

Comm 218: Interpersonal Communication (Fall 2016)

Instructor: Ms. Huillet, M.A.

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Office Hours: Tuesday & Thursday 9:00-9:30 & 11:00-11:30

Class Information: CRN: 24949 Section: B01 Class Time: Tue & Thur 11:30-12:50 BC 104

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

Required Materials

1. *Textbook:* Adler, R.B., Rosenfeld, L.B., & Proctor, R.F. (2015). *Interplay: The Process of Interpersonal Communication* (13th Ed.). New York: Oxford University Press. Using the 12th edition of the textbook is also acceptable.

2. *Supplies:* Be prepared for class everyday by bringing your syllabus, 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, Google (docs, folders, forms) and the ability to save your work in the cloud or on an external hard drive to ensure you don't lose your work. We will use Google Drive, Google Docs & Google Forms therefore you need to be familiar with this technology- there are online resources or you can go to the LBCC library for assistance.

Graded Assignments			Grade Breakdowns	
Self-Introduction Project & Paper	105 points		90%-100%	A
Participation	20 points		80% - 89%	B
Midterm Exam	175 points		70% - 79%	C
Final Paper	200 points		60% - 69%	D
<i>Total Points Possible</i>	<i>500 points</i>		59% or lower	F

"Tell me and I forget. Teach me and I may remember. Involve me and I learn." ~ Benjamin Franklin

Syllabus

The syllabus is a formal contract between the students and the instructor. Students are expected to be familiar with the policies and information in the syllabus to ensure compliance. Virtually everything you need to know about the course is located in the syllabus. Before you ask a question about the class, check first in the syllabus. If the answer cannot be found in the syllabus, ask me. Ignorance of the rules is not a viable excuse in the real world; same goes for our class. Many of the policies in the syllabus are designed to prepare you for the real-world, as college is the time to start developing good habits.

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 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 are responsible for getting notes and finding out what you missed from your peers in the event you miss class (before you attend the next class). Absences are not an excuse for turning in late work. 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

In the real world we are required to show up on time for work- same goes for our class. 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. If you have class on another campus prior to our class and you think it will cause you to be consistently tardy (even by a few minutes) then you need to take this class at another time. Attendance and Tardiness policies are non-negotiable. Think of what you communicate nonverbally when you arrive to class late.

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 (including smart watches), 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 access 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) 30 points will be deducted from your final grade. If I have to remind you to put your phone away, you will lose 30 points. If you are unable to go an hour and half without your phone, then you need to seek professional help.

"Communication works for those who work at it." ~ John Powell

Class Etiquette

I expect students to be respectful and reasonable. Please be courteous to one another. We need to create a community of peers who care about and respect each other so everyone feels comfortable sharing their perspective. It is of utmost importance to demonstrate courtesy to your fellow classmates and instructor when they are sharing their ideas. Think before you speak and do not talk while other students or the instructor is speaking. 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; everyone is entitled to their own opinion. Respond to these opinions in an appropriate, respectful, calm and professional manner. Healthy disagreement and discussion are a central component of academia 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 comment does little to win respect or cooperation. The classroom is no place for harassment and other offensive behavior including embarrassing others. Comments that can be viewed as offensive or harmful are not tolerated. It is never appropriate to put anyone down. Be respectful- self-disclosure in class stays in class. If you are asked to stop disruptive or disrespectful behavior, you will be asked to leave and marked absent for the day.

Grading Policy

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! If you just do what you are supposed to do and meet the standard requirements, you will earn a C. I encourage students to focus less on the grade and more on the learning. Typically the more you learn, the better you will do in college. Instructors use a careful system of checks and balances developed over years of university-level teaching to be fair and consistent across sections, papers and assignments. 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; grades in college are based on performance, not effort, as students are evaluated on mastery of material. Additionally, grades are earned, not requested. Your grade goals are yours. Instructors’ goals are to be fair and consistent. It’s the students’ job to earn grades, not the instructor’s job to give students the grades they desire. 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, 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 2 weeks) 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 in the classroom. Make an appointment via email before visiting office hours. With regard to grades I am often too generous rather than too stingy. Thus, it is possible that when I re-examine your assignment, your grade may be lowered.

“The art of communication is the language of leadership.” ~ James Humes

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- honor these dates. Absences are not an excuse for turning in late work. 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. I do not accept assignments by email. 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 do not hesitate to 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, feel free to attach your paper as a Microsoft Word document or Google Doc in an email and I will respond with my comments. 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.

Office Hours

If you need to attend my office hours email me beforehand or talk to me before/after class so I know you're coming so I can schedule accordingly. I am also available by appointment.

LBCC Email (Gmail) Account

I will send emails to the class using your LBCC email address (the one on my class roster); so check your email daily and/or forward it to another account if you do not plan on checking your LBCC account daily.

