



**The Department of
Communication Studies
Undergraduate Handbook**

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The Mission of the Department of Communication Studies

We exist to educate students through the study of communication.

We strive to challenge the intellect, stretch the imagination, and develop the talent of each of our students.

We believe that communication theory and performance are interdependent and essential for student development.

We value strong teaching, continuous scholarly growth, and service to our university and larger community.

We seek and support faculty members who are fully credentialed, enjoy teaching, grow as scholars, appreciate communication technology, desire a collegial atmosphere, and value the mission of West Chester University.

We work closely with students through dedicated advising and an impressive array of co-curricular projects and activities. We respect diversity as a requirement for integrity, collegiality, and communication competence.

I. INTRODUCTION

This handbook has been prepared to provide students with a guide to the B.A. in Communication Studies degree program. It is intended to supplement rather than replace the university catalog and other official university publications. Students are encouraged to keep this handbook throughout their association with the department. Students will find this handbook helpful in planning their program and in maintaining a record of their progress toward completing the requirements for the B.A. degree in Communication Studies.

II. FACULTY AND STAFF

The faculty and staff in the Department of Communication Studies are highly trained professionals who are dedicated to helping students. They are willing and able to assist in many and various academic matters. To secure assistance in planning a course of study, all students should meet with their advisor. Students must meet with their advisor at least once each semester in order to obtain self-scheduling clearance for the upcoming semester. When students meet with their advisor, they should review their academic file. Students are responsible for keeping their file accurate and up-to-date. The academic files of Communication Studies majors are kept in a file cabinet in the main office (Main 512) and may be secured through an advisor or the department chairperson.

The following is a listing of the faculty and their teaching/research interests:

- **GINA CASTLE BELL, Ph.D.**, is a teacher and scholar of intercultural communication, research methods and methodology, and communication theory.
- **MICHAEL P. BOYLE, Ph.D.**, is a teacher and scholar of mass communication, news coverage of social conflict, news framing, and television production.
- **TIMOTHY BROWN, Ph.D.**, is a teacher and scholar of African American culture and communication, rhetorical theory and public communication. He is the department chairperson.
- **KEVIN DEAN, Ph.D.**, is a teacher and scholar of forensics, rhetorical theory and political communication. He is also the director of WCU's Honors Program.
- **ANITA FOEMAN, Ph.D.**, is a teacher and scholar of intercultural communication, organizational communication, and interpersonal communication.
- **ROGER GATCHET, Ph.D.**, conducts research in the areas of rhetoric and popular culture, public memory, and oral history. He teaches courses in public speaking, communication theory, and rhetorical theory and criticism.
- **MAXINE GESUALDI, Ph.D.**, is a teacher and scholar of organizational communication, strategic communication and public relations.
- **MARK HICKMAN, M.A.**, studies speech, with a particular interest in public speaking and political communication. He teaches public speaking and also is the department's Director of Forensics.
- **ELAINE JENKS, Ph.D.**, studies interpersonal and relational communication with research interests in communication and visual impairment, friendship communication, and health communication.

