

## Comm 218: Interpersonal Communication (Winter 2015)

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Office Hours: Tuesday & Thursday 11:30-1:00 & By Appointment

Office Location: South Santiam Hall 203

### *Required Textbook*

Adler, R.B., Rosenfeld, L.B., & Proctor, R.F. (2013). *Interplay: The Process of Interpersonal Communication* (12<sup>th</sup> Ed.). New York: Oxford University Press.

### *Workbook*

Your workbook is located on my instructor website and moodle as a pdf file. This workbook contains instructions for all assignments. Please print this out, hole punch, put in a 3-ring binder and bring to each class.

### *Supplies*

You should be prepared for class everyday by bringing your syllabus, workbook, textbook, tools for taking notes and a stapler (I do not accept assignments that are not stapled together). You will also need to have access to Microsoft Office and the ability to save your work in the cloud or on an external hard drive to ensure you don't lose your work. You will also need a 3-ring binder for your workbook.

### *Course Prerequisites*

College-level reading and writing skills (Reading 115 & Writing 121) are strongly recommended for success in this course.

### *Graded Assignments*

Weekly Journals	200 Points
Weekly Quizzes	150 Points
Class Participation	100 Points
Mini-Bag Presentation	50 Points
Name Project	100 Points
Random Act of Kindness Project	150 Points

*Total Points Possible*                      *750 Points*

### *Grade Breakdowns*

90% - 100%	A	(900-1000 pts)
80% - 89%	B	(800-899 pts)
70% - 79%	C	(700-799 pts)
60% - 69%	D	(600-699 pts)
50% or lower	F	(500 pts or less)

*“Tell me and I forget. Teach me and I may remember. Involve me and I learn.” ~ Benjamin Franklin*

## *Attendance*

Attendance is *mandatory*. For a communication class to be successful and effective we must interact with one another! Since this is a performance-based class, you must be in class to participate and learn. There are only two reasons why you should miss class: 1. You're in the hospital; 2. You are deceased. Seriously though, there may be times when reasons not included here may cause you to miss class. Because your instructor is so understanding and sensitive you are afforded *two* absences without penalty. In the event that reasons 1 or 2 apply, please be prepared to provide documentation. Do not be careless with your two free absences as it may hurt you in the end if something serious does occur which prevents you from attending class (save these absences for emergencies). Each additional absence will result in a *30* point deduction from your final grade for *every* absence beyond the two. You may not miss a quiz day, as quizzes cannot be made up. You are responsible for getting notes and finding out what you missed from your peers in the event you miss class (before you attend our next class). Absences are not an excuse for turning in late work. Please remember that by missing class you also forfeit your daily class participation points, *which cannot be made up*. If you have perfect attendance at the end of the term (no absences or tardies) you will earn 10 extra credit points!

## *Tardiness*

You are required to come to class on time as coming in late disrupts the learning of your classmates. Tardiness is not tolerated. *If you are not there by the time I take roll, you will be considered tardy*. Two recorded tardies equate to one absence. If you arrive excessively late or leave excessively early I reserve the right to mark you absent. Attendance and Tardiness policies are non-negotiable.

## *Technology*

This is a technology free class. Think about what you are communicating (nonverbally) to your peers and instructor when you spend class texting or tweeting. Cell phones, iPods, tablets and laptops are *not* permitted in class for any reason- it's rude and distracting. You may *not* use laptops to take notes, unless I have received notification from disability services. You are also not allowed to take photos of the Power Points with your smart phone. Furthermore, turn off your phones when you are in class. If your phone rings (even the 'silent' vibration) or if you are caught using your phone in class (yes, this includes texting in your lap, under the desk where you think I can't see you) *50* points will be deducted from your final grade. If I have to remind you to put your phone away, you will lose *50* points.

