COMMUNICATION RESEARCH METHODS 398
COURSE SYLLABUS
STUDENTS, I VALUE YOUR VOICE, DIVERSE THOUGHTS, RESPECT, COMMUNITY ATMOSPHERE AND PARTICIPATION!

Professor: Dr. Tara B. Perry
Class Location: 
Class Hour: 
Email: tara.perry@wwu.edu
Blackboard (BB) Course: Review BB Daily

*Note: The most efficient way to communicate with me is face-to-face (during office hours/class time). There will be no drop-ins outside of office hours without a scheduled appointment. Please do not rely on email for all communication (see course policy for email professional etiquette).


Note: The instructor reserves the right to make changes to the course curriculum such as the syllabus, course related content, Blackboard (BB), etc., throughout the quarter. Therefore, it is important to attend class regularly. All students are required by WWU to be present throughout the quarter and finals week. I will not permit anyone to leave early nor will I give students assignments or exams in advance to satisfy a personal departure. For questions please contact the Office of Student Life.

This course meets the Department of Communication’s mission statement, “To teach communication that nurtures inclusive civil discourse and encourages cooperative solutions by building a firm liberal arts foundation and paths to applied communication skills.” Retrieved from http://www.wwu.edu/depts/communication/index.shtml

DR. PERRY’S COMMUNICATION 398 MISSION STATEMENT
My mission is to create a safe classroom environment in which I teach from a “student-centered learning” perspective where student voice is valued and encouraged through open dialogue. In Communication Research Methods 398, my aim is to assist students with learning diverse ways of researching. In this class, students will be asked to demonstrate what they have learned through practice.

5 CREDIT HOURS EXPECTATIONS
Students are expected to study a minimum of two hours outside of class time per credit hour. This means, each student is required to study for Organizational Communication at least 10 hours per week outside of class time (readings, writing, team meetings, developing assignments, communicating with the professor, studying, etc). “Western Washington University has established the following credit load for undergraduate students: (a) the standard load per quarter for undergraduates is 15 credits…; (b) an employed student is expected to reduce his or her academic program and credit load accordingly” (WWU Catalog, 2007-2008, University Academic Policies, pp. 34-35). If you believe you will be unable to meet these study hour requirements, consider taking this class during a more suitable quarter.

COURSE DESCRIPTION
This course is designed as an introduction to the fundamentals of research methods, both quantitative and qualitative. The content of this course will focus on research in the social sciences and the field of communication. Students will learn about the different approaches to research as well as how to carefully plan a study.

LEARNING OBJECTIVES (rationale of how students may demonstrate their learning)
After completing the course, students should be able to... by:

<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Definitions/ How to accomplish learning objectives:</th>
<th>Students will develop specific competencies (cognitive, affective, psychomotor/behavior)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Critical reflection/thinking</td>
<td>To achieve understanding of theories/concepts, evaluate alternative viewpoints, solve problems, provide justification for arguments. “Evaluate, choose, and integrate ideas from others into one’s own perspective. Articulate clear lines of reasoning to explain and illustrate one’s own perspective and multiple sources” (WAAWG at WWU, 2006).</td>
<td>(cognitive-knowledge; comprehension; application; synthesis; evaluation)</td>
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<tr>
<td>2. Conventions</td>
<td>“Document ideas and cite sources according to communication discipline. Know and apply conventions of standard edited English (paragraphing, presentation format, grammar, punctuation, spelling)” (WAAWG at WWU, 2006).</td>
<td>(cognitive-comprehension; application)</td>
</tr>
<tr>
<td>3. Rhetorical Knowledge</td>
<td>To develop in-depth discussion supported by communication theory and research. “Recognize and address the needs of different audiences” (WAAWG at WWU, 2006).</td>
<td>(cognitive-knowledge; comprehension; application; synthesize; behavior-practice)</td>
</tr>
<tr>
<td>4. Writing</td>
<td>“Clearly develops, examines, and communicates a reasoned perspective and argument to others (critical analysis). Understands writing as a recursive process that involves drafting, re-thinking, editing, reconceptualizing” (composing process) (Tag, S., 2003).</td>
<td>(cognitive-synthesize; evaluate; analysis)</td>
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<tr>
<td>5. Value diversity/compassion beyond tolerance.</td>
<td>To improve communication skills “as multicultural community builders, able to sensitively interact with diverse populations” (CSU Monterey Bay, Service Learning Institute, <a href="http://service.csumb.edu">http://service.csumb.edu</a>). Understand the opportunities available to different social groups.</td>
<td>(affective; behavior)</td>
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Note: Definitions of the individual learning objective domains/competencies: Cognitive-“Focusing on different kinds of intellectual behaviors, from recall to sophisticated analysis.” Affective-“Focusing on attitudes and values.” Behavior/Psychomotor-“Focusing on skill behaviors: (introduces, imitates, practices, extends) (Armstrong & Savage, 1994). Also see Bloom’s Learning Outcomes.

