

# Interpersonal Communication - COM 240 Online

Instructor – Raquel Hellenga, M.A.

Fall 2017

**Office:** I am an online-only instructor, and do not have an office on campus.

**Phone:** 269.612.0246 – this is my cell phone, please feel free to call or text, but know that as with any form of communication, I may not respond right away. Please always include what school you attend, your first and last name, and the course that you are enrolled in when contacting me.

**Email:** [Hallengraquel@jccmi.edu](mailto:Hallengraquel@jccmi.edu)

**Office Hours:** Please contact me via email or phone to discuss your questions. I am happy to set up a time to speak via phone as well.

**Required Text:** Interpersonal Messages: Communication and Relationship Skills, J. A. Devito, 4th Edition

- ISBN: 9780134202044
- Textbook is **REQUIRED**

A reserve copy of the text is available at the Jackson College library in William Atkinson Hall on the Jackson Central Campus. It is available for use in the library only.

- An electronic version of the textbook (buy or rent) is available from Amazon.com. Please click [HERE](#) for a link to this option.

## **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 contexts. Specific units of discussion include intrapersonal perspective, conflict resolution, self-disclosure, message generation, intercultural messages and nonverbal communication.

## **Technology:**

Weekly access to a computer with internet access, equipment to record video segments and upload them to Jetnet, and technical equipment compatible with JC's online delivery service are necessary. If you need additional help with technology (such as your JC password, or difficulties accessing JetNet) please contact the JC Distance Learning Help Center at (517) 796-8639.

## **Course Objectives:**

JCC's Board of Trustees has determined that all of our graduates should develop or enhance certain essential skills while enrolled here. These skills are called General Education Outcomes (GEOs). The GEO for this course is: GEO 2: Speak clearly, concisely and intelligibly

## Course Grading Breakdown

Assignment(s)	Point Breakdown	Point Value
Quizzes	11 @ 10 pts each	110
Activity Assignments	11 @ 10 pts each	110
Discussion Question(s)	11 @ 10 pts each	110
Exams	3 @ 50 pts each	150
<b>Total Points Available</b>		<b>480</b>

Grade	Percentage	Point Totals
4.0	94 - 100%	451 - 480
3.5	88 - 93%	422 - 450
3.0	82 - 87%	393 - 421
2.5	76 - 81%	364 - 392
2.0	70 - 75%	336 - 363
1.5	65 - 69%	312 - 335
0.5	60 - 64%	288 - 311
0.0	0 - 59%	0 - 287

### **How things work:**

This class is designed to be an interactive classroom experience - not an independent study. You can expect to spend 9 hours per week on the course material. This includes reading the chapters from the text, responding to the discussion questions, completing homework assignments, as well as the quizzes/exams.

This course is divided into three units, each consisting of multiple chapters. For each chapter you are expected to:

- Read the entire chapter and get a good grasp of the content.
- Respond to the discussion question(s) and comment on at least one other students' post with a thoughtful response.
- Complete the activity assignment for that chapter.
- Complete the chapter quiz.

### **Deadlines:**

All assignments and exams are marked clearly on the course schedule and on JetNet. There will be NO EXCEPTIONS. Please plan accordingly. All unit assignments will be due that Sunday by 11:55PM EST.

### **Activity Assignments:**

Each chapter has an activity assignment. These will vary in format and other requirements and are designed so that you may apply the course content to your daily life.

### **Quizzes:**

Each chapter has a quiz. Each quiz will consist of 10 multiple choice questions regarding the content from that chapter. The quiz will not be timed, and you will only have one attempt.

### **Discussion Questions:**

Each chapter has a discussion question/post. You should thoughtfully and thoroughly answer each discussion question. You also must give a thoughtful response/comment to at least one other students' post on that same discussion question to earn the full points.

### **Exams:**

Three examinations will be given throughout the term. Each exam will consist of 50 multiple choice questions over the chapters in that unit. You will have two hours to complete each exam once you begin. You will only receive one attempt for each exam.