- **MARIA (OLA) KOPACZ, Ph.D.**, studies mass communication with a focus on racial stereotyping and political reasoning. She teaches communication research, intergroup communication, and public speaking.
- **BESSIE LEE LAWTON, Ph.D.**, is interested in issues related to intercultural/interracial communication, communication and power, and public speaking.
- **DAVID LEVASSEUR, Ph.D.**, is a teacher and scholar of political communication, communication theory, rhetoric and public address.
- **EDWARD LORDAN, Ph.D.**, is a teacher and scholar of public relations and editorial communication. He advises the group Students in Communication.
- **MATTHEW R. MEIER, Ph.D.**, studies the relationship between comedy, political culture, and rhetoric. He teaches in the areas of rhetorical theory and criticism, public speaking, and communication theory.
- **LISA MILLHOUS, Ph.D.**, is a teacher and scholar of organizational communication and intercultural communication.
- **ELIZABETH MUNZ, Ph.D.**, is a teacher and scholar of interpersonal communication with a focus on parent-child communication.
- **MICHAEL PEARSON, Ph.D.**, is a teacher and scholar of mass media, communication research, and computer-mediated communication.
- **MEGHAN L. MAHONEY, Ph.D.**, is a teacher and scholar of media studies with a focus on new and social media.
- **DENISE M. POLK, Ph.D.**, is a teacher and scholar of interpersonal communication and health communication.
- **MARTIN REMLAND, Ph.D.**, is a teacher and scholar of nonverbal communication, interpersonal communication, and communication research.
- **J. KANAN SAWYER, Ph.D.**, is a teacher and scholar of social influence with a focus on political communication and business communication.
- **RAJVEE SUBRAMANIAN, Ph.D.**, is an accomplished journalist with over fifteen years of television experience in India and USA. He has anchored news and produced several successful programs and documentaries on health, education, and entertainment. His primary research interests center on the interdisciplinary intersections of media, technology, and health.
- **PHILIP A. THOMPSEN, Ph.D.**, is a teacher and scholar of new media and communication technology. He advises the student newspaper, The Quad. He is also our department's webmaster and educational technology coordinator.
- **JULIA CROUSE WADDELL, Ph.D.**, is a teacher and scholar of new media and communication technology, focusing on the psychological and social interactions developed during video game play.

III. DEGREE PROGRAM

The degree program in the Department of Communication Studies has been designed to provide students with a comprehensive examination of the theory and practice of communication as it is spoken, written, and created for mediated audiences. At the heart of the program is the focus on oral communication as the core of a liberal education that can be applied to a number of career professions. The program which the department offers is the B.A. in Communication Studies.

THE B.A. IN COMMUNICATION STUDIES

To earn the B.A. degree in Communication Studies, students must complete the University general education requirements, the foreign language requirement, and the B.A. Communication Studies requirements (all are detailed in the back of this handbook). As students complete departmental requirements for the B.A. in Communication Studies or work toward a minor in Communication Studies, they are expected to demonstrate the following learning outcomes:

- the ability to demonstrate information literacy

The Middle States Commission on Higher Education stresses that information literacy ought to be a key component of a college education. The WCU general education program provides a foundation for student information literacy which is defined as a framework for identifying, finding, understanding, evaluating and using information. It includes components such as the ability to access information effectively and efficiently, critically evaluating sources of information, and using information effectively to support arguments. It is cornerstone to developing and supporting arguments through communication, regardless of whether the arguments are verbal or written. Students must recognize the assumptions underlying arguments, judge the quality of evidence provided, and apply information they find to support their own arguments. They must assess what evidence and which sources help them present their arguments most credibly. Students enrolled in communication courses will continue to develop these critical skills.

- the ability to demonstrate effective speaking skills

A foundational learning outcome for Communication Studies majors is to demonstrate effective speaking skills. Whenever possible, several graded speaking assignments are included in a course in which students are evaluated on their ability to organize, support, and present an effective message to an audience. Exceptions to this practice may occur when circumstances beyond control cause class size to increase to a point which prevents incorporation of a speaking assignment or when the instructor deems it inappropriate to include a graded speaking assignment. As a department:

1. Speaking experiences are provided in a variety of communication settings. These settings include dyadic, small group, public, and mass communication.
2. Students are encouraged to practice their speaking skills in such co-curricular activities as: Forensics, Students in Communication, the campus radio station, Lambda Pi Eta and state and regional communication association conventions. Evidence of participation in co-curricular activities is to be provided by students for inclusion in their departmental file.

- the ability to demonstrate effective theoretical competency

A foundational learning outcome for Communication Studies majors is to demonstrate effective theoretical competency. It is comprised of the knowledge, comprehension, and skills that relate to a student's competency in defining and applying theoretical concepts important to the field of

Communication Studies as a discipline. Whenever possible, several graded writing or speaking assignments are included in a course in which students are evaluated on their ability to select, define, and/or apply relevant theoretical terminology to communicate an effective message to an audience.

