

# Syllabi ~ Communication 240 41 ~ Interpersonal Communication

Spring 2017

**Meeting day/time:** Thursdays: 6pm – 9:38pm

**Location:** Maher/North Campus Rm. 222

**Start Date:** May 25, 2017 – August 10, 2017

**Instructor:** Ms April Sue Platt, MEd

**Office Hours:** After class – or by appointment

**Text Book:** Interpersonal Messages, 4<sup>th</sup> Edition. ISBN: 978013402044. Copyright 2017. Pearson

This book is available in digital format.

**Instructor Contact Information:** 207.768.8082 / [plattapril@jccmi.edu](mailto:plattapril@jccmi.edu) (no calls after 8pm or before 8am)

- If I do not answer, please leave a detailed message with a return number and best time to call.
- Do not expect responses Friday after Noon through Monday before 8am; this includes phone calls or e-mails.

## Course Description:

Welcome to Interpersonal Communication, a three credit – one semester course focused at strengthening your understanding and utilization of INTERPERSONAL COMMUNICATION. No matter if you are a communication major or if you are taking it as an elective... they are valid reasons to be sitting in this classroom. I hope it is a journey that will become a stepping stone in your continued education at Jackson College (JC) and beyond.

Communication is inevitable – so it is good to learn to do it as effective and efficiently as possible. We will examine basic verbal and nonverbal elements affecting communication between individuals in family, peer group, and work scenarios. Delving a bit deeper – perception, cultural awareness, conflict resolution, intrapersonal perspective, self-disclosure, nonverbal communication, and relational dynamics. The course, book, conversations, and homework will be a guide to explore and learn about how we communicate. As we learn about where we learned to communicate (the how and why's), it will help us become more successful as an employee, student, friend, parent, spouse, and citizen.

## General Education Outcomes (GEO's)

Beginning in the Fall semester of 2016, Jackson College moved from Associate Degree Outcomes to General Education Outcomes and Essential Competencies. These assess the students attainment of skills obtained during the completion of a degree. These skills are defined consistent with the college mission, and dispersed across a multitude of courses in the students' program.

Because the vision of Jackson College includes a variety of educational, cultural and economic goals, the general education requirements involve both traditional intellectual pursuits and practical skill development. Programs of study help students meet these goals by addressing each of the skill areas identified in the General Education Outcomes. These are skills which the Jackson College Board of Trustees has determined students should develop or enhance while enrolled in the college.

GEO 2	Speak clearly, concisely and intelligibly.
EC 1:	Think critically and act responsibly.
EC 2:	Work productively with others, recognizing individual contributions to group success
EC 3:	Exhibit technological literacy.

## Syllabus, Timeline, Class Assignments, Revisions:

The schedules, assignments and details in this syllabus and those provided throughout class are laid out as a guide. If necessary, assignments, tasks, deadlines, etc are subject for modification/revision at the instructor's discretion. This could be due to class cancellation, varied class topics, special presentations, et al.

## Center for Student Success (CSS):

Tutors and other academic services are offered via CSS for free. You can find out more information by calling 517 768-8415 or stopping at the Main Maher desk for information. Student requiring special assistance should contact the CSS, it is the first step in acquiring the appropriate accommodations to facilitate your learning.

## Method of Instruction:

This course will include lecture, in class discussion, group activities, online discussion, review of articles, site/space observations, and reflections. Students should feel free to ask questions at any time (please be courteous and ask at appropriate times). Discussions are a critical part of the course, it is how we will learn from one another and create a community within the classroom. Please come to class having assignments read, completed and ready to be engaged from the start to end of class.

It is encouraged that you bring your book and notes to class each week. I will not read directly from the book and at times will skim certain aspects to allow us to engage on a specific concept or idea. That said, you are still responsible for the content of each chapter assigned. Tests will cover materials throughout the chapters – even if we didn't discuss it specifically in class.