STUDENTS RESPONSIBILITY TO CRITICALLY REFLECT
A key component of Communication 398 is REFLECTION. Throughout the course, the professor will engage students in daily reflections of course content throughout lectures and engaged class discussions. Critical thinking is an important skill that every student should acquire in developing independent thought, therefore reflective assignments, activities, and exams will be presented.

- **Reflection:** Thoughts and feelings regarding experiences in group communication, critical connection between in-class material, and out of class work situations. This is implemented throughout your assignments and the course. Students are expected to think, write, speak, and act.
- **Critical Thinking:** “The purpose of critical thinking is, therefore, to achieve understanding, evaluate viewpoints, and solve problems. Since all three areas involve the asking of questions, we can say that critical thinking is the questioning or inquiry we engage in when we seek to understand, evaluate, or resolve” (Maiorana, Victor P., 1992, Critical thinking across the curriculum: Building the analytical classroom).

**REQUIRED RESOURCES**

ALL PAPERS SUBMITTED MUST BE WRITTEN IN APA STYLE (Points will be subtracted).
- University email account
- Blackboard access
- Additional course documents will be available throughout the quarter via Blackboard (BB)

**RECOMMENDED RESOURCES**
- The Writing Center and other resources that emphasize writing improvement.

**GRADED ASSIGNMENTS**
Students are responsible for recording all grades received. Please do not contact me to ask about your grade unless you have kept copies of your assignments and recorded your scores. I will review your grade with you if you have kept all assignments in a log. If you feel that there was an error please follow my grade appeal policy. All graded assignments will be returned except the exam. I will notify the students of papers or exams that I may keep, therefore please be sure to have extra copies of your assignments.

**WRITING PROFICIENCY**
Since Communication 398 is a WP (writing proficiency course) each student is required by WWU to undergo several revision processes of a paper as well as write several paper drafts. **Examples of the revision processes are: Peer revisions, teaching assistant staff, and the professor.** All drafts must be written in a professional, scholarly voice used in Communication research. Your writing must be clear, well thought, error free, and all paper guidelines must be followed. Please be sure to pay close attention to all details of this assignment. I am expecting each of you to review the Guide to Rapid Revision (GRR) for writing a successful paper without grammatical, spelling, and stylistic errors. All papers must be typed in 12-font Times New Roman, 1-inch margins, and use clear quality print without ink smudging. If students do not adhere to APA, GRR, and specific assignment guidelines, points may be subtracted.

**ACADEMIC DISHONESTY POLICY AND PROCEDURE**
Western Washington University students have an obligation to fulfill the responsibilities of their particular roles as members of an academic community. Honesty is essential to learning; without it, fair evaluation for all is impossible. Academic integrity is demanded, and academic dishonesty at Western Washington University is a serious infraction dealt with severely. Students shall not claim as their own the achievements, work or arguments of others, nor shall they be a party to such claims. It is the instructor’s responsibility to confront a student and to take appropriate action if academic dishonesty, in the instructor’s judgment, has occurred (Appendix D, Western Washington University).

**PLAGIARISM**
Plagiarism is presenting someone else’s own work in whole or in part without explicit acknowledgement. Examples include but are not limited to: (1) Using another person’s written or spoken words. (2) Using information from a World Wide Web site, CD-ROM or other electronic sources. (3) Using statistics, graphs, charts and facts without acknowledging the source of the ideas. (4) Paraphrasing, which is using someone else’s argument without acknowledging the source by imitating the argument using other words [Appendix D, WWU; Western Washington University Library, http://www.library.wwu.edu/ref/plagiarism.html]. Students are required to use the APA 5th edition manual to make certain that she/he has not violated plagiarism rules for any written or oral assignment (see Blackboard regarding plagiarism chart).