Midterm Exam

We have one exam in the class- the midterm (175 points). The midterm will be completed online using Google forms; therefore you will have a selected time frame for completing the exam. The exam covers your readings and the material discussed during class- so pay attention and take good notes. See your course schedule for the exam date. No study guides are provided for the exam. The exam is comprised of true/false, multiple choice, matching and short answer questions. Problems with your computer or Internet connectivity issues are not valid reasons for failing to complete the exam on time. Therefore, I highly recommend taking the exam on a computer with a strong Internet connection.

“Wise men speak because they have something to say; Fools because they have to say something.”~ Plato

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. I value the opportunity to be a part of this experience with you. 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! 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. Come to class ready to learn and engage in class discussions and activities with a positive attitude. It is your responsibility to complete the readings prior to class as we will spend class time using critical thinking to analyze the readings and discuss examples of the content- instead of defining it. News and current events are important things to pay attention to in any society. 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 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. Ask yourself, *does my presence add value to the class?* Participation points are not earned solely by showing up, you must engage in the class to earn participation points (20 total).

Attire & Appearance Reversal Activity

On this day, you will come to class wearing something significantly different than you normally wear. It should be obvious that you have changed your appearance/ attire. Have fun with this assignment! You can dress extra casual and wear sweats or wear a suit and tie, dress preppy, etc. - as long as it is different than what you normally wear. The more different you look the more you will learn from this assignment. This counts towards your daily class participation and will help facilitate our discussion on nonverbal communication.

Self-Introduction Project & Paper

Life isn't about finding yourself; life is about creating yourself! This assignment is designed to help you examine and explore the many dimensions of yourself with the class. For this assignment, you will create something or bring in a selection of objects that represent how you view yourself and present these artifacts to the class- the presentation will be based on a self-reflection paper you write. The paper will be 3-5 pages in length, double-spaced and utilize a minimum of 10 course concepts/theories with 3 outside sources that explore people and events that have shaped you and your perception of yourself. Additional information about the assignment is located in the Google Folder.

“The single biggest problem in communication is the illusion that it has taken place.”

~ George Bernard Shaw

Final Paper: Film/ Television Analysis Paper

This assignment constitutes the major end-of-term paper for the course. You will be assessed on your ability to apply interpersonal communication concepts from the course text to complex communication situations. Your goal is to demonstrate your thorough understanding of course concepts and how they operate in relevant interpersonal interactions. You will develop a 10-12 page, double-spaced paper using 40 interpersonal communication concepts/theories in an analysis of a film or television show. Each time you utilize a course concept you will need to underline it. A minimum of 8 credible sources that discuss the concepts/theories presented in your paper also need to be incorporated. Your paper must have an introduction, body and conclusion with a clear thesis statement. All sources must be cited using APA or MLA format. Format your paper according to the formatting guidelines in your syllabus. This paper will not describe this show; it will apply concepts to the show. You have complete freedom to select the artifact you wish to analyze as well as the concepts you plan to apply to the artifact. In your paper you should include how this analysis relates to real life situations and what we can learn from your analysis. Use all of the resources I've provided you with to prepare a quality final product. The final paper is worth 200 points. Further instructions are located on the Google Folder.

Extra Credit

There are four extra credit opportunities in our class. 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." Each extra credit opportunity is due the last day of class in the Google Folder. You may complete all extra credit opportunities if you wish.

1. For the first extra credit opportunity conduct a minimum of 5 different random acts of kindness for people you do not know or people you don't know well. These random acts of kindness should incorporate some level of interpersonal interaction. Then write a 2-3 page paper discussing what you did and apply a minimum of 7 interpersonal communication concepts. Attach some photos (i.e. selfies) to the end of your paper showing you doing your random acts of kindness. You can earn up to 15 extra credit points.
2. If you are single and dating ask someone out on a date who you could actually be interested in! Take them on a date and since you asked, you need to treat them! Don't tell them this is for a class assignment. Write a 2-3 page paper discussing what you did and apply a minimum of 7 interpersonal communication concepts. If you are able, attach a photo or two of your date at the end of your paper with the two of you on your date! You can earn up to 15 extra credit points.
3. Find two magazine or news articles that discuss something related to interpersonal communication. Critique the articles from an interpersonal framework, discussing which aspects of the articles are in line with interpersonal communication theory and which aspects are not research based. Write a 2-3 page paper critiquing the articles using a minimum of 7 course concepts. You can earn up to 10 extra credit points.
4. The last extra credit opportunity is worth up to 10 points if you write a 1-2 page review of the class at the end of the term. Your review should answer some of the following questions: was helpful and which parts of the class weren't helpful? What should change and what should I keep doing?

"The most important thing in communication is hearing what isn't said." ~ Peter Drucker

Academic Dishonesty and Class Decorum

You are expected to conduct yourself in a professional manner; academic dishonesty is not tolerated. Students will be honest and ethical in their academic work. The minimum penalties for academic dishonesty are failing the course. Refer to the LBCC student's rights handbook for an understanding of what constitutes academic dishonesty.

