

Interpersonal Communication

COM 240

Winter 2017, Sect. 40, Tues. & Thurs., 11 a.m. to 12:23 p.m., JC Maher Campus, Rm. 202
Tues., Jan. 17 through Thurs., May 4

Instructor: Janet Paul, M.A. **Email:** pauljanetc@jccmi.edu

Phone: 517-768-7097; leave a message and they will get it to me.

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

Text: "Interpersonal Messages: 4th Edition" J.A. DeVito - ISBN: 13: 978-0-134-20436-9

Rental text or digital version may be available from campus bookstore or Amazon. MyCommunicationLab is not used in this course.

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, or ask at the Maher front desk for assistance.

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.

General Education Outcomes . . .

Jackson Community College's Board of Trustees has determined that all of our graduates should develop or enhance a variety of important skills while enrolled in courses.

The GEO (General Education Outcome) for this course is: -

GEO 2: Speak clearly, concisely, and intelligibly

Students will formulate and implement effective oral communication practices within various contexts.

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.

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- 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. Phones, tablets, etc. need to be turned off when not being used as part of the class.
- Texting or other 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.

» » » » » » » » **Keep Going!** » » » ▶ ▶ ▶ ▶ ▶ ▶

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.

I will record your earned points on JetNet. Your total points and corresponding grade are posted in JetNet at approximately mid-semester. You can request that I tabulate your points and verify your grade so far in the course at any time during the semester.

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 240.40, W17...Maher Campus, Rm. 202, T & Th., 11-12:23 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
1.17/1.19	Icebreaker Activity The Syllabus 1-Preliminaries to Interpersonal Messages	1	<i>Read Chapter 1 for Thursday</i> Assignment 1 distributed (20 pts.) Take-home syllabus quiz distributed on Thursday
1.24/1.26	Continue 1- Prelims to Interpersonal Messages Start 3-Perception & Self	3 & 2	Syllabus quiz distributed on Thursday
1.31/2.2	Finish -3 – Perception & Self 2-Culture & Interpersonal Comm.	4	Assignment 2-Self & Perception distributed (3 parts=80 pts.) Assignment 1 due
2.7/2.9	Quiz: Chap. 1 & 3 Finish 2-Culture 4-Listening <i>Project Overview</i>	5	Distribute Semester Project instructions
2.14/2.16	Finish 4-Listening 5-Verbal Messages	<i>Catch up on reading!</i>	Assmt. 2, Part A due Assmt. 3 – on JetNet (10 pts.) Project “Benchmark” Assmt. Form distributed (20 points of the project)
2.21/2.23	Quiz: 2 & 4 5-Verbal Messages	6	Assmt. 3 due – on JetNet Mid-Term Review distributed
2.28/3.2	<i>Mid-Semester Break – No classes!</i>		<i>Mid-Semester 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 4 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 4 due <i>Consultations w/instructor on Semester Projects continue</i>
3.28/3.30	Finish 7-Emotional Messages 8-Conversation	9 & 10	Assignment 5 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. 5 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 Thursday
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 Thursday and due on a Thursday unless otherwise stated.

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