## Attendance:

JetNet will be utilized to share what was covered in class, but power points, lectures, notes, etc **will not** be uploaded. In my experience, students who ATTEND class, are on-time, and prepared (readings completed, etc) have higher success rates.

Class attendance is a factor into your grade. Realizing that things do come up – circumstances beyond one's control (emergency room, death in family, etc) if you are able to provide documentation of your reason I will take that into consideration.

***If you are absent, it is YOUR responsibility to get information either from JetNet or a classmate.***

Keep in mind – you have made a conscious decision to register for this class... please think through possible issues (transportation, child care, work, etc) and come up with “plan b and c.” Your failure to attend, prepare, or complete work accordingly is not an emergency for the instructor or reason for special consideration for final grades, incompletes, etc.

## Attendance/Check-Ins:

There are all types of ways attendance will be taken. Some in the form of calling your name and others via an activity based on the reading, engaging discussion, vocabulary, or a quiz.

If you are late, and an activity was covered that was worth points, you cannot make that up.

If you are late, please see the instructor during a break or after class, to change attendance. This must be completed the day of.

## Preparation:

- Keeping up with reading and assignments is integral to your success as a College Student, and especially in this class. We will cover one chapter each week.
- Late work will be accepted for up to ONE WEEK after the due date; for those with documented excuse you will receive full credit, for those without, a deduction of 5 points or ½ of the assignments worth (whichever is greater). After one week, a 0.
- Use a planner, for this course and others. Mark deadlines, tests, papers, important days to be in class, special projects, etc.
- Plan to do work BEFORE “the night before class...” There are always things that come up, distractions, computer issues, printer problems, flashdrive concerns, etc. This is no excuse.
- ALL work will be requested at the beginning of class (unless it will be used in discussion at some point). You should come to class with your papers typed and PRINTED. No excuses. Come early, print them the night before, etc. If you have issues with technology... PRINT TWO. Just in case there are spills or other things that come up.
- How much time should you expect to put into this class OUTSIDE of our meeting time? Traditional theories say for every ONE HOUR IN the classroom, a student should spend TWO HOURS OUT (per week). Please know that this will vary on your reading speed, motivation to get projects done, distractions, etc.
- Again, plan accordingly, you know in advance the expectations... so to alleviate stress later in the semester find time to block off specific to homework.

## Instructor Expectations:

- I will come prepared to class, will ask you to engage in dialogue with one another, complete your work, and have fun!
- I am here to help engage you in the learning process and in that helping with things that will help your college experience be great, not just in this class, but in others. *If you do not know how to.... set up a word document with the formatting requested, access of use Google Drive, log into your JCC e-mail, or log into or use JetNet; and want to learn – let me know. I would be more than happy to spend time showing student that need/want to know how.*
- It is encouraged of you to think outside of the box, step outside yourself/your norms, investigate, be inquisitive... allow yourself to “stretch.” When you do this... you will get the most out of this course!

## **Incomplete/Withdrawal:**

If you have questions you can receive more information via the JCC website: [www.jccmi.edu](http://www.jccmi.edu) (click current students or academics).

Withdrawals can impact your financial aid and your long-term grade point average. Before withdrawing, you are encouraged to speak to a student services staff member.

Please note that purchasing the wrong book, not “getting the grade you want,” going on vacation, not having time to study, etc are not ample reasons to warrant an incomplete.

## **Academic Honesty/Plagiarism:**

Plagiarism is when one individual attempts to pass of someone else’s work as their own. This could be work, ideas, or words from: a book, movie, storyline, peer, class mate. IT IS NOT TOLERATED! Detailed information can be found on the academic dean website regarding process, if a paper you turn in is found to be plagiarized you will be reported to the Deans office. You could be placed on academic probation, receive a letter in your academic transcript file, or be dismissed from school. If you have questions about or do not know how to cite resources or references... ASK!

## **Assignments:**

Written Assignments: There will be a MINIMUM of TWO, worth 50 points. Dates and details to come.

Current Event/Cultural: Minimum of TWO, worth 50 points each. Dates and details to come.

