

Interpersonal Communication

COM 240

Winter 2016, Sect. 02, Monday & Wednesday, 1 p.m.-2:23 p.m.....Main Campus, JW 109

Instructor: Janet Paul, M.A. **Email:** pauljanetc@jccmi.edu (best way to reach me outside of class)

Phone: LL&A Dept. office 517-796-8582; leave a message.

Office hours: By arrangement before or after class; other days/times possible

Text: "Interpersonal Messages: 3rd Edition" J.A. DeVito - ISBN: 13: 978-0-205-93180-4

Recommended: Back up of assignments in cloud storage, and/or a 'flash' drive that you carry with you. And a stapler!

Ctr. For Student Success: 517.796.8415

Solution Center (I.T. issues): 517.796.8639

Course Description . . .

Students will learn to improve communication in one-on-one and small group situations. In this course, students will examine basic verbal and nonverbal elements affecting communication between individuals in family, peer group and work scenarios. Specific units of discussion include intrapersonal perspective, emotional intelligence, conflict resolution, intercultural messages, nonverbal communication and more.

Associate Degree Outcomes (ADOs) . . .

The ADOS for this course are:

- ADO 2: Speak clearly, concisely and intelligibly.
- ADO 9: Work productively with others, recognizing individual contributions to group success.
- ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures.

Attendance . . .

- Your attendance and participation are essential. Class activities have proven to have a direct impact on your final grade and everyone is expected to participate. 10 points are subtracted for each class absence.
- Disrupting the class by coming in late and/or leaving early is not lightly accepted by your instructor. If you find this necessary, please try to let me know ahead of time. Tardiness or leaving early will subtract 3 points for each instance.
- Only a medical document presented on dr's office/clinic letterhead will avoid reduction in points for the above instances.
- If you are absent, it is ***your responsibility*** to obtain the assignment for that class period. I will generally post assignments on JetNet within a day.
- Each student is expected to bring to each class: 1) pen or pencil, 2) writing paper, 3) course textbook.

Communication with the Instructor.....

- Outside of class, **email is my means of corresponding** with you.
Use the JC email, as that is the address I will use. If you don't know how to use JC email, ask me to show you.
Get in the habit of checking your JC email at least a couple of times a week
If you have a technical problem with JC email, call the JC Solution Center at 517-796-8639.

▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ **There's More!** ▶ ▶ ▶ ▶ ▶

- Your responsibilities are to yourself as a student, and I've made clear in this syllabus how to successfully complete this course.
I will not come after you to find out what is wrong if you are absent, or miss turning in an assignment.
- I can't read your mind: Let me know if you need help, have questions, are confused, or want to talk. We can set up a time, if a face-to-face meeting is necessary, outside of class that works for both of us.
- Regarding emails sent to me: If you do not receive a reply from me, you can assume that I did *not* receive your email 😊! Try again.

Assignments are to be....

- Typed...and proofread, please! A hard copy is to be presented on the due date. Handwritten assignments are not accepted. 12 point, Times New Roman, double-spaced with 1 inch margins.
- I expect any written communication with me – whether hard copy or via email – to be grammatically correct, with proper punctuation and spelling.
- Evaluation of assignments will include the above.

Late Assignment Policy. . .

- **Communication is key** to your success in this class. Let me reiterate – if you are absent, it is **your responsibility** to check JetNet for any assignments.
If you are absent on an assignment due date, you are still expected to submit the assignment that day, via email, to avoid reduced credit.
- **Any late assignments must be submitted within one week of the due date for reduced credit.** Assignments beyond one week late will not be accepted. *Tip: When emailing an assignment to me (or to anyone for that matter), it is highly advisable to save your file as "Rich Text" before attaching it. This way, it can be opened on any computer.*

Quizzes and Exams . . .