- A. All B.A. Communication Studies majors are strongly urged to complete at least one English composition course in addition to the composition courses required for general education. A minor in journalism or writing should also be considered.
- B. Students must earn a "C" grade or better in WRT120 and WRT200 (or its equivalent: 204, 205, 206, 208, or 220).

THE COMMUNICATION STUDIES INTERNSHIP PROGRAM

A unique feature of the B.A. Communication Studies program is that majors may secure internships ranging from 3 to 12 semester hours of credit. To qualify for an internship, a B.A. Communication Studies major must have completed at least 15 semester hours of course work in the department, and have an overall G.P.A. of 2.75 or better and a G.P.A. of 3.0 or better in departmental courses. Special requests may be made by students who come within 0.20 of these averages. Internships can be arranged with area radio and television stations, businesses, government agencies, and service organizations. The complete internship application procedures may be found on the Communication Studies website (<http://communication.wcupa.edu>).

IV. DEPARTMENTAL COURSE OFFERINGS IN COMMUNICATION STUDIES

- **COM 100 INTERNSHIP IN COMPUTERIZED COMMUNICATION (1-3)**
This Internship allows for high school seniors to engage in a structured and supervised learning experience in computerized communication.
- **COM 112 COMMUNICATION MEDIA PRACTICUM (1-3)**
This course provides students with an opportunity to gain knowledge and skill as they do work at WCU media outlets.
- **COM 200 COMMUNICATION CAREERS PLANNING I (1)**
This course is designed to introduce the first of a two-phase, career-planning process. Self-assessment and exploration are provided through assigned readings, mini-lectures, reflective exercises, and small group activities.
- **COM 201 FUNDAMENTALS OF COMMUNICATION TECHNOLOGY (3)**
Examination of the use of computers and other technologies to create, organize, store, visualize, and present messages.
- **COM 202 SCRIPTS AND FORMATS FOR MASS MEDIA (3)**
Students are required to analyze, evaluate, and produce scripts for a variety of mass media formats. The course emphasis is on radio, television, and film.

- COM 203 THE PHILADELPHIA MEDIA EXPERIENCE (3)

This course introduces students to the history of media professions in the Philadelphia area, exposes them to media opportunities and helps them to improve the skill set needed to obtain jobs in emerging media organizations.

- COM 204 INTERPERSONAL COMMUNICATION (3)

Course to give students a basic understanding of the processes and experiences of the most basic type of human communication (one-on-one).

- COM 212 MASS COMMUNICATION (3)

A survey course designed to identify, analyze, and evaluate the pragmatic, persuasive, creative, and technical dimensions of mass media.

- COM 216 SMALL GROUP COMMUNICATION (3)

Introduction to and practice in the structured small group. Emphasis on preparation for, analysis of, and participation in problem-solution oriented groups.

- COM 217 INTRODUCTION TO VIDEO PRODUCTION AND EDITING (3)

Planning and producing the non-dramatic television production.

- COM 219 COMMUNICATION THEORY (3)

A study of human communication which includes: a historical view of the field; examinations of definitions of communication; analyses of the nature of theory and the process of theorizing; assessment of perspectives of communication; and construction of models of communication.

- COM 224 COMMUNICATION RESEARCH (3)

An examination of the nature of inquiry and research in communication. Emphasis on understanding and appreciating the strengths and weaknesses of various methods of research in communication.

- COM 250 INTERCULTURAL COMMUNICATION (3)

A study of factors that contribute to communication breakdowns between diverse cultures and between fragmented segments within the same society.

Fulfills Diversity (J) course requirement.

- COM 275 MEDIA IN IRELAND (3)

This course introduces students to the past, present and future of media in Ireland by examining the culture, history, law and economic conditions of the nation. It includes visits to the major historic sites and media centers in Dublin.

- COM 276 MEDIA IN LONDON (3)

This course explores the past, present, and future of British media. Students will study England from a variety of perspectives (cultural, economic, legal, technological) as a way of

understanding the evolution of British media, including both print and broadcast. Course includes three weeks in London visiting various media institutions.