PROFESSOR COURSE POLICIES
A discussion regarding course policies is provided for all students at the end of the syllabus. All students are responsible to read and adhere to each policy noted.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
ADA Statement: The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systematic, learning, and psychiatric disabilities. Reasonable accommodations are available for students who have a documented disability. Please notify the instructor and Office of Student Life during the first week of class of any accommodation(s) needed for the course. Late notification may cause the requested accommodations to be unavailable. All accommodations must be approved through David Brunnemer, Director of Disability Resources. His office is located in Student Support Services, Old Main 110. Office Phone: 650-3083. E-mail and Website: drs@wwu.edu, http://www.wwu.edu/depts/drs/.

THE WRITING CENTER:
College Hall 09. Always open for online draft submissions at http://www.acadweb.wwu.edu/writingcenter/index.htm. “I know what it feels like to write—the feelings of isolation, fatigue, hopelessness. I know what it feels like to be stuck, and I know what happens when I can talk about my writing to an interested person.” - A Writing-Center Writer. The Writing Center is a free source that welcomes writers engaged in the reading and writing processes. In various stages from brainstorming topics to polishing final drafts, learners may conference with qualified writing assistants first to clarify ideas (thesis and organization) and then to identify patterns of error (grammar and punctuation). Services also include:

♦ Face-to-face responses on course papers, essay exams, and applications/resumes.
♦ Written responses to drafts submitted online.
♦ On-site computer lab.
♦ Specialized assistance for those with learning differences or with English as an additional language.
♦ Software, books, and handouts on reading and writing issues.
 Writers may call for appointments or just drop by—in person or online.

MAKE-UP WORK AND INCOMPLETES
Due to the nature of this course, there will be no make-up work, extensions, or incomplete grades granted by the professor. Please plan to submit all assignments on time. If you have an emergency then contact the Office of Student Life.

GRADE RECORDS
All students are responsible for recording all grades given by the professor. Please do not contact Dr. Perry via telephone or email to request your grade. Dr. Perry will return all graded work except the in class quizzes and exams (these scores will be posted via BB). It is the student’s responsibility to keep extra copies of all turned in and graded assignments. Your final grade will be available on Web4U the week after finals week. Contact the registrar’s office for information regarding the posting of final grades.

EVALUATION CRITERIA & ASSESSMENT:
EVALUATION CRITERIA:
The purpose of student evaluation is to inform students of their performance during the quarter by written and verbal feedback. All students will be held to the outlined academic performance standard provided. To be evaluated is an important way to improve one’s performance. Potential employers, as well as graduate school committees, are interested in student performance. Often candidates are compared regionally, nationally, and internationally with others. For students’ future success, my aim is to assign the grade that was earned. For example, a below average performance does not result in an average performance, an average performance will not result in above average performance, and an above average performance will not result in exceeding basic criteria. If students aim to meet the minimum criteria, the grade would result in a C. If students aim to exceed the basic/minimum requirements, a B may be earned, and so forth. The scale is to assist students in clearly understanding my evaluation process. Overall, the grading standard for performance evaluation:

A: is for outstanding performance - significantly exceeded all basic criteria/minimum.
B: is for above average performance - exceeded basic/minimum criteria in some way.
C: is for average performance - met basic/minimum criteria. **A “C” is not a failing grade or a punishment. This grade indicates the student has met the basic criteria and performed at an average/acceptable level.
D: is for below average performance - failed to meet some basic criteria.
F: is given for unsatisfactory performance - failed to meet any criteria. Did not follow or reach the assignment guidelines or requirements.

GRADE DISTRIBUTION (TOTAL POSSIBLE POINTS)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>(100%-95%)</td>
</tr>
<tr>
<td>A-</td>
<td>(94%-90%)</td>
</tr>
<tr>
<td>B+</td>
<td>(89%-87%)</td>
</tr>
<tr>
<td>B</td>
<td>(86%-84%)</td>
</tr>
<tr>
<td>B-</td>
<td>(83%-80%)</td>
</tr>
<tr>
<td>C+</td>
<td>(79%-77%)</td>
</tr>
<tr>
<td>C</td>
<td>(76%-74%)</td>
</tr>
<tr>
<td>C-</td>
<td>(73%-70%)</td>
</tr>
<tr>
<td>D+</td>
<td>(69%-67%)</td>
</tr>
<tr>
<td>D</td>
<td>(64%-66%)</td>
</tr>
<tr>
<td>D-</td>
<td>(63%-60%)</td>
</tr>
<tr>
<td>F</td>
<td>(59% and below)</td>
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GRADING:
Every effort will be made to grade and return course materials within a week of their completion. Written papers will take an extended time to grade. All assignments given to the professor must be stapled or paper clipped. The professor will not be responsible for unstapled papers. It is the student’s responsibility to keep extra copies of all turned in and graded assignments. Each assignment is accompanied by a project description and an evaluation form that students need to retrieve from the professor’s Blackboard website. Students will not be able to complete assignments without forms or descriptions of assignments posted. Please turn in an evaluation sheet for each assignment. The professor has the right to change/alter point distribution throughout the academic quarter. Note: Proofread all assignments submitted to the professor. Points will be subtracted for spelling, grammatical errors, and uncorrected rough drafts.