### **Grading Criteria:**

All assignments and discussion posts will be evaluated on content, grammar, spelling, depth, number and overall adherence to the requirements of the assignment.

### **Learning Accommodations:**

Any student who requires special accommodations for learning, or who has a particular need is invited to share these concerns or requests with me as soon as possible.

### **Academic Honesty Policy:**

We will adhere to the JCC policy on academic honesty. It states that all work must be done by the student whose name appears on the document and that all sources be correctly credited. If you have additional questions, please contact me directly.

### **Incomplete Policy:**

In accordance with JC's policy, an Incomplete or "I" grade is only issued to *students who have demonstrated good standing in the class and hold a passing grade at the time of an extenuating circumstance that precludes completion of the class*. Documentation validating the circumstance may be required. Generally, the rule holds: No incomplete granted for this class. Please click [HERE](#) to view JC's official Incomplete Policy.

### **Instructor availability:**

You are welcome to work on course materials at any time. However, I will not be available 24/7. I do my best to respond to questions and grade submitted work within 24 hours during my work week (Monday - Friday). If you email me after noon on Friday, do not expect a reply before Monday. The best way to contact me is via JC email or by phone. If you have a number of questions or need some time to go through things, I am happy to schedule a call with you.

### **Class Climate:**

It is my goal to facilitate an open, engaging, and comfortable classroom climate. My standards may be rigorous, but it is my desire to foster a relaxed and fun classroom environment. Please be mindful of the effect your words have on your fellow classmates. Any statement, joke, or gesture that disrespects, offends, or denigrates another on the basis of gender, race, religion, sexual preference, age, or ability will not be tolerated.

**Course Schedule**  
**Interpersonal Communication Online – Fall 2017**

<b>Chapter/Unit Due Date (all due by 11:55PM)</b>	<b>Agenda Overview</b>	<b>Assignment(s) Due</b>
<b>Sunday, September 10<sup>th</sup></b>	Introduction to the Course	Discussion Post
<b>Sunday, September 17<sup>th</sup></b>	Chapter 1	Discussion Post Activity Assignment Quiz
<b>Sunday, September 24<sup>th</sup></b>	Chapter 2	Discussion Post Activity Assignment Quiz
<b>Sunday, October 1<sup>st</sup></b>	Chapter 3	Discussion Post Activity Assignment Quiz
<b>Sunday, October 8<sup>th</sup></b>	Chapter 4	Discussion Post Activity Assignment Qui
<b>Sunday, October 15<sup>th</sup></b>	<b>Unit #1 Exam</b>	Complete Unit #1 Exam (Covers Chs. 1-4)
<b>Sunday, October 22<sup>nd</sup></b>	Chapter 5	Discussion Post Activity Assignment Quiz
<b>Sunday, October 29<sup>th</sup></b>	Chapter 6	Discussion Post Activity Assignment Quiz
<b>Sunday, November 5<sup>th</sup></b>	Chapter 7	Discussion Post Activity Assignment Quiz
<b>Sunday, November 12<sup>th</sup></b>	Chapter 8	Discussion Post Activity Assignment Quiz
<b>Sunday, November 19<sup>th</sup></b>	<b>Unit #2 Exam</b>	Complete Unit #2 Exam (Covers Chs. 5-8)
<b>Thanksgiving Break</b>	<b>Thanksgiving Break</b>	<b>Thanksgiving Break</b>
<b>Sunday, December 3<sup>rd</sup></b>	Chapter 9	Discussion Post Activity Assignment Quiz
<b>Sunday, December 10<sup>th</sup></b>	Chapter 10	Discussion Post Activity Assignment Quiz
<b>Sunday, December 17<sup>th</sup></b>	Chapter 11	Discussion Post Activity Assignment Quiz
<b>Thursday, December 21<sup>st</sup></b>	<b>Unit #3 Exam</b>	Complete Unit #3 Exam (Covers Chs. 9-11)