## *Class Etiquette*

I expect students to be respectful and reasonable. Please be courteous to one another- show support and encouragement. It is important to create a community of peers who care about and respect each other. It is also important to create a positive environment where everyone feels comfortable sharing their thoughts and perspectives. It is of utmost importance to demonstrate courtesy to your fellow classmates and instructor when they are sharing their ideas. Please think before you speak and please *do not* talk while other students or the instructor is speaking. Please be respectful to those who have different ideas than you and give your classmates the courtesy of your attention. In this class, there may be times when you share personal information or find times when you disagree with the opinions being expressed. Remember everyone is entitled to their own opinion. Please respond to these opinions in an appropriate, respectful, calm and professional manner. Healthy disagreement and discussion are a central component of this class and encouraged, but must be done so in a considerate, constructive and professional manner- you should be professional at all times as you are preparing yourself to be a career professional. If you are upset or frustrated, keep this out of your communications with your peer and instructor. An angry or sarcastic comment does little to win respect or cooperation. On that note, be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature. The classroom is no place for harassment and other offensive behavior including embarrassing others. Comments that can be viewed as offensive, harmful, sexist, vulgar, sexually explicit, racially, religiously or ethnically offensive are not tolerated. It is never appropriate to put anyone down because of their age, race, religion, color, sex or sexual preference. Please be respectful- self-disclosure in class stays in class. If you are asked to stop disruptive or disrespectful behavior, you will lose points.

## *Grading Policy*

Please be advised that this is a challenging class, it is not an “easy A”. However, if you do the required reading, attend each class, participate frequently and complete all required assignments you will probably do quite well! All grading criteria and assignment guidelines are located in your workbook. Papers and assignments are not graded on how much effort you put into the paper or how much time you spent writing it. While effort, intention and performance are related, instructors grade the final product. Additionally, grades are earned, not requested. Your grade goals are yours. Instructors’ goals are to be fair and consistent. Keep track of your own grade online on moodle. Please feel free to discuss your grade with me, including ways to improve your grade throughout the term. It would be advisable to pay close attention to your grade early in the term and work on improving your grade throughout the entire term, instead of solely being concerned about your grade during the end of the term. Word to the wise; last minute comebacks typically only work in sports and even then, don't happen often (miracles). If you need help at any time in the term, please let me know and I am more than happy to help! Conversely, I will not inflate your grade under any pretext.

## *24 Hour Grade Rule*

I am available to discuss any grade that you receive on an assignment. However, please wait at least 24 hours (but not more than 1 week) after I hand back your assignment before visiting me in my office to discuss your grade. I will only discuss grades in my office and not over e-mail.

## *Late Assignments*

Deadlines are part of virtually every career. There is a growing consensus in the business community that teachers are too soft on students with regard to deadlines, leaving students unprepared for the demands they are expected to meet in the real world. Therefore, late assignments are *not* accepted and you may not make up assignments for any reason. All assignments have specific due dates- please honor these dates and be prepared to submit materials on the assigned dates (see schedule in syllabus). Absences are not an excuse for turning in late work. Quizzes cannot be made up; therefore you must be in class and on time during quiz days. All assignments are due at the start of class. On that note, please keep track of the schedule for all of the classes you are taking; due dates for exams or papers in other classes are not acceptable excuses for failing to complete an assignment on time in our class. Furthermore, problems with your computer or printer, running out of paper or printer ink are not excuses for failing to turn in a paper the day it is due. The readings need to be completed *before* class starts (see schedule in syllabus). If you cannot be in class to submit an assignment, you must turn it in *prior* to the due date (the class *before* the one you will miss) or you may have someone else from class bring it on your behalf (however it must be turned in on time, not after class). I do *not* accept assignments by email so either you bring your assignment with you to class or you do not turn it in at all. Most issues with late assignments are directly related to poor time management. Fortunately, these problems are also relatively easy to deal with if you address them with proper time management! Do not begin a major assignment a day or two before it is due - give yourself adequate time to critically think about your work and consult with me where needed.

## *Learning Statement*

If at any point you need help understanding the course material or would like to further discuss anything pertaining to class please do not hesitate to stay after class, visit me during office hours, make an appointment to see me outside of class or send me an email. If you feel you may be learning differently than others or if you are a student with a disability please do not hesitate to contact me as soon as possible so that I can assist you. If you would like help or feedback on any assignment such as a paper before you turn it in, please feel free to visit my office hours or attach your paper as a Microsoft Word document in an email and I will respond with my comments. Please be advised I only accept files attached as Word documents (file ending in .doc or .docx). If you attach anything else I will not respond to your email. I would much rather deal with any questions you may have before you turn in your assignment than have to deal with the unpleasant (for both me and you) repercussions of failing to meet the assignment requirements.

