

# Syllabus

## COMM 305 K01: Foundations of Intercultural Communication

Department of Communication  
2022

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Office Hours: M-T-W-Th, 1:00 – 2:00pm or by appointment

### Required Texts

Ting-Toomey, S. & Chung, L. C. (2021). Understanding intercultural Communication 3rd ed. New York, NY: Oxford University Press. ISBN: 9780190297442. E-book versions are available.

Other assorted PDF readings available via GMU Blackboard.

### Course Description

Analysis of communication variables as they relate to intercultural encounters; emphasize the influence of culture on the communication process; particularly the influence of verbal and nonverbal communication and how messages are interpreted.

This course satisfies a General Education requirement for global understanding.

### Course Learning Objectives

1. Develop perspectives about the influence of culture on the sending and interpreting of messages
2. Discover the complexity of communication in an intercultural communication exchange
3. Develop and interpret alternatives as to the cultural influence upon the creation of meaning in a message exchange situation
4. Become more willing to interact in intercultural message exchanges
5. Develop a reflective process for improving the analysis of intercultural exchanges
6. Recognize the influence of our own cultural situation upon the sending and interpreting of messages

The course is *self-directed*, meaning there are prescribed due dates and deadlines for assignments, and it is up to the individual student to meet the near-daily required assignment deadlines. The course will utilize a combination of readings, mini-lecture and other instructional videos, research activities, discussions and journal entries, quizzes and exams to help participants understand and apply the principles of intercultural communication.

### Course Philosophy

1. All facts and theory necessary are in your text: READ THE TEXT.
2. Experience:
  - \*class assignments often involve communicating about theories and reflecting on what happened.
  - \*active participation in all discussion and journal assignments is essential to the course experience.
3. Reading and Viewing:
  - \*students are required to do reading and viewing of supplemental material as assigned
  - \*reading and viewing videos is essential to accomplish the goals of the class

**Attendance**

Following University policy, I expect students to be in class on time (defined as the time the class is scheduled to begin). Bring all textbooks, course materials, and this syllabus to each class. I will note absences and excessive lateness. Quizzes cannot be made up except for University-approved absences. More than two absences will result in lower grades due to your inability to participate and cover classroom material. You are responsible for material covered in class whether you are present or not. I will not offer a re-cap of material. Please make arrangements with a classmate to get copies of notes and materials covered in class. This material will be included on the midterm and final exams.

**Assignments and Late Work Policy**

1. All writing assignments completed outside of class must be submitted via blackboard. No e-mail attachments.
2. All written work submitted in this course must follow APA guidelines (APA Manual, 6th edition) - see University Libraries "Reference and Research Help." For additional support, visit the University Writing Center.
3. Points will be deducted for excessive errors and grammatical mistakes (excessive would be more than 8 total errors). Please follow page limits for all assignments. Papers that are more than one full page below or above the required number may be penalized.
4. Your work will be evaluated in terms of clarity, syntax, spelling, punctuation, subject-verb agreement, pronoun/antecedent agreement, etc. Proofread your work; ask a friend to proofread your work, and visit the Writing Center for assistance.
5. All students enrolled in this course will be required to have access to, and utilize, a GMU email account
6. All assignments are due by the set time and date, no late submissions are allowed

**Grading Policy and Methods of Evaluation**

Assignments are awarded points, not given individual letter grades. Total points will be added at the end of the semester to determine your final grade for the course.

<b>Grading Weights and Point Distribution</b>	
Class Discussions (20pts each)	60 points
JLC entries (20pts each)	160 points
Quizzes (10pts each)	130 points
Exam (50pts each)	150 points
<b>TOTAL</b>	<b>500 points</b>

Point Distribution:

A+ =	485 to 500	C+ =	385 to 399
A =	465 to 484	C =	350 to 384
A- =	450 to 464	C- =	350 to 384
B+ =	435 to 449	D =	300 to 349
B =	415 to 434	F =	299 or less
B- =	400 to 414		

## Assignments and Learning Activities

### Journal of Learned Concepts

Each week of class, you will be assigned chapters to read and reflect upon.

