**Linn-Benton Community College**

**Department of Communication**

**COMM 218: Interpersonal Communication**

**Course Syllabus**

**Fall 2019**

**Schedule:**

September 30 – December 11

Days: MWF

Time: 12-12:50pm

Location: NSH 210

**Instructor:**

Jake Hood

hoodj@linnbenton.edu

Office: SSH 203

Office Hours: M 10-11:50, W 10-11, and by appointment

**General Course Information:**

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.

**State of Oregon’s Outcomes Statement**

As a result of taking General Education Speech Communication courses, a student should be able to:

* Engage in ethical communication processes and accomplish goals
* Respond to the needs of diverse audiences and contexts
* Build and manage relationships

**LBCC Course Outcomes**

As a result of taking COMM 218, a student should be able to:

* Apply interpersonal communication research and theory
* Identify interpersonal communication’s key functional areas
* Analyze, select, and enact appropriate interpersonal communication behaviors based on interpretation of the context

**Student Learning Objectives:**

Students who pass this class will be able to:

* Use theory to explain behaviors in interpersonal relationships
* Monitor, analyze and adjust their communication behaviors
* Effectively interact with others in personal and professional settings
* Manage conflict more effectively
* Empathize with people who have different thoughts, beliefs and lifestyles
* Recognize and apply interpersonal concepts while serving the community

**Required Text:**

Adler, R., Rosenfeld, L.B., & Proctor II, R.F. (2018). *Interplay: The process of interpersonal communication (14th ed.)*. New York, NY: Oxford University Press.

**ASSIGNMENTS & GRADING**

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| --- | --- | --- |
| **POINTS POSSIBLE** | **LEARNING ACTIVITY** | **DUE DATE** |
| **70** | **Homework/Journals** | **SEE SCHEDULE** |
| **20** | **Minibag Presentation** | **10/16—10/21** |
| **30** | **Exam #1** | **11/1** |
| **50** | **Term Project** | **12/2—12/6** |
| **30** | **Exam #2 (FINAL’S WEEK)** | **SEE SCHEDULE** |
| **TOTAL= 200 points** | | |

**Assignment Details:** This list provides and overview of assignments. Due dates and points may be adjusted if need be. More information for each assignment will be handed out in-class.

* **Homework/Journals (70 points; 5-10 points each)**- There will be nine homework assignments throughout the course of the term (eight journals, one worksheet). **Journals will be emailed to me before class begins on the day they are due**. No late journal entries will be accepted. All journals must be a minimum of **300 words in length** in order to receive full credit. These points cannot be made up and may not be turned in late.
* **Exams (60 points; 30 points each)-** This course has two exams throughout the term. Material covered will come both from your textbook and class discussions/activities. HINT: If you do not read the text, do not come to class, and do not take notes, you will not do well during the exams.
* **Minibag Presentation (20 points)-** This assignment is designed to help you examine and explore the many dimensions of yourself.Fill a bag/backpack/purse with objects that are representative of how you view yourself. Objects should illustrate major life events, personal goals, challenges you’ve faced, successes you’ve achieved, and/or individual values that have impacted your life and made you who you are. Your objects should help us get to know you on a deeper level. Additionally, you **will turn in a typed list** of every object in your “backpack” with a description of how they influenced/shaped you.
* **Term Paper/Project (50 points)-** For this assignment, you will write a 2-3 page paper and give a presentation. For more details, see the handout.

**Grading:**

Grades will be assigned based upon points earned in all assignments:

A = 200-180 points

B = 179-160 points

C = 159-140 points

D = 139-120 points

F = Below 120 points

**Grading Policy:**  Remember that an “A” is not average, a “C” is.  And a “C” means that you have simply met the minimum requirements for a particular assignment.  In other words, if you only do everything that I ask you to, you are doing “C” work.  The grade descriptions I abide by are as follows:

A = outstanding work that is superior and demonstrates an in-depth understanding of the skills and material that far surpasses the minimum expectations of a student in the class.

B = above average work that demonstrates an understanding of the skills and material that exceeds the minimum requirements.

C = average work which illustrates that the student has met the minimum requirements and expectations for a particular assignment.

D = below average work in which the student does not meet the minimum expectations for a given assignment.

F = below average work in which little or no effort seems to have been expended by the

student.

**COURSE POLICIES & PROCEDURES**

**Late Work:**

All assignments are to be turned in on time. **Late assignments will not be accepted.**

**Attendance:**

Due to the interactive nature of this course, attendance is critical for your success and understanding of content. Therefore, students are allowed to miss **only three days** of class. These are best saved for emergencies. Thereafter, your final grade will be lowered by 10 points for each day you miss. If you miss a class, do not ask me what you missed or email me about it. Instead, exchange contact info with your classmates and ask them.

**Tardiness:** If you are tardy by 15 minutes or more, **you will be marked as absent**. If you are late to class, it is your responsibility to ensure that I have noted your attendance, otherwise you will be held responsible if you get marked absent. Three tardies is the equivalent of one absence.

**Assignment and Class Participation Expectations:** Reflection and discussion are imperative in this course in order to have a better understanding of ourselves and others, and as a result, become better communicators. In order to do this, sharing information about yourself and personal interactions/experiences as it relates to course content, adds to the learning of others. While I encourage you to stretch yourself, **I never want you to be in a situation or share information where you feel extremely uncomfortable or threatened**. If an assignment is making you feel particularly anxious, please come talk to me and we will find a way to ease your concerns.

**Classroom Culture:** In order to explore interpersonal communication concepts, it is crucial to be open to sharing your experiences and listening to the experiences of others. The only way we can grow in our communication skills is by expanding our understanding of others. That being said, I expect us to form a community of respect and support within our classroom. **This is a space to be SAFE and BRAVE**. What is shared here, stays here. Healthy disagreement and discussion are a central component of this class and is encouraged, but must be done on a professional and constructive basis. While I have never experienced this in all my years of teaching, if you are disrespectful to your class members, you will be given a warning and then asked to leave.