- **COM 292 LIVING IN THE DIGITAL AGE (3)**

New technologies result in immediate and far reaching changes in our communications systems and in our communication practices. They even effect how we define ourselves. This course examines a broad array of issues from Artificial Intelligence to the WWW.

- **COM 295 COMMUNICATION AND DISABILITY (3)**

This course explores how individuals communicate through and about disability. Topics covered include the place of perceptions, identity, language, non verbal behavior, and assistive technology in interpersonal communicative interactions among and about individuals with disabilities in family, friendship, and professional relationships.

Fulfills Culture Cluster for Sign Language course requirement.

- **SPK 208 PUBLIC SPEAKING (3) – fulfills general education and communication studies core requirement**

Development of skills necessary to understand the theory of and proficiency in communication as a problem-solving tool in the community. Special emphasis is on the student's performance as a sender and receiver of messages as directed at social action.

- **SPK 230 BUSINESS & PROFESSIONAL SPEECH COMMUNICATION (3) - fulfills general education requirement**

Practice in effective speaking and listening; reports and sales presentation; policy speeches, conference leadership techniques, group dynamics, speaking; interpersonal communication in the business and professional setting.

UPPER LEVEL COURSE OPTIONS FOR COMMUNICATION SPECIALIZATIONS

The Department, through advising, encourages students to select courses from one of three possible areas of emphasis (Rhetoric & Public Communication, Intercultural & Interpersonal Communication, or Media & Public Relations) which will allow majors to develop a coherent program of study prior to graduation, in addition to, helping students chart a clearer and more successful career path.

RHETORIC & PUBLIC COMMUNICATION

- **COM 309 ADVANCED PUBLIC SPEAKING (3)**

Designing personal strategies, adapting delivery to large audiences, developing oral use of language, and speaking to live or simulated community groups.

Prereq: COM 219, 224, and SPK 208.

- **COM 330 ORAL COMMUNICATION FOR TECHNICAL PROFESSIONAL (3)**

The student will explore the oral component of effective communication as it applies to the business and professional world of mathematics, engineering, and science.

Prereq: COM 208, 219, 224.

- **COM 340 POLITICAL COMMUNICATION (3)**

This course examines the functions and effects of political messages in policymaking and in campaigns. Particular attention is paid to the flow of message between politicians, the media, and the electorate.

Prereq: COM 219, 224, and SPK 208.

- **COM 403 PERSUASION (3)**

Current theories of attitude and attitude change. Practice in speaking to modify behavior through appeals to the drives and motives of the listener.

Prereq: COM 219, 224, and SPK 208.

- **COM 404 RHETORICAL THEORY AND CRITICISM (3)**

Offers an overview of rhetorical theory from classical to contemporary times. Theory is used to analyze and assess a variety of texts such as advertisements and speeches.

Prereq: COM 219, 224, and SPK 208.

- **COM 405 ARGUMENTATION AND DEBATE (3)**

Functions and principles of argumentation and debate, including analysis, evidence, reasoning, and refutation. Class debating on vital issues.

Prereq: COM 219, 224, and SPK 208.

Fulfills Writing Emphasis (W) course requirement.

- **COM 480 COMMUNICATION AND LEADERSHIP (3)**

This course explores the relationship between leadership and communication. Topics covered include the definition of the "leadership challenge," the major approaches to leadership training, and the study of leadership as a metaphor for self-development.

Prereq: COM 219, 224, and SPK 208.

MEDIA & PUBLIC RELATIONS

- **COM 311 COMMUNICATION PROFESSIONS IN SPORTS**

Course focuses on the communications businesses related to sports in America, including marketing, public relations, journalism, emerging media, etc. Includes sections on media history, communication ethics, race relations, and gender issues in sports media. Guest speakers from major media and local professional teams provide insight into communications-related professions in sports.

- **COM 317 ADVANCED VIDEO PRODUCTION AND EDITING (3)**

Planning the program. Preparing the shooting script. Practice in rehearsing with actors and cameras.

Prereq: COM 219, 224, and SPK 208.

