

**Computer Mediated Communication  
P-COMM 4320  
Building An Online Learning Community**

**This syllabus is representative of the syllabi for this course.  
Contents may vary from semester to semester.**

**Instructor:** Martha Meacham, Ph.D.  
**Work Phone:** 223-3731 (8AM-4PM)      **Campus Mail Box:** Holy Cross Hall 302

**Office Hours:** Face-to-face meetings are by appointment – I do not have an SEU office. Please *do not hesitate to call or email me with questions! I will respond within 48 hrs to email.*  
**E mail:** [martham@admin.stedwards.edu](mailto:martham@admin.stedwards.edu)

**Course Description**

**This course introduces students to theories, practices and evaluations, resulting from the study and use of technology in personal and organizational communication.**

**Learning Objectives**

**After instruction, you will be able to:**

- (1) Identify and define basic views, theories, and contemporary issues concerning computer-mediated communication in organizational settings.
- (2) Identify, explain, and use several technologies used to facilitate communication in a work setting.
- (3) Evaluate various forms of mediated communication and their effective uses.
- (4) Write effective summaries of research concerning characteristics and use of specific technologies.
- (5) Identify and define processes, problems, and advantages associated with the use of communication technology in an organizational setting.

**Learning Activities**

- (1) Respond to course readings and apply, analyze, and synthesize key concepts
- (2) Communicate in an online environment.
- (3) Plan, organize, lead and complete projects while working with others in a mediated environment.

**Required Texts/Materials:**

**Adams, T., & Clark, N. (2001). The Internet: Effective online communication. Ft. Worth: Harcourt College.**

**Students must use their SEU e- mail account and have regular access to the Internet, knowledge of how to conduct Internet and database research, proficiency in word processing, and a working knowledge and ability to use Blackboard at least 4 times a week.**

### Required Communication:

Every effort will be made to conduct all official communication via e-mail . All submissions of **assignments should be made to the Digital Dropbox** of the instructor. In the event the Digital Dropbox is not operational or you are having difficulties in accessing Blackboard, call the helpdesk (448-TGIF). If you do not use **MS WORD**, you **must save the file in .rtf format**.

### Course Requirements:

#### 1. BLACKBOARD

This will be an online course utilizing Blackboard course management system available through St. Edward's. Please log on <http://blackboard.stedwards.edu/> to access and become familiar with the features offered through this system. Assignments, discussion questions, discussion forums, and announcements will be posted using Blackboard. **It is imperative that you are knowledgeable about the system and have a proficiency with computers and word processing.**

**Please note:** Regular access to the Internet is required. If you do not have access at home or at work, it is very difficult to keep up with this class.

Assistance with Blackboard is available through the course site or through IT support at St. Edward's. Phone Number: 512-448-8443 (x8443 on campus)

### Email: [helpline@acad.stedwards.edu](mailto:helpline@acad.stedwards.edu)

Please keep in mind that all official correspondence will be done via Email. In the event you do not regularly check your SEU E mail accounts, please make arrangements to *forward* your SEU E mail to another account.

[http://www.stedwards.edu/it\\_dept/computer/email/mailforward.html](http://www.stedwards.edu/it_dept/computer/email/mailforward.html)

#### 2. ATTENDANCE

To be in attendance during an Online week, you must post at least one message to one of the forums on *two* separate days during the Online week. If you are out of attendance for one week or more, you may be withdrawn due to absences or receive an "F". Since a W/A will not be assigned automatically, you are responsible for dropping the course to avoid an F.

You are responsible for the material presented in Blackboard any assignments that are due.

#### 3. PARTICIPATION

Class participation is *different* from attendance. Quality interactions are key to building as sense of "community" online. You will be expected to contribute to the **Discussion Forums** in a substantive way at least *four out of seven* days each week (participation). You can choose which days you will participate. The time you spend actively participating in discussion should be equivalent to the time you would spend seated in a 3 hr traditional class each week (ie. 45-60 minutes on 4 days or 30-40 on 5 days). The time you will spend on assignments is **in addition to** the 3 hours weekly. Both quantity and quality are considered when assessing your participation.

All assignments need to be read prior to discussion. Please come to the discussion forum with an understanding of the required material. **Your understanding should become clarified through discussion, not to be based on discussion.**

All students will be responsible for participating in weekly discussions posted on the Discussion Board. Discussion Board weeks will run from **Saturday through Friday until midnight.** Guidelines for participation and grading can be found in **Course Documents.**

The **first assignment** will be to post a biography to the **Introductions forum** so we can get to know each other. Please share what you do for a living, where you work, where you live, what you are studying and what you hope to achieve by taking this class.... You will find my BIO there.