Video Assignments: There will be TWO, each one worth 50 points. Dates and details to come.

Networking Project One and it will be UP TO 100 points.

Exam/Tests: There will be THREE exams, each worth 100 points. Dates to be announced in class.

Group Project: Worth 100 points. Groups will be selected, details will be provided at that time.

Various Homework: This does not include READING – but there will be special boxes to complete for discussion, reflections, forum postings, etc. These are varied in points.

## **Assignment Expectation:**

- ✓ All homework will be typed. 12 point \* New Times Roman, Ariel, or Calibri \* Double Spaced \* 1in margins.
- ✓ I will communicate via your JCC e-mail account and Jet Net, that is all. If you e-mail me, I will reply to your JetNet/JCC account – even if you send me a message from another account.
- ✓ Rubric and assignment descriptions will be provided, as needed, detailing expectations and grading.
- ✓ Unless otherwise noted, ALL ASSIGNMENTS will be uploaded into JetNet by the due date shared in class (also posted on JetNet); be sure to note if the assignment is a FORUM Response (steps/tasks and points), Document Upload, etc.
- ✓ Please note that homework in JetNet is DUE the date that was shared in class and is listed on the information within the week it was assigned. Due to varied clock times, etc – I may keep an assignment open in JetNet for an extra day or until the end of the week. This allows for people to submit to the forum late and receive points (if applicable), but it does not excuse a late submission. I have modified the syllabus to note this, as there have been issues with time zones, time clock differences, forum postings are due at 11:55pm, whereas assignments are 11:59pm. So please write down due date and utilize the weekly descriptors for the actual due date – not what is shared in JetNet.

## **Respect, Language, Classroom Behavior:**

It is inappropriate in this course to use obscene language or gestures, tell offensive jokes, or allude to sexual references that may be demeaning or offensive. To this extent, please be mindful of what you say and how you say it. This will be integral in order for us to discuss and dialogue about issues that may be sensitive to others in the classroom.

- Please come with an open mind and be willing to interact with one another.
- If you come into class late, need to leave early, etc --- that is YOUR CHOICE. Please do not ask permission from me – as it is not my decision or grade that *could* be impacted. Please leave or enter quietly.
- Please silence cell phones during class. If you need to keep it on or take a call for class. Please leave the room to do so.
- Cell phones should not be seen or heard during tests, exams, or quizzes.
- Laptops, are permitted, however if you are found to be on social media, etc during class discussion; you will be asked to put it away (this goes for any type of technology).

## Grading Policy and Procedures:

The following grading scale will be used:

<b>4.0</b>	<b>94 and above</b>
<b>3.5</b>	<b>90-93</b>
<b>3.0</b>	<b>84-89</b>
<b>2.5</b>	<b>80-83</b>
<b>2.0</b>	<b>74-79</b>
<b>1.5</b>	<b>70-73</b>
<b>1.0</b>	<b>64-69</b>
<b>0.5</b>	<b>60-63</b>
<b>0</b>	<b>59 and below</b>

All assignments will be listed in Jet Net and you are able to see what grades you have as we go.

Given I load a majority of the assignments into Jet Net at the start of the semester, you will need to calculate as we go.

You can view "by category" what percent you are receiving, as well as, at the very bottom you can see the overall from what we have completed.

**Note: this is also including items/points that have NOT been assigned. Thus you will need to do the math if you want a more accurate grade.**

(Total points received / total possible = percent)

**NOTES from First Class.**

## Weekly Calendar:

This is subject to change due to needs of class, slowing the pace of discussion, or the interest or need of the classroom.

Week/Day	In Class:	Items Due Today:	Homework (You write in Due Dates as given)
1 T 23	Syllabus, Chapter 1 Starter, JetNet / Email Log Ons, Quizlet		
2 T 30			
3 T 6			
3 R 8			
4 R 15			
5 R 22			
6 R 29			
7 R 6			
8 R 13			
9 R 20			
10 R 27			
11 R 3			
12 R 10			