues or because a deadline has passed, they should submit the work to me by email as soon as possible.

3. **Missed Exams**
   1. Contact me within 24 hours of the missed exam. If you are aware of your need to be absent prior to the exam, you should contact me before missing the assignment.
   2. By the next class session you attend, provide documentation of your absence.
   3. I will view your documentation and make a final decision as to whether or not you are permitted to make up the exam.
   4. Make-up presentations will only be granted for documented absences.

4. **Academic Misconduct**
   Plagiarism in your assignments will result in a zero for the assignment and the instructor may pursue additional measures. All assignments are to be the original composition of each student. Outside sources are required for each assignment with proper citing in a bibliography as required.
5. Class Etiquette

Please be a courteous student and peer.

Laptops and tablets are encouraged for in-class activities and note taking. If any student uses this technology for non-class activities, he/she will lose all attendance and participation points for the day. If any student is disciplined for using this technology inappropriately three times throughout the semester, they will lose the ability to use their laptops and tablets in class for the remainder of the semester.

Students may not use Snapchat, Instagram, Facebook, or any other social media outlet to post pictures or videos of other students or their performance in the classroom. Failure to comply with this rule will result in failure for the semester.

6. Honor Code Policy

Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student’s own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one’s own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf

7. Disability Statement

The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting:

Mrs. Dallas Swafford, Director of Student Development  
325-942-2047 office or 325-942-2211 Fax  
dallas.swafford@angelo.edu  
University Center, Suite 112B

8. Religious Holiday Observance

A. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code 11.20.

B. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

C. A student who is excused under section 2 may not be penalized for the absence, however; the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

9. Language

Under no circumstance will racist, sexist, homophobic, or any other type of oppressive language be tolerated in COMM 1311. Please think before you speak and use your language carefully. I reserve the right to ask you to leave class with no credit for attendance if your language crosses this boundary.

We must respect one another’s opinions, even when we disagree with them. This is not to say that debate is unwelcome. Rather, I expect healthy, reasoned, thoughtful debate that in all ways respects and values the individual person. Be prepared to provide and support your arguments.
10. Social Media

I do not communicate with students on social media. All of my active social media accounts are set to private and I will not accept/request social media connections with students.

11. Food

Food is allowed in class during lecture hours. No food will be allowed in class on presentation days unless it is a medical requirement.

12. Title IX Statement

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022 E-Mail: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171). For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.
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<tr>
<th>Week</th>
<th>Chapter Readings</th>
<th>Assignments</th>
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| 1 Week of Aug. 26 | Introduction to Course; Course Syllabus  
Chapter 1  
Neu Article | Sunday, 9-1-19 (BlackBoard)  
Sign Up: Skill Project  
Sign Up: Team Project |
| 2 Week of Sept. 2 | Chapter 2  
Berkelaar & Buzzanell Article | Sunday 9-8-19  
Skill Project #1 Due  
Team Contract Due |
| 3 Week of Sept. 9 | Chapter 3  
Class In Library | Library Meeting (9-11-19) |
| 4 Week of Sept. 16 | Chapter 4  
In-Class Workshop | Sunday 9-22-19  
Skill Project #2 & #3 |
| 5 Week of Sept. 23 | Chapter 5  
Chapter 6 |  |
| 6 Week of Sept. 30 | Chapter 6 (Continued)  
Chapter 7 | Exam #1 Study Guide on BlackBoard |
| 7 Week of Oct. 7 | Chapter 8  
In-Class Workshop  
Exam #1 Review | Friday 10-11-19  
Skill Project #4 Due  
Team Worksheet Due |
| 8 Week of Oct. 14 | Chapter 9 | Monday 10-14-19  
Exam #1 (Chapter 1-8 & Readings) |
| 9 Week of Oct. 21 | Chapter 10 |  |
| 10 Week of Oct. 28 | Chapter 11 | Friday 11-1-19  
Team Outline Due |
| 11 Week of Nov. 4 | Chapter 12 |  |
| 12 Week of Nov. 11 | Chapter 13  
Public Speaking Presentation | Sunday Nov. 24  
Skill Project #5, #6, & #7 Due |
| 13 Week of Nov. 18 | Public Speaking Presentations |  |
| 14 Week of Nov. 25 | In-Class Workshop  
Thanksgiving Holiday Break | No Class Nov. 27-29 |
| 15 Week of Dec. 2 | No Readings | Group Presentations (All Week)  
Friday Dec. 6  
Final Skill Project Paper Due |
| FINAL EXAM | Wednesday, December 11, 1:00 pm – 3:00 pm | Exam #2 |