**Cell/Laptop Phone Policy:** While internet and cell phone access have become a regular part of our culture, I expect you to silence your mobile devices during the duration of class out of respect for myself and your classmates. If you are expecting an urgent phone call/text, please notify me before class and excuse yourself from the room when responding. Additionally, you should only have these out when I have indicated that we will be using them.

Laptops should only be used for notetaking and/or on in-class work days. Please refrain from visiting any websites that are not related to the class (including social media) and/or working on homework for other classes.

**Email:** During the week, I will respond to emails in 24 hours or less. If you are emailing me a document to review, you will want to give me enough time to be able to look over it. Be sure to also give yourself enough time to be able to make changes to the document. On weekends, it will take me longer than 24 hours to respond to emails. In your emails to me, let me know the time of the class you are in at the beginning of the email, otherwise, I may not reply to you.

**24 Hour Rule:** I am available to discuss any grade you receive on an assignment, test, or speech. I ask that you wait 24 hours before approaching me. I do this because this gives you time to think about the grade and develop the questions you have about it. If you want a grade change, type your argument on no more than 1 sheet of paper explaining why you think you deserve the grade for which you are arguing. From the time you receive your graded assignment back, you have 1 week to do this. I will read your argument and make my decision. If further discussion is warranted, you can stop by my office. Grades are only discussed in office hours and not over e-mail. Referencing, comparing or commenting on other students’ grades while discussing your own grades will disqualify students from any grade discussions for the entire term. If you do not honor this grading policy, grades will not be discussed under any circumstances.

**Writing Guidelines:** While this is not a writing course, proofreading/editing for grammatical and spelling errors is imperative in effective communication. Excessive spelling or grammatical errors will be result in point deductions on assignments.

**Honor Code:** LBCC is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. Accordingly, if you exchange information with another student during an exam, use unauthorized sources during an exam, or submit someone else’s work or ideas as your own in any of your assignments, you will receive an F for the exam/assignment and may be subject to further discipline.

Any information from another source that is included in written papers should be appropriately cited using APA format. If you have any questions about how to do this properly, see the instructor.

**Equal Opportunity and Non-Discrimination Policy:** LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

**Pronouns & Names:** In order to provide an optimal learning environment for all students, creating a safe space is imperative. If you identify with a particular pronoun/name not represented on the class roster, please feel free to send me an email or come and discuss it with me in-person so I can be sure to recognize this. Your learning and identity are important to me.

**Childcare Conflicts:** I understand the unforeseen disruption in childcare often puts students that are parents in a position of having to miss class to stay home with a child. If this is something you are experiencing, please talk to me and we can figure out a solution.

**Special Needs:** LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR website](https://linnbenton.edu/current-students/student-support/center-for-accessibility-resources/) for steps on how to apply for services or call 541-917-4789.

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| **WEEK** | **Date** | **Topics/Activities** | **Readings**  (readings should be completed prior to coming to class on the date listed) | **Assignments** |
| **Week 1** | **9/30** | Introduction to course |  |  |
| **10/2** | Minibag overview  Interpersonal Process | Chapter 1 |  |
| **10/4** | Project Overview/Team Building |  |  |
| **Week 2** | **10/7** | Communication and the Self | Chapter 3 |  |
| **10/9** | Communication and the Self; Culture and Communication | Chapter 2 |  |
| **10/11** | Culture and Communication |  | **Journal #1 due (**5pts**)** |
| **Week 3** | **10/14** | 7 Habits |  | **Journal #2 due** (5 pts) |
| **10/16** | **Presentations** |  | **Minibag Papers due** |
| **10/18** | **Presentations** |  |  |
| **Week 4** | **10/21** | **Presentations** |  | **Journal #3 due** (10pts) |
| **10/23** | Perceiving Others | Chapter 4 |  |
| **10/25** | Language | Chapter 5 |  |
| **Week 5** | **10/28** | Language |  | **“I” Statement HW** (5 pts) |
| **10/30** | **Midterm Prep** | Review Chs. 1-5 |  |
| **11/1** | **Exam #1 (Ch. 1-5)** |  |  |
| **Week 6** | **11/4** | Nonverbal Communication | Chapter 6 | **Journal #4 due** (5 pts) |
| **11/6** | Nonverbal Communication  Listening | Chapter 7 |  |
| **11/8** | Listening |  | **Journal #5 due** (10 pts) |
| **Week 7** | **11/11** | No Class  Veterans’ Day |  |  |
| **11/13** | Emotions | Chapter 8 |  |
| **11/15** | Emotions  Managing Conflict | Chapter 11 |  |
| **Week 8** | **11/18** | Managing Conflict  Interpersonal Relationships | Chapters 9 | **Journal #6 due** (5 pts) |
| **11/20** | Interpersonal Relationships  Communication in Close Relationships | Chapter 10 |  |
| **11/22** | Communication in Close Relationships | Chapter 10 | **Journal #7 due** (5 pts) |
| **Week 9** | **11/25** | Final Exam Overview |  |  |
| **11/27** | Project Work Day |  |  |
| **11/29** | No Class  Thanksgiving |  |  |
| **Week 10** | **12/2** | Presentations |  | **Presentations begin** |
| **12/4** | Presentations |  |  |
| **12/6** | Presentations |  | **Journal #8 due** (10pts)  **Final Paper due** |
| **FINALS WEEK** |  | **Exam #2- TBA** | Chapters 6-11 | **Exam #2** |

**Tentative Course Schedule: Fall 2019**