

## SPRING 2022 - EFFECTIVE COMMUNICATION IN A DIGITAL WORLD



University of Florida University Honors Program  
IDH3931-Honors \* Class Number: 30453 \* Section: 2201

Thursday 8<sup>th</sup> Period \* 3:00PM – 3:50PM  
117 Little Hall

*All students are expected to wear a face mask during class.*

### INSTRUCTOR

**Instructor:** R. Renee Clark, Ph.D.  
**Email:** rclark@honors.ufl.edu  
**Office Location:** 201 Walker Hall  
**Office Phone:** 352-392-1519  
**Office Hours:** By appointment



*"The single biggest problem in communication is the illusion that it has taken place." – George Bernard Shaw*

*"To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others." – Tony Robbins*

### COURSE DESCRIPTION AND OBJECTIVES

Using various forums, technology provides a convenient method for people to communicate with each other locally and worldwide. **Effectively** communicating **successfully** using computer-mediated communication tools is crucial and currently, has become even more essential as we manage our daily responsibilities while living with the COVID-19 pandemic. Effective Communication in a Digital World is a UF University Honors Program course focusing on professional development, specifically highlighting verbal and non-verbal communication methods that are connected to obtaining letters of recommendations and internship as well as preparing for job and graduate school interviews. Remember, whether we communicate with each other face-to-face or via Zoom, the basic elements of effective communication are the same: sender, communication channel, message, receiver, and feedback." The objectives of this course are to:

- Provide a historical overview about several computer-mediated communication tools
- Analyze the impact of digital tools and social networks on interpersonal communication
- Present information to help students effectively communicate in a digital world, improve communication skills, and expand their professional network

### COURSE TEXTBOOKS

There are no textbooks for this course. Students will be required to select, read, and write a review of four journal articles and/or book chapters. The articles and book chapters will focus on a variety of topics related to effective communication in a digital world.

## CLASS EXPECTATIONS

### ATTENDANCE AND PARTICIPATION

This class will be held face-to-face. All students are expected to attend class in person. **Masks are expected** in all UF classrooms. For additional information, please visit: <https://coronavirus.ufl.edu/health-guidance/>.

Students are expected to be punctual in class attendance and remain in the classroom for the entire class session, as they would in any professional/business meeting (unless an urgent need arises, or prior arrangements have been made with the instructor).

Class discussion is an extremely important part of the pedagogy of honor courses! Students should be fully prepared to engage in **every** in-class discussion and use the opportunity to continue to develop effective professional communication skills. This includes demonstrating respect for differing perspectives and contributing to all discussions.

### EXCUSED ABSENCES

**Religious Holidays:** Religious holidays are always excused; however, please notify the instructor, in writing, within the first two weeks of class so that appropriate accommodations may be made.

**Medical and Family Emergencies:** Please submit documentation to verify your reason for missing class to instructor via email. If your medical/family situation requires you to miss two or more consecutive class meetings, please complete an [Instructor Notification Request](#) through UF's You Matter, We Care. If your absence is confirmed and excused, the Care Team will contact all your instructors directly to excuse your absence. If you have questions about excusing long-term medical and family emergencies, please call the Care Team at 352-294-2273 or email [DSOCares@dso.ufl.edu](mailto:DSOCares@dso.ufl.edu).

If you are sick, please do not attend class. Instead take care of yourself and visit the Student Health Care Center. Also, if you need help, contact the course instructor.

### ELECTRONIC DEVICES – CLASSROOM ETIQUETTE

Please **TURN OFF** your cell phone ringtone and mute electronic device notification sounds before class begins!

Laptops, cell phones, and other electronic devices should be used as permitted by the instructor for work directly related to the class session. Sending email and text messages, accessing the Internet, and working on matters unrelated to this course are inappropriate behaviors that hinder and distract from the learning process. In urgent situations, the student should inform the instructor **in advance** about a pending (emergency) phone call or message.

### COVID-19 PRECAUTIONS

Given the national guidance from the Centers for Disease Control and Prevention (CDC), the University of Florida **expects** students, faculty, staff, and guests to wear a mask in all UF facilities. **To maximize protection from the Delta and Omicron variants and to prevent possibly spreading it to others, please wear a mask indoors!** <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

If you are experiencing any COVID-19 type symptoms, please do not attend class. Please use the UF Health screening system and follow the instructions. If you are not able to attend class due to a positive COVID-19 test, course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. Please read the up-to-date information about COVID-19. Please visit:

**[coronavirus.UFHealth.org](https://coronavirus.UFHealth.org) and [coronavirus.ufl.edu](https://coronavirus.ufl.edu)**

**\*\*All students are expected to wear a mask to every IDH3931 class meeting!\*\***

## E-MAIL COMMUNICATION

Students in this course are required to have and use their UFL email account for all UF related e-mail functions.