**Purpose:** This journal will focus on what will be learned or what was learned in the covered readings, activities, principles, examples, vocabulary, and facts.

**Process:** You will type your responses to the JLC prompts as assigned for the chapters. Paragraphs should be written in the standard APA format and the 6-7 sentence approach. Make sure that you include the assignment title with your entry.

For example: LastName\_FirstName\_JLC : My\_philosophy\_of\_life\_Part1

Complete the Part 1 post, following the detailed directions, and the Part 2 posts, commenting to at least two of your classmates writing a minimum of 2-3 paragraphs in response to their entries, by their respective due dates as shown on the course calendar.

**Grading:** All of the Journal of Learned Concepts activities are worth 32% of your course grade. One JLC activity is worth 20 points towards your course grade. It will be graded according to the following:

Writing in full paragraphs, using the 6-7 sentence approach to identify and define key terms, providing specific information and detail to illustrate the concepts you relate to course theory. Comments to classmates clearly relate course concepts while addressing the ideas they presented, comments also apply the 6-7 sentence paragraph approach. All posts will be evaluated for professionalism, including an opening greeting and closing signature, positive and helpful feedback and contributions, etc.

### Quizzes

Each week there will be a short quiz based on the content of the chapter. These are closed book, done in class.

### Exams

There will be three exams in this course. Each exam will be worth 50 points, contain about 50 questions (multiple choice, true/false and occasional short answer).

Exams 1 and 3 have a 35 minute time limit and Exam 2 a 60 minute limit.

All exams are to be completed online.

In order to accommodate everyone's schedule, Exams 1 & 2 will be available for the entire week and you will need to take them by 5PM on FRIDAY of the week they are due. Do not wait until the last minute to take the exam. There will be no make-up exams.

### **Notes:**

1. It is your responsibility to use a reliable computer/tablet or any electronic device and Internet when taking the exam.
2. Do not attempt the exam if you are not ready to take it. You are allowed only one attempt.
3. Make sure you are free from all distractions when taking the exam.

### **Attendance and Participation Policy**

Following University policy, I expect students to be in class on time (defined as the time the class is scheduled to begin). Bring all textbooks, course materials, and this syllabus to each class. I will note absences and excessive lateness. Quizzes cannot be made up except for University-approved absences. More than two absences will result in lower grades due to your inability to participate and cover classroom material. You are responsible for material covered in class whether you are present or not. I will not offer a re-cap of material. Please make arrangements with a classmate to get copies of notes and materials covered in class. This material will be included on the midterm and final exams.

**Academic Integrity**

The integrity of the University community is affected by the individual choices made by each of us. Mason has an Honor Code with clear guidelines regarding academic integrity. Three fundamental and rather simple principles to follow at all times are that: (1) all work submitted be your own and developed by you specifically for that assignment during the current semester; (2) when using the work or ideas of others, including fellow students, give full credit through accurate citations; and (3) if you are uncertain about the ground rules on a particular assignment, ask your instructor for clarification. Under no circumstances is it permissible to cheat, plagiarize, steal, or lie in matters relating to academic work. No grade is important enough to justify academic misconduct, and cases of academic misconduct will be treated seriously, will most likely result in a failing grade on the assignment or in the course, and will be reported to the Mason Honor Committee. Another important aspect of academic integrity includes the free exchange of ideas, and there will often have vigorous discussion in this class. It's fully expected that all aspects of this class will be conducted dialogically with civility and respect for differing ideas, perspectives, and traditions.

The Committee of Academic Integrity holds primary responsibility for addressing matters of academic integrity on the Mason Korea campus, including any alleged violations of the George Mason University Korea campus Honor Code.

**Campus Emergencies, Closures, and Class Cancellations**

George Mason University is dedicated to preparing staff and students in the event of an emergency. All students in this class are encouraged to register for Mason Alert, a system that allows university officials to contact the community during an emergency by sending a text message. In addition, take a minute to view the emergency procedures poster in each of your classrooms.

If campus is closed for any reason (power outage, snow, etc.), do not assume that class activities are cancelled. In the event of a snow day or other campus closure that prevents a class from meeting in its normal classroom, classes will typically be held online. Watch your email for messages from your instructors that provide instructions about how the class will proceed.