### *Workbook*

Please bring your workbook with you to each class (which you can find on moodle). After printing out the workbook, please put it in a three-ring binder. We will be using this workbook to take notes, complete activities and go over upcoming assignments so it is vital you bring this with you to each class. Information for all assignments is located in your workbook.

### *Spring Break*

Please do not plan for your spring break to begin before the scheduled final time (Tuesday, March 17<sup>th</sup>). We will *not* be offering an alternative time. You must turn in your final paper and give your final presentation at the appointed time. Plane tickets and other reservations are not acceptable excuses for missing the final.

### *Extra Credit*

There will be one to two small extra credit opportunities throughout the term. These extra credit opportunities will be discussed as they are available. With that said, don't perform at a "B" level for nine weeks and then think you can make a last minute comeback with extra credit in week 10 for an "A."

### *Class Participation*

I absolutely love teaching this class and I hope that you will also enjoy taking this class! This class can be life changing and I look at our time together as an exciting adventure! I value the opportunity to be a part of this experience with you. You do not want me talking for 80 minutes straight, (which I can very easily do) so please come to class ready to participate! My teaching philosophy is that we all learn from each other- you can learn as much from me as I can learn from you! I look forward to what you will teach me and what you will teach each other. Since this is a communication course, participation is a vital part of this class and you will be evaluated on your participation throughout the term. Your participation significantly impacts the quality of the experience you will have in this class. Class is more enjoyable and thought provoking when you take an active role in learning- you get out of it what you put into it! Please bring your observations from your daily life to share with the class- this makes class interesting and more enjoyable for everyone! Take time to think critically about the concepts we discuss in class and apply them to your own experiences and observations so you may share these with the class. Please come to class ready to learn and engage in class discussions and activities with a positive attitude. News and current events are important things to pay attention to in any society, but also in any classroom. What we do in here is related to what is going on in the "real" world; so that means everyone should be ready to discuss current events and how they relate to what we're talking about in the textbook. Daily participation and activities that we do during class cannot be made up. Class participation is an ongoing assessment and involves coming to class prepared, showing an interest in the material, showing me you have completed the reading, verbally engaging and contributing to class discussions, taking notes when I am lecturing, actively participating in class activities, supporting and listening to your classmates, showcasing a positive attitude towards the class and the instructor (absolutely no complaining) and upholding the expectations for classroom conduct. Show me that you have completed the required readings by answering questions I ask while also asking questions about the reading. Please ask yourself, *does my presence add value to the class?* Participation points are not earned solely by showing up, you must actually engage in the class to earn participation points. You have the opportunity to earn up to 5 participation points each class, for a total of 100 points.

*"Communication is a skill that you can learn. It's like riding a bicycle. If you're willing to work at it, you can rapidly improve the quality of every part of your life." ~ Brian Tracy*

## *Academic Dishonesty and Class Decorum*

You will be expected to conduct yourself in a professional manner. Academic dishonesty will not be tolerated. Students are expected to be honest and ethical in their academic work. Refer to your Code of Conduct for what constitutes as academic dishonesty and plagiarism and the consequences for such offenses. Do your own work! If you use someone else's work and claim it as your own, use information or ideas without proper citation, use work you have previously submitted in another class or cheat you will fail the course.

## *Disabilities Statement*

Students with documented disabilities who may need accommodations and students who have any emergency medical information the instructor should be aware of, or who need special arrangements in the event of evacuation, should contact the Center for Accessibility Resources and make an appointment with me no later than the first week of the term. Class materials will be made available in accessible format upon request.

## *Course Description and Learning Outcomes*

We engage in interpersonal communication every day; whether we are getting to know a new roommate, asking your boss for a raise or ending a romantic relationship- you must communicate with others in order to achieve your goals. Most of the time our communication goes smoothly, so we take it for granted without really thinking about what we're doing. The only time we really pay attention to communication is when it becomes problematic for us. This course encourages you to spend time consciously examining interpersonal communication in order to identify communication behaviors that are effective and appropriate so you may improve the relationships in your life. This course introduces students to various aspects of the communication process in one-to-one relationships. Emphasis is placed on enhancing personal and professional relationships by expanding knowledge, increasing understanding and developing practical skills necessary for competent communication. Throughout the term we will examine verbal and nonverbal elements affecting communication between individuals, families, peer groups and work contexts.