## CANVAS

This course will use the e-Learning Canvas site. On this site, you will find the syllabus, course assignment instructions, due dates, and other course information.

## UF COMPUTING HELP DESK

Hours of Operation - <https://helpdesk.ufl.edu/>  
Available 24 hours a day, 7 days a week

(352) 392-HELP (4357) \* [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

## STUDENTS REQUIRING ACCOMODATIONS

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

## IN-CLASS RECORDING

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture **does not** include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons),

## UNIVERSITY HONESTY POLICY

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code, <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>, specifies several behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor. Please carefully read the Student Honor Code and Student Conduct Code. Also, **please make sure you understand the meaning of plagiarism and self-plagiarism.**

## COURSE EVALUATION

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://gatorevals.aa.ufl.edu/students/>.

including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

## DIVERSITY & INCLUSION STATEMENT

The University of Florida and the University Honors Program seek to create an environment [in classrooms and all spaces] that values unique perspectives to make sure voices are heard, appreciated, and respected at all levels of the Gator Nation community, including faculty, staff, students, and alumni. Each member of the University community should always feel appreciated and included at all times. An inclusive appreciation of each member of the community goes beyond just presence but extends to providing the necessary equitable resources needed for all individuals to thrive and be successful. Please read the University Honors Program's Diversity, Equity, and Inclusion statement at <http://www.honors.ufl.edu/about/diversity-equity--inclusion/>.

## ASSIGNMENTS

Assignments in this course aim to facilitate both discussion and professional development related to effective communication in a digital world by exposing students to information about the impact of digital tools and social networks on interpersonal communication and providing students the opportunity to share their opinions and research findings about effective communication in a digital world. (See page five for document format guidelines).

### **In-class Assignment: Attendance and Participation – 70 Points**

(See page two for details)

### **Journal Article and/or Book Chapter Reviews, and Discussions – 60 Points**

Throughout the semester, students will be required to write four reviews, submit via Canvas, and during class, lead the discussion about their journal article and/or book chapter reviews. The articles and/or book chapters must focus on topics that analyze the impact of digital tools and/or social networks on interpersonal communication. Articles and book chapters publication date must be 2018 to present. The review template will be provided. \*(Log-in to this course Canvas site to read thorough descriptions and directions for this assignment).

### **"This I Believe" Essay, Infographic, and Presentation – 70 Points**

Students will be required to write an essay and create an infographic to accompany their essay regarding: **"This I Believe About Effective Communication in a Digital World."** Also, students will be required to present the infographic to the class. The essay must be **500 to 600 words** (submit via Canvas) and will have similar instructions as the famous CBS Radio Network and National Public Radio (NPR) segments, "This I Believe." *This I Believe* program is an international project that invites individuals to write about the core beliefs that guide their daily life. \*(Log-in to this course Canvas site to read thorough descriptions and directions for this assignment).

## GRADING

## ASSIGNMENTS (READ CANVAS FOR ASSIGNMENT INFORMATION AND INSTRUCTIONS!)

Assignments:	Possible Points
Attendance <u>and</u> Participation (Each Class 5 points)	70
Journal Article and/or Book Chapter Reviews (Four Reviews each 15 points)	60
This I Believe Essay, Infographic, and Presentation	70
<b>TOTAL</b>	<b>200</b>

## ASSIGNMENT EXPECTATIONS

### LATE WORK POLICY

Late work will not be accepted for full credit. If you turn the late assignment in before the next class meeting, you may be eligible to earn half credit for the assignment.

### DOCUMENTS ACCEPTED

Submit all assignments to Canvas, unless otherwise noted. Please submit documents to Canvas using **PDF or Microsoft Word file format**, and upload documents as attachments. Please do not 'copy and paste' any assignments into a Canvas submission box and please do not upload photos of the document.

### ASSIGNMENT FORMAT

All assignments should be typed, double-spaced, with 12-point Times New Roman font and 1" page margins, unless instructed otherwise. If using quotations, please cite according to the 7<sup>th</sup> edition of American Psychological Association's Publication Manual (APA). A useful guide can be found here: [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html). It is your responsibility to use the proper citation for all assignments especially for paraphrased statements and direct quotes from articles, book chapters, etc.

### COURSE GRADING SCALE

Grades will be based on a scale with a total of **200 points** possible. For information on UF grades and grade points, please visit the following website: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Letter Grade	Points Earned	Letter Grade	Points Earned
A	186-200	C	146-153
A-	180-185	C-	140-145
B+	174-179	D+	134-139
B	166-173	D	126-133
B-	160-165	D-	120-125
C+	154-159	E	000-119