- **COM 320 COMMUNICATING ON TELEVISION AND RADIO (3)**

For the student who, by career or circumstance, will be required to be on radio and television. The focus of the course will be on three major areas: interviewer/ interviewee techniques; acting for television, including working in commercials; and news reporting, including studio and remote locations.

Prereq: COM 219, 224, SPK 208, and THA 103.

- **COM 325 STRATEGIC SOCIAL MEDIA (3)**

This course explores the historical landscape, best marketing practices, and mobilization through social media in the 21st first century. Topics covered include media literacy, personal identity, community, globalization, and the convergence culture.

Prereq: COM 219, 224; and SPK 208.

- **COM 355 INTRODUCTION TO PUBLIC RELATIONS (3)**

Introduces students to the theory and practice of public relations, including research, writing, and evaluation.

Prereq: COM 219, 224, and SPK 208.

- **COM 455 PUBLIC RELATIONS MANAGEMENT (3)**

This course is for students who have completed COM 355 and want to learn strategic planning and program implementation. Students use case studies and social science research to evaluate PR Program effectiveness.

Prereq: COM 212, 219, 224, 355, and SPK 208.

- **COM 460 COMMUNICATION AND ADVERTISING (3)**

This course explores the relationship between communication and advertising. Topics covered include the interconnection among advertising, media, and a range of publics, as well as the process and history of advertising, message strategies, media planning, campaign evaluation, and ethical and regulatory issues.

Prereq: COM 212, 219, 224, and SPK 208.

INTERCULTURAL & INTERPERSONAL COMMUNICATION

- **COM 307 NONVERBAL COMMUNICATION (3)**

A study of the verbal and sensory messages we are constantly receiving. Body language and the uses of space, time, touch, objects, and color inherent in the sensory messages we receive.

Prereq: COM 219, 224, and SPK 208.

- **COM 345 COMMUNICATION AND GENDER (3)**

This course explores communication between and about females and males. Topics covered include interpersonal interaction between men and women in romantic, friendship, family, work, and professional relationships, as well as societal assumptions and popular culture messages about communication and gender.

Prereq: COM 219, 224, and SPK 208.

- **COM 360 AFRICAN AMERICAN CULTURE AND COMMUNICATION (3)**

This course will examine communication practices from an African American cultural perspective.

Prereq: COM 219, 224, and SPK 208.

- **COM 410 CONFLICT RESOLUTIONS (3)**

This course explores the means of resolving conflict through argument, negotiation, mediation, and arbitration.

Prereq: COM 219, 224, and SPK 208.

- **COM 415 (also LIN 415) LANGUAGE, THOUGHT AND BEHAVIOR (3)**

This course is designed to help students to understand the way language functions in the communication process.

Prereq: COM 219, 224, and SPK 208.

- **COM 440 FRIENDSHIP COMMUNICATION (3)**

This course explores communication in friendship relationships. Topics covered include a dialectical perspective of creating and maintaining meaning between friends in childhood, adolescence, and adulthood, as well as how friendship communication is affected by gender, culture, school, work, romance, and family.

Prereq: COM 204, 219, 224, and SPK 208.

Fulfills Writing Emphasis (W) course requirement.

- **COM 445 FAMILY COMMUNICATION (3)**

This course explores communication in family relationships. Topics covered include interpersonal interaction between family members, societal influences on the family as a whole, and the place of family narratives in these communicative behaviors.

Prereq: COM 219, 224, and SPK 208.

Fulfills Writing Emphasis (W) course requirement.

- **COM 450 HEALTH COMMUNICATION (3)**

This course explores communication in health care settings. Topics covered include the changing perceptions of medical encounters, the language of illness and health, the roles of patients and caregivers, and health communication in historical, cultural, organizational, technological, and mediated contexts.

Prereq: COM 219, 224, and SPK 208.

- **COM 470 INTERCULTURAL COMMUNICATION TRAINING (3)**

This course explores intercultural communication training in organizations. Topics covered include the effects of cultural differences on communication within and between organizations, training strategies for managing cultural differences in communication, and the relationship between intercultural communication training and the power structures in organizations.

Prereq: COM 219, 224, 250, and SPK208.

