

IV. CLASS POLICIES

Course Reading- The text selected for this class is specifically designed to help you understand the “jist” of the theories on your own. That said, it’s imperative that you do the reading BEFORE the class lecture if you plan to do well on the exams and keep up with class discussion. My lectures will generally summarize the key points of the theory as well as provide background, further research, or detailed explanations beyond the text when necessary. If you want to keep up, do the reading as you go- the chapters/sections are shorter in format to help you do just that.

Attendance & Punctuality- You are expected to be in class daily and on time (see “Participation” section for attendance/tardy deductions). If you do have to miss class, please keep in mind that it is **your responsibility** to contact classmates for any and all notes, assignments, and/or announcements given. Should a medical emergency arise that affects you directly then notify me ASAP so that I can help keep you on track.

Due Dates & Late Work- All assignments are due at the **beginning** of class. If you are late to class on the day an essay/presentation is due, it/you will be considered “late” and your essay/presentation grade will be marked down one letter grade. Please note that **NO LATE PAPERS WILL BE ACCEPTED** after the class meeting when they are due unless excused via appropriate documented verification. If you do have verification and need to turn in a paper after class, **please do not e-mail it to me** (I only grade hardcopies). Instead, you can drop it off in my mailbox in MZ220 from 9-5 M-F with your note attached. Please have Tom, Yoly, or an office worker time/date stamp it so I know when you turned it in.

Group Work/Grading- Since you will all be receiving the same group grade for your theory groups, I expect all students to be active members and participants. This entails doing your fair share and always keeping in touch with your group. If you or a group member is absent on a presentation day and/or does not perform to the satisfaction of the group, the group will decide whether the member forfeits all or some of the points or receives the group grade. In other words, if a majority of your group agrees that one or more members are not pulling their weight, the collective majority will decide point totals for slackers. I allow this grading policy to instill accountability and insure relatively equal work loads for all group members. Please be sure to keep me posted if a problem arises and/or you decide to deduct points.

E-mail or FAXED Assignments- I **DO NOT** accept assignments via e-mail or FAX. It is your responsibility to make sure your work is turned in on time.

Paper Format/Criteria- all papers should be typed/ double-spaced with appropriate margins (1”), fonts (standard/professional), sizes (10-11), and stapled if 2 or more pp. Feel free to print front and back (save a tree!). Papers should be thoughtful and well written in paragraph form with appropriate indentation, punctuation, spelling, and grammar. **ALWAYS spell check AND proofread your papers before you turn them in**. I will mark down papers accordingly if these criteria are not met. Please utilize the on campus Learning Resource Center (LRC) located in Bayramian Hall (BH 408) if you know you have problems with writing competency.

Academic Honesty- is expected of all students as specified in the current CSUN Catalog and Schedule of Classes. Cheating in any form is automatic grounds for receiving a failing grade in the course. **Plagiarism (global, patchwork, and/or incremental) is a very common form of cheating and will NOT be tolerated under any circumstances so please be very clear about what it entails before turning in your papers** (saying “I didn’t know” or “I didn’t mean to” won’t excuse you). If you are caught plagiarizing, you will automatically fail the class and in addition, a report will be filed with the Dean of Student Affairs office for further possible action (including expulsion from the university). **Unfortunately, I have caught people cheating almost every semester- trust me, it’s not worth it. Please, do your own work even if it’s not your best work. Better to get a ‘C’ or ‘D’ on a paper and pass the class than try to cheat, get caught, and have to retake the class.**

Other In-Class Community Considerations- Remember that we are a class community which means that the things we do in the classroom affect everyone else (myself included). Please respect me and your classmates by adhering to the following.

- Cell phones going off and/or text messaging or IM-ing in class. (Please resist the addiction of the electronic leash and just turn it off during class time. If you don't, you're setting yourself up to do very poorly in this class as you will be asked to leave and/or have points deducted from your grade).
- Getting up to buy a soda/check your messages, etc... during class or leaving early without letting me know in advance.
- Lastly, tardiness becomes problematic if it's habitual or there are several of you showing up late day after day. If you can't consistently be here on time, then please drop the class and take it when it's better for your schedule.