- Quizzes and exams will cover material from the book, class lectures, and discussions.
- Quizzes will be open book, open notes with a *time limit*.
- Exams will be completed without book or notes.
- Quizzes and exams missed due to absence will be administered at the instructor's discretion. Any quizzes or exams taken late without preapproval by instructor or a written medical excuse will automatically be reduced by 10 points.

Class Courtesies . . .

- Anything that distracts from the communication process should be avoided in class. Cell phones, pagers, mp3 players, laptops, and text messaging devices need to be turned off when not being used as part of the class.
- Texting or other cell phone use during class is not appropriate. If you *must* make a call or send a message, please quietly leave the room to do so.
- More than one 'warning' to an individual by the instructor will affect the participation grade.

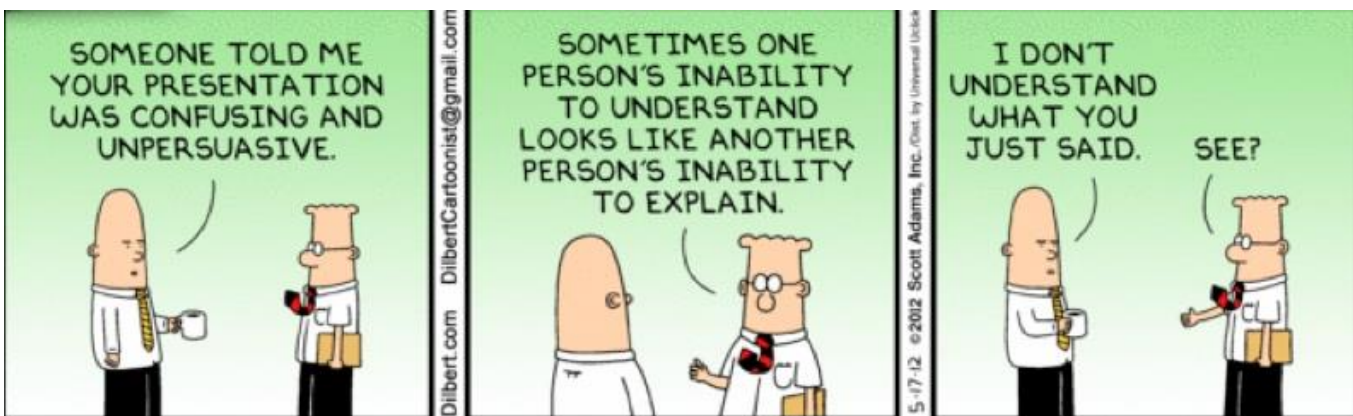
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Ethics, Language and Topics . . .

- All work submitted must be your own. Failing to document sources in both oral and written assignments is considered plagiarism. Students found plagiarizing will be dealt with according to JC's policy on academic honesty.
- In this course it is unethical to use as your own, a speech, outline or paper, that has been written in whole or in part, by someone other than yourself. Doing so constitutes reasonable cause for course failure. Any student found plagiarizing will be dealt with according to JC's policy on academic honesty.
- Academic dishonesty in all forms is a serious offense and will result in a grade of "0" for the entire assignment.
- It is inappropriate in this course to use obscene language or gestures, tell offensive jokes, or allude to sexual, racial, cultural, or gendered references that may be demeaning or offensive. Please be mindful of what you say and how you say it.

Tutoring and other special needs . . .

- Tutors, and other services for academic success, can be found by calling The Center for Student Success 517.769.8415 or by stopping by the Center, located on the main floor or the Potter Center.
- Students affected by the Americans with Disabilities Act should also contact the Center for Student Success as soon as possible to ensure that such accommodations are implemented in a timely fashion.



Grading Breakdown...

Inclass Activities*	300
Quizzes (4)	120
Assignments**	180
Mid-Term Exam	100
Final Exam	100
Semester Project/Presentation	<u>200</u>
	1000

*10 points subtracted per absence; 3 points subtracted for tardiness or leaving early.