ALL OTHER UPPER DIVISION COURSES

- **COM 300 COMMUNICATION AND CAREERS PLANNING II (1)**

This second phase of the careers planning course series examines the initial steps required for finding employment. Topics covered include the job-hunting process, resume development, networking, and the transition from college to employment.

- **COM 304 ORGANIZATIONAL COMMUNICATION (3)**

An in-depth analysis of the dynamic process of communication as it occurs within organizational networks.

Prereq: COM 216, 219, 224, and SPK 208.

- **COM 318 FORENSICS (3)**

Study in the philosophy and practice of forensics. Initiating, developing, and administering a forensic program. Coaching and judging debate and individual events.

Prereq: COM 219, 224, and SPK 208.

- **COM 399 DIRECTED STUDIES IN COMMUNICATION STUDIES (1-3)***

Research, creative projects, reports, and reading in speech communication. Application must be made to advisors by students one semester in advance of registration. Open to juniors and seniors only.

Prereq: COM 219, 224, SPK 208, and approval of Dept. Chairperson.

*This course may be taken again for credit.

- COM 400 INTERNSHIP IN COMMUNICATION STUDIES (3-6-9-12)*

This course provides a structured and supervised work experience in communication. Credits earned are based on amount of time spent on the job. Students must apply to the department internship coordinator and receive approval to be admitted.

Prereq: COM 219, 224, and SPK 208.

*This course may be taken again for credit.

- COM 499 COMMUNICATION SEMINAR (3)*

This course involves intensive examination of a selected area of study in the field of communication studies. Topics will be announced in advance. Recent courses offered have included careers in communication, event planning, and advanced group communication.

Prereq: COM 219, 224, and SPK208.

*This course may be taken again for credit.

V. UNIVERSITY AND DEPARTMENTAL REQUIREMENTS

To avoid problems in determining and meeting university requirements students should examine the requirements listed in the university catalog for the year that students enter West Chester. Program revisions are made rather frequently in an effort to improve curricula, to meet state requirements, and to better satisfy the needs of the students. The requirements listed in the West Chester University catalog for the year that students matriculate at West Chester are the official requirements for students. Students may elect to pursue a later set of requirements; but students can so change only once, and students may not change back.

- English Composition Requirement

See university catalog for information about specific requirements.

- Policy for Placement in Mathematics

See university catalog for information about specific requirements.

- University GPA Requirements

A student's scholastic standing at the university is indicated by his or her cumulative grade point average (GPA). Three categories of academic standing have been established: good academic standing, probation, and dismissal. A student remains in good academic standing as long as he or she maintains a minimum cumulative GPA of 2.00 for all work taken at the university.

If students are a transfer or re-admission student, students are admitted for one semester. To continue in the university, students must have a cumulative grade point average for courses taken at West Chester of 2.00 ("C" or better) each semester.

- Departmental GPA Requirements for Graduation

Students must achieve a GPA of at least 2.50 in the major before they will be recommended for graduation. Grades of "C-" or lower in major subjects must be raised to a "C" or better. Transfer credits from another institution are accepted for courses in which a student earned a grade of "D" or better EXCEPT when those courses are to be counted as part of the student's major. A grade of "C" or better is then required.

- Foreign Language Requirement for the B.A. Degree

Candidates for the B.A. degree are required to fulfill a foreign language requirement. One of the ways in which this requirement may be fulfilled is to complete the second half of the intermediate year of a foreign language with a "C-" grade or better. This means in effect that only the 202 (Intermediate II) language course is required. However, students who are not qualified to take the 202 course must prepare themselves by taking the Elementary (101-102) and/or Intermediate I (201) course. Students may also satisfy the foreign language requirement by presenting a certificate or examination results which verify that they are competent in a foreign language at the 202 level. A third way to fulfill the foreign language requirement is to earn a "C-" grade or better in a 102 level course of a foreign language and then take three courses dealing with the related foreign culture area. These courses are termed "culture clusters." If this third option is chosen, the 102 level course must be taken for a grade ("C-" or better). The 101 course may be taken pass/fail but the culture cluster courses must be taken for a grade.