Thanks very much in advance for your cooperation with these policies. I want you to get the most out of your education. Providing a space for you and everyone to learn and develop will allow that to happen so much easier than having to take class time to discipline students who are being disruptive/uncooperative.

V. GRADING

Please be advised that Extra Credit will not be offered. It is up to you to excel throughout the course in order to earn the grade you hope for. Plus/minus grading will be used and is based on the following:

<u>CLASS ASSIGNMENTS:</u>		<u>+/- FINAL COURSE GRADE SCALE*:</u>		
3 Exams @ 25 pts. each	75 pts.	100-93 = A	80-82 = B-	69-67 = D
2 Theory Reflections @ 5 pts. each	10 pts.	92-90 = A-	79-77 = C+	66-64 = D
Group Theory Presentations	10 pts.	89-87 = B+	76-73 = C	60-63 = D
Participation	5 pts.	86-83 = B	72-70 = C-	59-0 = F
Total =		100 pts.		

I have provided the worksheet below so that you can keep track of your grade in the class at all times. This is YOUR responsibility as I don't add up all the scores until the week final grades are due. If you are unsure about a particular grade earned, please see me before or after class.

COURSE GRADE WORKSHEET

1. Exam #1	<u> /25 </u>
2. Theory Essay #1	<u> /5 </u>
3. Exam #2	<u> /25 </u>
4. Theory Essay #2	<u> /5 </u>
5. Group Theory Presentation	<u> /10 </u>
6. Participation	<u> /5 </u>
Total Points going into the Final:	<u> /75 </u>
7. Exam #3	<u> /25 </u>
Total Points Earned:	<u> /100 </u>

TENTATIVE COURSE SCHEDULE*

<u>Week Of</u>	<u>Topic/Assignments Due</u>	<u>Reading**</u>
1/20	Course Introduction & Intro to Communication & Theory	Chapter 1
1/27	Understanding Theory	Chapter 2
2/3	Building & Testing Theory	Chapter 3
2/10	Early Communication Theory: General Semantics	Chapter 4
2/17	TUES- EXAM #1- ASSIGNED READINGS (CHAPS 1-4) & LECTURE	
	<i>Thurs- Theory Group Meetings</i>	
2/24	Symbolic Interactionism Thurs- Theory Group #1 (Symbolic Interactionism)	Chapter 5 (pp. 89-96)
3/3	Rules Theory (CMM) Constructivism	Chapter 7
3/10	Tues- Theory Group #2 (Constructivism) <u>Thurs 3/12- No Class- CCCC Conference</u>	
3/17	Interactional Theory (Systems) Tues- Theory Group #3 (Interactional Theory/Systems) Dialectical Theory Thurs- Theory Group #4 (Dialectical Theory)	Chapter 8
3/24	TUES- EXAM #2- ASSIGNED READINGS (CHAPS 5, 7-8) & LECTURE	
	Thurs- Uncertainty Reduction & Developmental Theories	Chapter 9
3/31	<u>Tues 3/31- No Class-Cesar Chavez Holiday</u> Thurs- Social Exchange Theories Thurs- Theory Group #5 (Social Exchange Theory)	
		Chapter 9 (con't)
4/7	<u>No Class- Spring Break!</u>	
4/14	Standpoint Theory Tues- Theory Group #6 (Standpoint Theory) Speech Communities & Organizational Culture	Chapter 10
4/21	Technological Determinism Thurs- Theory Group #7 (Technological Determinism) Cultivation Theory	Chapter 11
4/28	Tues- Theory Group #8 (Cultivation Theory) Thurs- Feminist/Gender & Muted Group Theories	Chapter 12 (pp. 259-273)
5/5	Tues- Theory Group #9 (Muted Group Theory)	
5/7	THURS- EXAM #3- ASSIGNED READINGS (CHAPS 9-12) & LECTURE	

** I will do my best to stick to the above schedule but given the dynamic nature of classes, please be flexible if some changes need to be made as we go. Thanks!*

****All readings should be completed by the Tuesday of the week assigned.**