EVALUATED ASSIGNMENTS

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Participation</td>
<td>25</td>
</tr>
<tr>
<td>Exam</td>
<td>90</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50</td>
</tr>
<tr>
<td>Research Prospectus/Proposal</td>
<td>125</td>
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<tr>
<td>Part I (WP)</td>
<td></td>
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<tr>
<td>Part II (WP)</td>
<td></td>
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<tr>
<td>Part III (WP) and share results</td>
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</tbody>
</table>

Total Points: 290

ASSIGNMENTS:
Note: Proofread all assignments submitted to the professor and team members. Additional points will be subtracted for incorrect spelling, grammatical errors, and inaccurate APA citation. There are no make-up assignments. Utilize Blackboard when reviewing and developing ALL assignments. All assignments will be located via BB throughout the quarter. Please review BB daily. The most current class information will be located on BB. Requested assignments may be posted on BB, therefore, please be sure to stay current with the class information.

**Participation & Daily Comments:** Students are expected to participate every day during class discussions. Due to the nature of this class, punctual attendance is important both in and out-of-class meetings. Five points, per class will be deducted after the first absence. Arriving late to class may result in point deduction of two points after the initial free day. Review the participation criteria post via BB. Each student will be required to critically reflect on the readings and class discussions.

**Research Prospectus and Presentation:** Students will be required to write a research proposal paper that will be written in separate sections. Student will use communication theories learned in Communication 220 and other classes to develop their research paper. As part of the paper review, students must keep all rough drafts, response feedbacks (peers, professor, and/or the writing center) in a folder. Submit all rough and new drafts to Dr. Perry on the assigned date.

**Reading Reflection, Writing, and Unannounced Collection:** Students are required to respond to the reading. Type all responses and bring them to class daily. Please be sure to list the chapter and your name (a title page is not required). Discuss what you specifically learned and what was confusing. Be sure to cite the page, author, and specific concept you are reflecting about. Vague responses without justifications will not receive credit. Additional prompts to assist students to learn the information will be provided via BB. Each day, students will be randomly selected to discuss their chapter reflection. Please type your responses and bring them to class daily. The assignment is designed for the student to further their learning. When you respond to the reading it will help you prepare for the paper, quizzes, exam, and class discussion. Dr. Perry may collect your reflection at any time therefore bring them to class daily. Late assignments will not be accepted. Presenting a pin drive or disk in place of an assignment still counts as late. Note: specialty readings will be added throughout the course for students to read, therefore please check BB for updates.

**Reaction Papers and/or Free Writes:** Students may be asked to review movie(s), an event, complete an in-class writing activity, and/or conduct observations regarding communication research. These in class assignments may not be made up therefore coming to class is extremely important.

**Quizzes:** Unannounced quizzes on the assigned reading and other course content will be given throughout the quarter. Read each chapter by the assigned class period. At no time will a quiz be made up, therefore, please be sure to come to class. The professor may assign a variety of quiz formats which may take place in class, via BB, etc.

**Exam:** Students will write one exam in addition to the quizzes.

**COURSE OUTLINE:** Complete readings by the first class meeting of each day. Students are responsible for all chapters and articles that are assigned but may not be discussed. It is the students’ responsibility to bring their course manual to class daily, review all assignments, review the syllabus, and check updated notes on Blackboard. The professor will not bring extra forms to class therefore please be sure to download the appropriate assignment. Keep in mind that chapters are not read in order. Review the class assignment in the manual before the lecture. Pay close attention to detail and read everything. Be sure to follow directions. Please silence or turn off your cell phones before entering the classroom.