VI. OF SPECIAL NOTE

There are several items about the department and student participation and behavior in an academic community that requires special attention. These items are: departmental advisement procedures, departmental student groups, academic honesty, plagiarism, and disruptive classroom behavior.

- Departmental Advisement

When students become a major in the department they will be assigned an advisor. Student advisors will assist students in managing the sometimes confusing situations students may face during their time at the university. Advisors can be especially helpful with discussions of course content, course requirements, and career options. Please be aware that having an advisor does not absolve students from responsibility for knowing and meeting University requirements for graduation. Ultimately the responsibility for meeting requirements is up to each student, and students will bear the cost of errors which are made.

- Departmental Student Groups

There are three S.S.I. recognized student groups associated with the Department of Communication Studies. They are: Students in Communication, the Forensics Team, and Lambda Pi Eta (Honors Society). As a major in the department students are expected to join and actively participate in at least one of these groups; however, students also may wish to join other communication-related student groups such as the student radio station and the student newspaper.

- Policy on Academic Integrity

Among the major purposes of institutions of higher learning are the search for and the interpretation of verifiable data, the encouragement of rational inquiry and discussion, and the development of intellectual and artistic creativity. Any form of academic dishonesty, therefore, strikes at the very heart of the institution and cannot be permitted. Examples of violations to the academic integrity policy (cheating) may be found in the current Undergraduate Catalog (see “Undergraduate Student Academic Integrity Policy”).

- 1) A documented instance of a violation of the academic integrity policy can result in the automatic failure and removal from the course. In these cases, the faculty member will complete an academic integrity report that documents the violation and provides an explanation of the sanction the student will receive. In addition, copies of the report will be sent to his/her department chairperson, the chairperson of the department in which the course is offered, the Associate Vice President for Academic Affairs or the Graduate Dean, if appropriate, and the Registrar.
- 2) The student may appeal the sanctions through the current Appeals Procedures for Academic Integrity (see Undergraduate Catalog).

- Department Policy on Plagiarism

In this department, plagiarism is defined as the presentation of the products (ideas, writings, speeches, drawings, etc.) of another person as if they were one's own.

Documented examples of plagiarism are considered violations of the university's academic integrity policy (see above). A department major who has plagiarized twice will be dropped from the program.

The Department offers the following advice to students:

1. All work students present as their own must be their own.
2. All work which is presented by students but for which they are indebted to others must be cited.
3. If in doubt, cite sources.
4. Sources should be cited for oral assignments. Always cite quoted material.
5. Sometimes source material is so extensive that an oral assignment becomes boring to the listener. In such cases, a brief reference can be made concerning the source that can then be supported by a detailed reference if one is requested.
6. There should be a clear distinction made between that which is the result of student efforts and that which results from the efforts of others.
7. The only exception to these obligations is in the presentation of facts, opinions, concepts, etc. that are widely known.
8. Plagiarism is not limited to the use of material taken from professional sources but may also include material taken from other students.
9. Students should retain all notes or other materials prepared by them to meet the assignment until a grade has been received.
10. Whenever a grade is subject to dispute:
 - a. The instructor and the student will strive to work out their differences.

- b. If (a) is not possible, both the instructor and the student will turn over all relevant materials to the department chair. (If the instructor and the chair are the same, a neutral faculty person will be found by the chair).
- c. Upon examination of the evidence presented, the chair (or alternate) will rule in favor of one of the disputing parties.
- d. If the disputing parties are not satisfied with the chair's ruling, the normal college channels of appeal will be followed.

11. If an instructor chooses, and so indicates at the beginning of a semester, all work submitted to meet course requirements becomes the property of the department. (Students who wish to retain copies of such work should duplicate the material prior to its submission.)

- Policy on Disruptive Classroom Behavior

Disruptive behavior is defined as any act which denies to others the freedom to speak, to be heard, to study, to teach, or pursue research. Such behavior is antithetical to academic freedom and to the rights of all citizens and will not be tolerated.