If your instructor is not present at the start of class, please check your emails for updates. If there is not an email from your instructor, wait until 20 minutes after the start of class and then you are free to go.

**Disability Accommodations**

Disability Services at George Mason University is committed to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities. Under the administration of University Life, Disability Services implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. Students can begin the registration process with Disability Services at any time during their enrollment at George Mason University. If you are seeking accommodations, please contact Joanna Park, Senior Coordinator for Student Care and Conduct, who will connect you with Disability Services on the Fairfax campus.

<https://masonkorea.gmu.edu/resources-and-services/disability-services>

**Classroom Conduct and Professionalism**

Professionalism includes coming to class with a positive attitude, engaging in dialogic communication (e.g., respecting others' opinions, not interrupting in class, being respectful to those who are speaking, working together in a spirit of cooperation), and arriving to class on time and prepared for the class session. When students engage in any type of inappropriate behavior, they may be asked and required to leave for the remainder of that class session. If all goes well in the class, students tend to share information of an "interpersonal" nature"- it goes with the territory in a Communication classroom. You wouldn't want something said about you to people all around campus, so keep others' revelations confidential and do not talk about your classmates outside of class, and that goes for all your classes! Each student is expected to

be conscious and respectful of classroom diversity. While students may disagree on many topics, every person should respect the perspective of fellow classmates, instructors, and invited guests.

Laptop computers, tablets, mobile phones, and other electronic devices may not be used during class unless the instructor has instructed students to use them for a specific class. Per University policy, cell phones should be set to silent mode and should not disrupt the learning environment in the classroom. Cell phones cannot be answered or used in the classroom except for emergency alerts. Students who fail to turn off such devices and disrupt the class will be asked to leave. See the undergraduate catalog for more information on classroom disruptions.

*Texts and SMS Communications.* There will be no text messaging during class time.

Students may use laptops and recording devices during class, but solely for 305 note-taking purposes. Do not disrupt other students. No e-mailing during class time. No recorded class lectures or interactions may be posted online or used for any profit-generating activity.

Bring the course textbook, syllabus, class notes, any needed assignments and drafts, papers and writing utensils to each class meeting.

Students who interrupt class discussions by frequently arriving late to class, constantly interrupting others without thoughtfully listening to their comments, or who ask questions (in class and over email) that would more appropriately be answered by a simple glance at the syllabus (e.g., "When is this due?," "What do we have to read for next class?," "Did we do anything important when I missed class?," etc.) not only reflect poorly upon themselves, they also actively devalue the educational experience of others. Keep a copy of the course syllabus and schedule on hand and refer to them often. Students are expected to take responsibility for their own learning and to keep track of assignments and deadlines throughout the semester.

No electronic devices may be used when taking examinations.

### **Other University Policies and Procedures**

This class adheres to all published University policies regarding sexual harassment and equal opportunity. The goal is to provide all of us with a safe, fair, and equitable learning and teaching environment.

If you have a disability, please visit or call the Office of Disability Services. This office will notify me directly so that appropriate accommodation can be made.

If you or a peer in an immediate and/or critical crisis situation (e.g, psychological, stress management, poor study habits, etc.), it is best to reach out to Student Care [spark214@gnu.edu](mailto:spark214@gnu.edu).

### **Grade Appeals**

The time to challenge the merit of an individual assignment is during the semester and within one week after the assignment evaluation is returned. Once the semester has ended and a final semester grade is posted, it is not appropriate to then challenge the merit of individual assignment grades earned during the semester. Students often are not aware of what conditions qualify for a grade change after the completion of a semester. The appeal request must fit into one or more of the following categories:

1. A change from a temporary to a final grade either before or after a University deadline (such as an "Incomplete" to an "A")
2. A computational or technical error (such as an issue with an auto calculation)
3. A recording error (such as a professor recording an "18" instead of an "81").