Disabilities Statement

Students with documented disabilities who need accommodations and students who have 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.

Paper Formatting Specifications

All papers you turn in must be typed and turned in using Google folders. 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 with assignment title at the top of the page
2. Typed in 12 point, Times New Roman font, double-spaced, black ink
3. APA or MLA citation format
4. 1" margins on all sides
5. Spell checked and proofread (for grammar and syntax)
6. Correct length outlined in assignment guidelines

A Note About Academia & Teaching Philosophy

One of the main things you need to know is the difference between the instructors you will have here and those you had before. First, I am your professor, not your teacher. There is a difference. At a university, learning is your job – and yours alone. My job is to lead you to the fountain of knowledge. Whether you drink deeply or only gargle is entirely up to you. University professors still enjoy a large degree of academic freedom; this means that the content and format of your courses will probably include little or no test preparation. Our relationship is much more like that of doctor and patient. My only obligation: to tell you what you need to hear (not what you want to hear). I'm here to help you learn! Whether you choose to accept that help – ultimately, whether you choose to learn anything – is up to you. My role is not to tell you what to do. Rather, I will provide information, explain how to do certain things, and give you regular assignments designed to help you internalize that knowledge and master those skills. Internalizing and mastering are your responsibility. I'm not your parent either. And what that means, more than anything else, is that I'm not going to treat you like a child. More than anything, I'd like for us to form a mutually beneficial alliance in this endeavor we call education. I pledge to do my part. I will: teach you what I believe you need to know, with all the enthusiasm I possess, invite your comments and questions and respond constructively, evaluate your work carefully and return it promptly with feedback, be as fair, respectful, and understanding as I can humanly be. In return, I expect you to: show up for class each day, do your reading and other assignments outside of class and be prepared for each class meeting, focus during class on the work we're doing and not on extraneous matters, participate in class discussions, be respectful of your fellow students and their points of view, devote as much effort to learning as I devote to teaching. What you get out of this relationship is that you'll be better equipped to succeed in this and other college courses, work-related assignments, and life in general. This pretty much sums up my teaching philosophy, adopted from Keith M. Parsons & Rob Jenkins.

“Speak in such a way that others love to listen to you. Listen in such a way that others love to speak to you.”

Tentative Weekly Schedule

Week	Tuesday	Thursday
One	Go over syllabus & partner introductions	<ul style="list-style-type: none"> - Read syllabus & bring questions to class - Read: Ch 1: Interpersonal Process - Bring textbook to class - Exchange partner contact information again - Create name cards - Ice breaker game
Two	- Finish Ch 1 Lecture	<ul style="list-style-type: none"> - Read: Ch 7: Listening - Ch 7 Listening Lecture & Game
Three	<ul style="list-style-type: none"> - Read: Ch 3: Communication & The Self - Start Ch 3 Lecture - Turn in True Colors Questionnaire 	<ul style="list-style-type: none"> - Finish Ch 3 Lecture - Prepare for self-introduction project
Four	<ul style="list-style-type: none"> - Read: Ch 2: Intercultural Communication - Chapter 2 Lecture 	Self-Introduction Project Due
Five	<ul style="list-style-type: none"> - Read Chapter 4: Perceiving Others - Start Chapter 4 lecture 	- Finish Chapter 4 Lecture
Six	<ul style="list-style-type: none"> Read Chapter 5: Language - Chapter 5 Lecture 	<ul style="list-style-type: none"> - Attire & Appearance Reversal Activity - Read: Ch 6: Nonverbal Communication - Start Chapter 6 Lecture
Seven	- Finish Chapter 6 Lecture Nonverbal	<ul style="list-style-type: none"> - Read: Ch 8: Emotions - Ch 8 Lecture - Midterm Available Online at 12:00am
Eight	<ul style="list-style-type: none"> - Finish Chapter 8 Lecture -Midterm Due online by 4:00pm 	<ul style="list-style-type: none"> - Read: Ch 9: Interpersonal Relationship Dynamics - Read: Ch 10: Communication in Close Relationships - Chapters 9 & 10 Lectures
Nine	<ul style="list-style-type: none"> - Finish Chapters 9 & 10 Lectures - Final Paper Topics Due on Google Doc 	<p>No Class- Thanksgiving Holiday!</p> <div style="text-align: center;">  </div>
Ten	<ul style="list-style-type: none"> - Read: Ch 11: Communication Climates - Read: Ch 12: Managing Conflict - Ch 11 & 12 Lecture 	<ul style="list-style-type: none"> - Finish Ch 11 & 12 Lectures - Discuss Final Paper
Final Paper Due: Tuesday, December 6th at 12:30pm		

“Success is not an accident, success is actually a choice. Success comes after you conquer your biggest obstacles and hurdles.”
~ Stephen Curry