1. The first instance of such behavior shall result in an immediate, oral, and public warning by the faculty member.
2. The second instance shall result in the expulsion of the student from class for the remainder of the class period.
3. Subsequent disruptive behavior may result in the expulsion of the student from the class for the remainder of the semester and the awarding of the grade of "F." Such grade shall result regardless of the date of which the expulsion takes place. A statement of the reason for permanent expulsion from the class shall be given in writing to the student, the chairperson of his/her major department, the chairperson of the department in which the course is offered, and the Registrar.
4. The disciplinary actions listed above may be appealed through the informal and formal mechanisms contained in the Academic Appeals Process. An appeal of the grade may be made under the current Grade Appeals Process, but the student may not employ both the Academic Appeals Process and the Grade Appeals Process for relief from the same disciplinary action.

In addition, disruptive behavior which constitutes a threat to persons and/or property will be immediately referred to the Coordinator of Student Standards for adjudication and disciplinary sanction in accordance with the current Student Standards Judicial Process. Any sanctions imposed may be appealed only through the appeals process contained in that document.

- Department Recommendations for Email Etiquette

Be sure to use a respectful tone and language in every email, and always remember that email is ultimately a public venue and can be read by anyone, anywhere. Furthermore, it is expected that all email correspondence will be conducted in a professional manner. Any abusive email to the instructor or a classmate is considered academic misconduct and will not be tolerated (see below). Please allow 24 hours to respond to an email. Therefore, email should not be used for last minute questions about assignments or for questions that ask for an immediate response. In addition, when using email please adhere to the following rules:

- Identify yourself on your messages. If students use an account with a name other than theirs or they use a nickname, type the student name in the 'Subject' line.
- Be Polite. Do not be abusive in messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

VII. B.A. COM. STUDIES DEGREE REQUIREMENTS (120 Credits) –see p. 19

ADDITIONAL NOTES

1. Limited substitutions may be made to the required lower division courses with the advisor's written consent.
2. A grade of "C" or better must be earned in order for a course to meet a department requirement (including SPK208). Also, a 2.5 average or better must be earned in the aggregate of lower and upper division courses before graduation can be recommended.
3. To encourage B.A. Communication Studies majors to develop communication competence that extends beyond oral English, a grade of "C" or better is required in the 100 level composition course (WRT120) and the 200 level composition course (WRT200, 204, 205, 206, 208, or 220), and a grade of "C-" or better is required in the 202 level course of a foreign language. If a major employs the culture cluster option to fulfill his/her language requirement, a "C-" or better is required in the 102 level of the foreign language course and in each of the culture cluster courses.
4. Students who exhaust their course repeat options and have not earned a grade of "C" or better in all of the prerequisite communication courses will be advised that they will not be able to complete the requirements for a B.A. degree in Communication Studies. The department chair will offer an exit interview to these students and help them to identify available alternatives.

Transferring into the Communication Studies major from another department

Applicants who have completed the prerequisite core (COM219, COM224, and SPK208) will be ranked by grade point average in the core. Selection for admission will be based on these rankings at the conclusion of each semester, after grades are posted. Students who do not gain admission may reapply, but they must compete with the group of applicants in that semester.

VIII. MINOR IN COMMUNICATION STUDIES

A minor in Communication Studies may be taken as one of the minors in the bachelor of arts or bachelor of science in the liberal studies general degree program. A minor in Communication Studies requires students to complete three prerequisite courses: COM219, COM224, and SPK208, and to earn a grade of "C" or better. In addition, students must earn a grade of "C" or better in WRT120 and WRT200 (or any intermediate-level writing course deemed its equivalent).

NOTE: Students attempting to declare the minor in Communication Studies must meet the same transfer requirements as students attempting to declare the major (see "Transferring into the Communication Studies major from another department" above). Three elective

courses may then be selected from any 300- or 400-level courses offered in Communication Studies, but a “C” grade or better must be earned in each of these courses, and a 2.5 average must be achieved in the minor before clearance for graduation with a minor will be granted. A student must have a 2.0 cumulative GPA or better to gain admission to the minor in Communication Studies, as well as meeting program admission requirements, stated above.