“This syllabus and schedule are subject to change as necessary to adapt to class size, student performance, and unexpected circumstances” (Stout, 2007, p. 3 syllabus).

**Class Strategy:** The goal to completing your tasks is to work “SMART, not HARD”. Pay close attention to detail, read everything, and follow directions.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Chapter/Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Orientation</td>
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<td></td>
<td></td>
<td>Ch 1</td>
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<td></td>
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<td>Ch 4 Logic Systems and Theory in Communication Research (inductive and deductive)</td>
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<tr>
<td></td>
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<td>Due: APA tutorial (you may complete the tutorial on 1/24 or by 1/25 at 5:00 p.m.). Paper I writing workshop. Ch 3: Paradigms of Knowing in Communication Research.</td>
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<tr>
<td>4</td>
<td></td>
<td>Due: Part I of research paper and peer revision. Ch 6 Conceptualization and Operationalization.</td>
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<td>Due: Paper #1 (have met with TA).</td>
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<tr>
<td>5</td>
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<td>Ch 5 Ethics.</td>
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<td>Research paper part #2 writing workshop. Research text pp. 125-128, 204-209.</td>
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<tr>
<td>6</td>
<td></td>
<td>Due: Research paper #2 and peer revision, revised by TA. Ch 14 Qualitative Research.</td>
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<td>Ch 8 Survey Research.</td>
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<tr>
<td>7</td>
<td></td>
<td>Due: Research paper part #2 due to Dr. Perry. Ch 7 Log of Sampling. Ch 9 Experiments</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Paper #3 Writing Workshop. Ch 10 Quantitative Text Analysis Exam</td>
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<tr>
<td>9</td>
<td></td>
<td>Due: paper #3 revised by TA. Ch 13 Participant Observation.</td>
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<tr>
<td></td>
<td></td>
<td>Due: Research paper part #3 due to Dr. Perry</td>
</tr>
</tbody>
</table>

**CELEBRATION WEEK!!!**

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10 | Students share paper results. Student share paper results and class closing. |

11 | **Final Exam:** Students are required to be present during this time according to WWU policy. This time will be used for final class projects, exams, unfinished class business, and other related course duties. It is the student responsibility to double check the final date and time located in WWU “Time table of classes. Dr. Perry will provide information regarding course work during dead week. Please do not ask prior to this week. Thank you.
COURSE POLICIES

- COURSE POLICIES & CONDUCT
- EMAIL ETIQUETTE & COMMUNICATION COURTESY
- GRADE APPEAL POLICY
Professor Course Policies & Conduct

Note: Each student is responsible for reading and following the policies listed. These policies will impact your participation grade.

• **Collaborative Learning/Participation:** It is crucial that students actively take part in class discussions by sharing personal experiences to be able to apply interpersonal communication concepts. Your voice is important to your peers and me. This is an environment for students to express their thoughts. Questions will be randomly asked on readings, so please come prepared.

• **Quiz/Exam:** All exam/quiz content may come from class lectures, BB postings, text book readings, peer presentations, guest presentations, etc. Missed exams/quizzes may not be made up unless the student has an excused absence from the university.

• **Illness:** Please do not come to class if you are sick. Your absence will be excused if you have a doctor’s note or a letter from the Office of Student Life.

**Behavior and Conduct**

According to WWU, there are certain behaviors that students are expected to adhere to in the university classroom. If a student is disruptive, rude, disrespectful, aggressive in tone, conducts side conversations during lectures/presentations, etc., he/she will be asked to leave. The student may also be reported to the Office of Student Life, Judicial Office for misconduct. In addition, please wait until the end of class to pack up your bag and course materials.

• **“Cool Off Period” Returned Grades:** Dr. Perry will not discuss individual or group grades in class. If a student has a question regarding an assignment they may discuss it with Dr. Perry 2-7 days after the assignment has been returned. The cool off periods provides students with time to reflect about their results, questions, etc. If a student would like to argue a grade he/she must follow the Dr. Perry’s grade appeal policy.

• **Recordings:** Students are not allowed to audio record or visual record Dr. Perry or content discussed in class, during office hours, etc., without Dr. Perry’s written permission. Class lectures may be reviewed on-line but can not be altered in any way. Dr. Perry reserves the right to this agreement.