1. Use theory to explain their behaviors in interpersonal relationships
2. Monitor, analyze and adjust your communication behaviors
3. Effectively interact with others in personal and professional settings
4. Manage conflict more effectively
5. Empathize with people who have different thoughts, beliefs and lifestyles

## *State of Oregon Objectives for General Communication Courses*

1. Engage in ethical communication processes that accomplish goals;
2. Respond to the needs of diverse audiences and contexts; and
3. Build and manage relationships

## *Paper Formatting Specifications*

All papers (including journals) you turn in must be typed and turned in during class *not* via email. All papers must meet the following format requirements; I will *not* accept assignments that do not fulfill *all* of these requirements:

1. First and last name typed
2. Typed in 12 point, Times New Roman Font
3. Typed in black ink, double spaced
4. APA citation format
5. 1" margins on all sides
6. Stapled together before class
7. Spell checked and proofread (for grammar and syntax)
8. Turned in on time and at the start of class
9. Printing double sided is acceptable

10.

Assignment title typed at the top of the page

<i>Tentative Weekly Schedule</i>		
<b>Week</b>	<b>Tuesday Class</b>	<b>Thursday Class</b>
<b>One</b>		Ch1: The Interpersonal Process  <i>Read Syllabus</i> <i>Read Textbook 8-18, Bring textbook to class</i> <i>Read Workbook 8-9</i> <i>Bring workbook to class in 3-ring binder</i> <i>Interpersonal Communication Skills Inventory Due (Quiz #1)</i> <i>Bring Communication Question to Class</i>
<b>Two</b>	Ch1: The Interpersonal Process  <i>Journal #1 Due</i> <i>Read Textbook 2-7, 19-25</i> <i>Complete Workbook 10-11 &amp; 14</i>	Ch 7: Listening  <i>Quiz #2</i> <i>Read Textbook 210-214, 227-237</i> <i>Read Workbook 17</i>
<b>Three</b>	Ch 2: Social Media  <i>Journal #2 Due</i> <i>Read Textbook 51-56</i> <i>Read Workbook 12</i> <i>Social Media Experiment</i>	Ch 3: Communication & The Self  <b>Mini-Bag Presentation</b> <i>Quiz #3</i> <i>Read Textbook 66-101</i> <i>Turn in True Colors Questionnaire</i>
<b>Four</b>	Ch 2: Intercultural Communication  <i>Quiz #4</i> <i>Read Textbook 30-41, 48-51</i> <i>Read Workbook 31-32</i>	Ch 4: Perception  <i>Journal #3 Due</i> <i>Read Textbook 108- 134</i>
<b>Five</b>	Ch 5: Language  <b>Name Project Due</b> <i>Quiz #5</i> <i>Read Textbook 142- 143, 145-146, 148-170</i>	Ch 6: Nonverbal Communication  <i>Journal #4 Due</i> <i>Read Textbook 176- 204</i> <i>Attire &amp; Appearance Reveal Activity</i>
<b>Six</b>	Ch 8: Emotions  <i>Quiz #6</i> <i>Read Textbook 246-262</i> <i>Read Workbook 34</i>	Ch 8: Emotions  <i>Journal #5 Due</i> <i>Read Textbook 263-274</i>
<b>Seven</b>	Ch 9: Interpersonal Relationships  <i>Quiz #7</i> <i>Read Textbook 280- 306</i>	Ch 9: Interpersonal Relationships  <i>Journal #6</i> <i>Read Workbook 40-43</i>
<b>Eight</b>	Ch 12: Interpersonal Contexts  <i>Read Textbook 384-391, 402-409</i> <i>Quiz #8</i>	Ch 10: Communication Climates  <i>Read Textbook 312-314</i> <i>Journal #7 Due</i>
<b>Nine</b>	Ch11: Managing Conflict  <i>Quiz #9</i> <i>Read Textbook 350-366, 372-379</i>	Group Communication  <i>Journal #8 Due</i> <i>Read Workbook 45</i>
<b>Ten</b>	Group & Organizational Communication  <i>Quiz #10</i> <i>Read Workbook 46-48</i>	Organizational Communication  <i>Journal #9 Due</i>

**Finals  
Week**

**Final Paper (Random Act of Kindness Assignment) Due: Tuesday March 17<sup>th</sup>**

*Journal #10 Due*

9:30am (Section 8, CRN 30320) or 2:30pm (Section 3, CRN 32135)