Each student will be responsible for acting a **Facilitator** (with your team) for one topic on the weekly Discussion Board. The job of the Facilitating team is to 1.) post the opening question(s) addressing the learning objectives and the articles or chapters that are assigned for that week, 2.) facilitate the online discussion, and 3.) post a discussion summary. (See Facilitation Guidelines in Course Documents for a complete description.)

#### 4. WRITTEN ASSIGNMENTS

Every paper or written assignment must be of quality, both in content and style. I expect papers to be well thought out, well written, and free of typographical and grammatical errors. Please proofread all materials you submit. **Do not** submit **first drafts**.... Please make sure your efforts are evident in your final product as that is the only basis for my evaluation.

Quality is more important to me than quantity. You should be succinct and thorough.

Give yourself enough time to write drafts and revise.

Check your final work: Is there a clear introduction stating purpose? Is the main idea of each paragraph clear? Are paragraph transitions easy to follow? Is there sufficient detail to convey your ideas? Are there errors in spelling and grammar? Is there a concluding paragraph that summarizes your major points?

Assignments should be sent to the digital Drop Box (Be sure and select **submit** from the menu.) **Please send me an E-mail to indicate that your assignment has been sent.**

- **LATE ASSIGNMENTS**

Because of the fast pace and intensity of this class, it is imperative that graded assignments are completed on time.

I expect everyone who takes this class to have exceptional time management skills. :-)

We all have to manage multiple projects and multiple deadlines. We often have to finish assignments in very short turnaround times!

I will **not** accept “workload” or “technical difficulties” as **excuses** for late assignments.

Make a contingency plan to get the work done *ahead of time*, especially if you only have access to one computer and Internet connection.

- Always BACKUP copies of your work on a zip disk or floppy.
- Always use software like Norton Antivirus to protect your work from corruption. Do not open email attachments from unknown, suspicious sources.  
ie.) If you only have access at work, does your public library have a computer you can use?

Is there an Internet Cafe in your neighborhood? When I travel, I can still teach by locating public computers.

Again, you always need to have a backup plan for times when the technology fails.

In order for me to meet *my* responsibilities and grade your work and return it to you in seven days, I need to have all work turned in ***on time***.

In the event of an emergency or health issue, you must notify me **before** the work is due to negotiate an alternative.

I will evaluate each case on its own merit. *Even approved late work may be penalized by a deduction of 1 point for each day it is late.*

I will accept **no** late work that has not been *approved by me prior to the deadline date*. **Unapproved late work will receive a zero.**

### **Deadlines:**

See the course schedule for due dates. Online discussion will be counted from Saturday until the following Friday. Facilitation deadlines consist of posting initial questions at least ***two days*** prior to the Discussion and **posting the summary after the session is completed**. See Participation/Facilitation Guidelines for complete information.

Learning teams will be formed in this class. You will receive your team assignment the first week.

There will be 5 graded discussions, 2 facilitated by me; 3 facilitated by student teams (A-C)

Note: Individual grades on learning team projects may vary from individual to individual based on each team member's contribution to the team.

### **Academic Honesty:**

St. Edward's University expects academic honesty from all members of the community and it is our policy that academic integrity be fostered to the highest degree possible.

Consequently, all work submitted for grading in a course must be created as a result of your own thought and effort. Representing work as your own when it is not a result of such thought and effort is a violation of our code of academic integrity. Whenever it is established that academic dishonesty has occurred, the course instructor shall impose a penalty upon the offending individual(s). See the student manuals for more specifics regarding academic dishonesty.

**Special Circumstances:**

If you have a medical, psychiatric or learning disability and require accommodations in this class, please let me know early in the semester or as soon as you are eligible. You will first need to provide documentation of your disability to the Student Disability Services office located in Moody Hall 155 in the Academic Planning and Support Services office.

**Incompletes and Withdrawals**

Students should consult the New College Bulletin for policies regarding incompletes and withdrawals.

**ASSESSMENT**

100-90 A	89-80 B	79-70 C	69-60 D	Below 60 F
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**In this course, a grade of “C” indicates average work, “B” indicates above average work, and “A” indicates superior work. Conversely, a “D” represents below average work, and an “F” indicates unsatisfactory work.**

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