**Points of each assignment may vary.

Final grades are calculated as follows:

940-1000 =	94% +	(4.0)
900-939 =	90-93%	(3.5)
840-899 =	84-89%	(3.0)
800-839 =	80-83%	(2.5)
740-799 =	74-79%	(2.0)
700-739 =	70-73%	(1.5)
640-699 =	64-69%	(1.0)
600-639 =	60-63%	(0.5)
Below 600 =	59% -	(0.0)

Grade appeals . . .

If you want to appeal a grade you must make the grade appeal to me in writing. Prepare and submit a typed argument indicating what your specific appeal is and what grade you believe you deserved. Turn in the appeal before or after class, during office hours, or at a scheduled appointment within one week of the grade being returned. I will then review your appeal and if necessary discuss it with my Department Chair. I will give you a formal response within 2 weeks of your appeal submission.

Semester Calendar...COM 240.02, Winter 2016...JW 109, Mon. & Wed., 1 p.m.-2:23 p.m.

*It is expected that the chapter has been read before we cover it in class,
as class activities and discussion will reinforce the text.*

Use the Powerpoints – available on JetNet – as a guide to important concepts.

Date:	Topics:	Chap. to read	Assignments/Activities
1.18/1.20	Icebreaker Activity The Syllabus 1-Preliminaries to Interpersonal Messages	1	<i>Read Chapter 1 for Wednesday</i> Assignment 1 distributed (30 pts.) Take-home syllabus quiz distributed on Wednesday
1.25/1.27	Continue 1- Prelims to Interpersonal Messages Start 3-Perception & Self	3 & 2	Syllabus quiz on Wednesday
2.1/2.3	Finish -3 – Perception & Self 2-Culture & Interpersonal Comm.	4	Assignment 2-Self & Perception distributed (3 parts=80 pts.) Assignment 1 due
2.8/2.10	Quiz: Chap. 1 & 3 Finish 2-Culture 4-Listening <i>Project Overview</i>	5	Distribute Semester Project instructions
2.15/2.17	Finish 4-Listening 5-Verbal Messages	<i>Catch up on reading!</i>	Assmt. 2, Part A due Project "Benchmark" Assmt. Form (20 points of the project)
2.22/2.24	Quiz: 2 & 4 5-Verbal Messages	6	Class activities Mid-Term Review distributed
2.29/3.2 <i>Spring Break</i>	<i>Spring Break – No classes!</i>		<i>Spring Break – No classes!</i>
3.7/3.9	6-Non-verbal Messages Quiz: Chap.5 <i>Thursday</i>	7	Assignment 2, Parts B & C due Assignment 3 distributed (30 pts.) Mid-Term Exam review distributed
3.14/3.16	6-Non-verbal Messages Begin 7-Emotional Messages		Plan for Project/"Benchmark" Assignment due <i>by this week – consultations begin</i>
3.21/3.23	Mid-Term Exam: Chapters 1-5 7-Emotional Messages	8	Assignment 3 due <i>Consultations w/instructor on Semester Projects continue</i>
3.28/3.30	Finish 7-Emotional Messages 8-Conversation	9 & 10	Assignment 4 distributed (40 pts.) <i>Consults w/instr. on Sem. Projects continue</i>
4.4/4.6	Quiz: 6 & 7 9-Interpersonal Relationships 10-Relationship Types & Theories	<i>Remember to work on semester project!</i>	<i>Consultations w/instructor on Semester Projects continue</i>
4.11/4.13	Male/Female Communication	11	Assmt. 4 due Class Activities
4.18/4.20	11-Conflict Management		Final Exam Review distributed <i>Extra 20 pts. for written portion of Semester Project submitted by Monday, April 18!</i> Project Presentations begin Wednesday
4.25/4.27	Quiz: 8, 9, 10 & 11 Project Presentations		Final Exam Review
5.2/5.4	Project Presentations Final Exam		

Calendar is subject to change as the need arises....and it usually does!

Assignments will be given on Wednesday and due on a Wednesday unless otherwise stated.

Quizzes and exams will be given on Monday unless otherwise stated.