

- 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*	250
Quizzes (5)	150
Assignments**	200
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 240.51, Fall 2017...BW 208...Tues. & Thurs., 11 a.m.-12:44 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
9.26/9.28	Icebreaker Activity The Syllabus 1-Preliminaries to Interpersonal Messages	1 & 3	<i>Read Chapter 1 for Thursday</i> Assignment 1 distributed (30 pts.) Take-home syllabus quiz distributed on Thursday
10.3/10.5	3-Perception & The Self in Interpersonal Communication	2	Syllabus quiz due Thursday Assignment 2-Self & Perception distributed (3 parts=80 pts.)
10.10/10.12	Quiz: Chap. 1 & 3 2-Culture & Interpersonal Communication <i>Project Overview</i>	4	Assignment 1 due
10.17/10.19	Finish 2-Culture 4-Listening	5	Assmt. 2, Part A due
10.24/10.26	Finish 4-Listening 5-Verbal Messages	5	Class activities Project “Benchmark” Assmt. Form (20 points of the project)
10.31/11.2	Quiz: 2 & 4 5-Verbal Messages	6	Assignment 2, Parts B & C due
11.7/11.9	Quiz: Chap.5 6-Non-verbal Messages	7	Mid-Term Review distributed Assignment 3 distributed (30 pts.)
11.14/11.16	Mid-Term Exam: Units 1-5 7-Emotional Messages	8	Class activities Plan for Project/”Benchmark” Assignment due <i>by</i> this week & consult w/instructor if necessary
11.21/ <u>11.23</u>	Quiz: 6 & 7 8-Conversation Male/Female Communication	9 & 10	Consultations w/instructor on Semester Projects Assignment 3 due Assignment 4 distributed (40 pts.)
11.28/11.30	<i>No Class Thursday: Happy Thanksgiving!</i> 9-Interpersonal Relationships 10-Relationship Types & Theories	11	Class Activities
12.5/12.7	11-Conflict Management Quiz: 9, 10 & 11 <i>Thursday</i> Project Presentations begin		Final Exam Review distributed <i>Extra 20 pts. For written portion of Semester Project submitted by Tuesday, Dec. 2!</i> Assmt. 4 due Project Presentations begin Thursday
12.12/12.14	Project Presentations continue		Project Presentations
12.19	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