• **Mediated Tools** (Cell phones, pagers, text messaging, laptops, newspapers, etc): All cell phones, technological devices, and media material MUST be turned off/silenced, and put away before entering the class room. Such devices affect the success of class lecture, student speeches, and discussions. In addition, if students bring a laptop to class, please do not check your email, work on other course materials, play games, browse the web, or indulge in activity that may distract other students and the professor. Disruptive members will be asked to leave and points may be subtracted after the initial disruption. Please be courteous to your peers and professor. Text messaging during class is considered disruptive, therefore if caught, students may be asked to leave the classroom for the duration of the class period.

• **Technology Failure:** Always have a back-up of your presentation on overhead, in case there are technology problems. Video cameras and digital cameras may be reserved through media services; however you will need my signature for equipment release.

• **Blackboard/Web Access:** In order to keep current with the trends/technology and to communicate with you, I have placed my course on BB. All students are required to log onto their blackboard account by the first day of classes. Most course content is located on BB. Students are required to check BB daily for the most current course announcements, postings, and assignments.

• **Attendance:** Students are expected to attend and actively participate in class discussions, exercises, and reading of assigned materials. Not only is this expectation reflected in the participation points
listed, but exams will include information covered in class discussions and lectures, as well as material covered in the readings. Therefore, failure to attend class will detract from more than just the participation points. Students are permitted to have one unexcused free day but may not use it when assignments are due. For every unexcused absence after the free day five points will be subtracted for every absence. This also includes sick days. Students cannot receive participation points for a given day if they are absent. Assignments that are missed will not be rescheduled. For emergencies, please contact me. It is important to attend class and communicate with me at all times. Failure to show up for a presentation, exam, and assignment will result in a zero for that given assignment.

• **Late to Class:** Get to class on time. If you are on the other side of campus and happen to come in late, don’t disrupt the class or presenter. Please wait outside the room until it is less distracting to enter. Being late is distracting in any class, especially a communication course. Points may be subtracted for ongoing late arrivals (after the initial late arrival, points may be subtracted).

• **Respect & Attitude:** I expect common courtesy when your peer(s) or instructor is speaking. This means, no talking while your peer is presenting, no reading material such as the Western Front or other materials. Also, profanity and derogatory language of any sort is not permitted in this class.

• **Late Work:** Assignments are due at the beginning of class, not in my box or by email. Late work may not be accepted. Print your assignment in advance to prevent printing errors. If you have concerns, please see me as soon as possible.

• **Text and Readings:** Bring your text and syllabus to class daily. You are required to read the text in its entirety. Students are responsible for reading the text, reflecting on its contents through writing, and using it as a basis for class discussion/participation. Also, it is important that you apply the text to your personal life and interactions.

• **Papers:** All written assignments must be double-spaced, typed, stapled/paper clipped, and one-sided. Hand-written papers will not be accepted. All papers must follow APA format and must be accompanied by a title page, unless noted otherwise by the instructor. Points may be subtracted for incorrect formats, grammatical, or spelling errors.

• **Constructive Criticism AKA ‘Giving Love’/ The Love Sandwich:** I expect all students to give one another constructive feedback on their assignments and presentations. I define constructive criticism as giving your honest feedback with helpful suggestions for your peers to improve. This should be done with respect, care, and thought. Do NOT offend anyone or their work in anyway. The key is to assist your peers in becoming more effective communicators.

• **Syllabus/ Assignment Descriptions:** You are responsible to bring your syllabus, text and other materials to class DAILY.

• **Communicate:** Be sure to communicate with me for anything. This includes uncertainty of an assignment, feedback needed for improvement, perhaps you are having a bad day and you’re unable to meet a deadline, you’re suffering from a stomachache, etc. Communicate with me so that I may address your concerns.

• **Reminder:** If you have any questions about my expectations please ask. Keep in mind that my policies may change. This course is exciting, fun, and students enjoy it. As long as you have a positive attitude, come to class on time, participate, and complete the majority of assignments you should do well.
Email Etiquette and Communication Courtesy Policy

Note: The information provided below will inform you of how to professionally contact me. Please follow the guidelines below. Thank you for your time and consideration.

Face-to-Face Communication/Office hours: Face-to-face is the best and most efficient way to communicate with me. I enjoy interpersonal communication and getting to know my students. *Please do not wait until the end of class to ask me a question because other professors may need to use the classroom, I may need to go to another class, conduct a meeting, attend office hours, etc. I encourage each student to meet with me during the quarter. Students who have met with me have gained valuable resources and ideas for project development, contacts, clarification, résumé/cover letter building, and other professional work related information. If you are not able to meet with me during office hours due to a class/work conflict then send me an email to set up a meeting. Send me a few optional days and times so that I may better assist you.