**Fall 2022 Tuesday Schedule**

Week	Day	Do before class	Do in class
1	8/23	<b>Unit 1</b>	
		<b>Read before class</b> <ul style="list-style-type: none"> <li>Syllabus</li> <li>Introduction to the Course</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus Overview</li> <li>Discussion 01: Introductions</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>Journal of Learned Concepts for Chapter 1: My philosophy of life</li> </ul>
2	8/30	<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 1: <i>Why Study Intercultural Communication?</i></li> <li>Chapter 2: <i>What Is Intercultural Communication Flexibility?</i></li> </ul>	<ul style="list-style-type: none"> <li>Syllabus Quiz</li> <li>Ch. 1 Quiz</li> <li>Ch. 2 Quiz</li> <li>Discussion 01: Introductions</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>Journal of Learned Concepts for Chapter 2: Cultural Competence</li> </ul>
3	9/06	<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 3: <i>What Are the Essential Cultural Value Patterns?</i></li> </ul>	<ul style="list-style-type: none"> <li>Ch. 3 Quiz</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>Journal of Learned Concepts for Chapter 3: ITIM Findings</li> </ul>
4	9/13	<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 4: <i>What Are the Keys to Understanding Cultural and Ethnic Identities?</i></li> </ul>	<ul style="list-style-type: none"> <li>Ch. 4 Quiz</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>Journal of Learned Concepts for Chapter 4: Cultural Encounter, Hanging Out with a Friend</li> </ul>
5	9/20	<b>Exam #1</b> <b>&lt; no In person class &gt;</b>	Due 11:59 pm Friday September 23 <sup>rd</sup>
6	9/27	<b>Unit 2</b>	
		<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 5: <i>What Is Culture Shock?</i></li> </ul>	<ul style="list-style-type: none"> <li>Ch. 5 Quiz</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
7	10/04	<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 6: What is the Connection Between verbal Communication and Culture?</li> </ul> <b>&lt; no In person class &gt;</b>	<ul style="list-style-type: none"> <li>Ch. 6 Quiz</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
8	10/12	<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 7: <i>What Are the Different Ways to Communicate Nonverbally Across Cultures?</i></li> </ul>	<ul style="list-style-type: none"> <li>Ch. 7 Quiz</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>Journal of Learned Concepts for Chapter 7: Non-verbal communication</li> </ul>
9	10/19	<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 8: <i>What Causes Us to Hold Biases Against Outgroups?</i></li> </ul>	<ul style="list-style-type: none"> <li>Ch. 8 Quiz</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>Journal of Learned Concepts for Chapter 8: IAT and other findings</li> </ul>
10	10/26	<b>Exam #1</b> <b>&lt; no In person class &gt;</b>	Due 11:59 pm Friday October 28 <sup>th</sup>
11	11/01	<b>Unit 3</b>	
		<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 9: <i>How Can We Manage Intercultural Conflict Flexibly?</i></li> </ul>	<ul style="list-style-type: none"> <li>Ch. 9 Quiz</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
12	11/08	<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 10: <i>What Are the Challenges in Developing an Intercultural-Intimate Relationship?</i></li> </ul>	<ul style="list-style-type: none"> <li>Ch. 10 Quiz</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>Journal of Learned Concepts for Chapter 10: Challenges in developing an intercultural-intimate relationship</li> </ul>

13	11/15	<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 11: <i>What Are the Communication Issues Facing a Global Identity?</i></li> </ul>	<ul style="list-style-type: none"> <li>Ch. 11 Quiz</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>Journal of Learned Concepts for Chapter 11: e.net'er</li> </ul>
14	11/22	<b>Read before class</b> <ul style="list-style-type: none"> <li>Chapter 12: <i>How Can We Become Ethical Intercultural Communicators?</i></li> </ul>	<ul style="list-style-type: none"> <li>Ch. 12 Quiz</li> <li>Discussion 02: A Class Divided</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
15	11/29	Wrapping up the course:	<ul style="list-style-type: none"> <li>Ch. 12 Quiz</li> <li>Discussion 02: A Class Divided</li> </ul> <b>Homework</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
16	12/06	Reading Day	No Class
<b>FINAL EXAM:</b> The Final Exam ( <b>Exam #3</b> ) for this course will be delivered during a Block Exam timeframe			