Email Communication: Please do not use email as the main way to communicate with me. Email message that may be responded to in class or during office hours may not receive a reply. If you have a quick question, Dr. Perry may be able to respond to your message. More detailed questions are best discussed face to face. In addition, do not use email to send course work, grade concerns, class absences/excuses, and/or negative content; such emails will may not receive a response. According to university policy, grade discussions may not be discussed via email. Due to the increasing volume of daily email messages received, responses to your email may take a few days. When sending email to me, please indicate in the subject line which communication class you are in and your specific. Keep your messages direct and to the point. Send email messages in professional format (visit the career center if you are not certain how to construct a professional email) and use formal (not informal language), and double-check spelling/grammar. This will allow me to respond more efficiently. I will not read lengthy email messages (unless requested for group work). If you have an emergency, please contact me by phone or request a letter from The Office of Student Life. Keep in mind that a phone call, a letter from The Office of Student Life, or face-to-face interaction would be best for your confidentiality. Please email Dr. Perry Monday through Friday (9:00 a.m.- 5:00 p.m.). Dr. Perry may not respond to emails during the weekend.

Telephone Communication: If you do not have a local Bellingham (360) phone number, I will not be able to contact you unless it is an emergency. With the increasing number of cell phone long distance numbers, we can no longer afford to call each student. In the event of an emergency, Dr. Perry may call students using long distance.

No office drop-ins: I will meet with students only during office hours and by appointment.

Assignments/Grades: Please do not email your assignments to Dr. Perry unless requested. They are due in class. It is the students’ responsibility to keep track of all grades returned by the professor, therefore please do not ask Dr. Perry to send all of your scores. If you would like to double-check your grades with Dr. Perry’s grade book, please present your list during a face to face meeting.

Student Leaders: Student leaders are only required to meet with you during their office hours. Please extend the same email etiquette courtesy to her/him as I request. In addition, student leaders are available for course related questions. Also, keep your communication with the student leaders professional. This may not apply to all course that Dr. Perry teaches.
Grade Appeal Policy Form:

Grades will not be discussed on the day that they are returned (i.e. not in email, office hours, face-to-face, etc.). If a student would like a re-evaluation of a grade for a particular assignment, s/he must submit an appeal rationale. Please note that if you ask me to re-evaluate an assignment, you are asking me to also review the original grade you earned. When grades are re-evaluated, one of the following may occur: there may be an increase in grade, the grade may stay the same, or the grade may decrease. Students may turn in their grade disputes face-to-face, in a typed document between 2-7 days after the assignment has been returned. Appeals will not be evaluated after the 7th day from the date the assignment was returned. I will not accept disputes that are sent as electronic versions (e.g. disks or email attachments), copies placed in my mailbox, placed under my door, delivered by a third party, etc. In order for your grade disputes to be reviewed or considered by the professor, all documents must be typed (except the original assignment and supported materials) and contain all information outlined below. Students are required to support all disputes with factual evidence from the course (textbook, lectures, course description and criteria). Disputes that deviate from the requested information stated below will not be considered.

Required information to submit:
1. A cover sheet that includes the date, the title of the assignment, your signature, and this form. Staple together all documents included.
2. The original assignment.
3. Highlight the original photocopied text or lecture reference to support your point.
4. A clear explanation identifying the specific change requested and reason (you must stick to the facts from your original assignment).
5. Reference the original assignment description and criteria, lecture notes, text, etc.

I will review the original response, your rationale supported by evidence, and then I will decide whether or not your answer is justified and/or equivalent to the text, lectures, and/or the assignment description and criteria, etc. Disputes that deviate from the requested information stated above will not be considered. (Please be sure to follow the instructions posted on the grade appeal)

Student signature required (please read the below statement and then sign):
I hereby understand the grade appeal policy provided by Dr. Perry. I am aware that my grade appeal may be accepted or declined. In addition, I have read the policy noting that my grade may increase, stay the same, or decrease. I have read all points on the grade appeal form and will proceed with my appeal.

Please Sign your name and date: _____________________________ date: _______________

For Dr. Perry’s Use Only

Date Received: _______________

Professor’s Initial: _____________
Professor’s Decision: Accept_____ Decline ________ and final grade result __________

Comments: