

Interpersonal Communication

COM 240 • Winter 2018

Instructor: M. Ladd

Text: Interpersonal Messages; Joseph A. Devito; Pearson Publishing.

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 non-verbal 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 non-verbal communication.

PARTICIPATION

- Active participation is a crucial part of the learning process. **Please be prepared for class** by reading the assigned literature, having questions prepared ahead of time if you need clarification on communication concepts, and being ready to work and share ideas and experiences during assignments and activities in class. Failure to do so will not only affect your grade, it will also diminish your understanding of interpersonal communication.
- I strive to create an open environment that facilitates discussion and learning and it is as important for each of you to learn from one another as it is to learn from me. Please respect that goal and express your thoughts and ideas in an appropriate way that promotes learning, dignity and mutual respect for everyone. Inappropriate language or hurtful remarks will not be tolerated. Those who become disruptive or disrespectful during class – inappropriate comments during discussion, talking while others have the floor, or being disruptive to the learning environment in any way - will be asked to leave.
- One of the most important pieces of advice I can give to students who want to be successful in this class is simple: **COME TO CLASS**. I promise not to waste your time. I will use our time wisely, I will prepare information that you need and I will answer questions and go over assignments and expectations. Missing class (even part of class) means that you are missing important information.

MAKE-UP POLICY

- There are **NO MAKE-UPS** for graded activities. If you are present in class, you are expected to participate in the graded activities and presentations. We have a lot of material to cover and taking time away from lecture, discussions and activities for make-up presentations is not fair to the rest of the class.
- If a situation outside of your control prevents you from attending class, you will be permitted to submit a written assignment of the missed activity within one week of your return to class. To qualify to make-up the missed assignment, official documentation for the absence must be provided.

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ACADEMIC HONESTY

No form of academic dishonesty will be tolerated and will result in immediate dismissal from the course. Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to submitting other's work as your own, using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation and reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism).

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to plagiarizing in any form, using notes/books/electronic material without authorization, copying, submitting others' work as your own or submitting your work for others, altering graded work, falsifying data, exhibiting other behaviors generally considered unethical, and allowing your work to be submitted by others.

COURSE EXPECTATIONS

- I am here to help you learn and apply the information covered in class. When in doubt, **ask questions**. If you are experiencing an issue with the course or with specific material, please communicate it to me so that we can resolve the issue before it becomes a problem.
- I do not "give" grades, you **earn** them. Everyone starts with 500 points in this class. What you do from this point on is in your hands.
- Complete textbook assignments before they are discussed in class. I will not be presenting all material during lectures. Instead, we will use our time together to briefly review the concepts presented in the book, answer any questions, and then we will spend the majority of the time analyzing communication situations and applying concepts. Please be prepared by reading the material before class so that you make your class time count and contribute informed ideas and questions to the discussion!
- If you do not agree with the way something is graded, please discuss it with me. I cannot address issues unless they are brought to my attention so please feel free to express them to me in a respectful manner. You have up to one week after the graded assignment has been handed back to you to express your concern so that we can resolve it together in a timely manner.
- This is a college classroom and you are expected to behave accordingly. Additionally, you are expected to abide by the rules, regulations and protocol outlined by the Cooper Street Correctional Institution. Any blatant deviation or perceived deviation from these rules will result in your removal from class. We are all in this classroom with one goal – to learn and apply the concepts and material to improve interpersonal communication skills. Please keep that rule in mind and respect the boundaries provided so that we can all achieve that goal.

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GRADING

Course Points:

<u>Assignment</u>	<u>Point Value</u>	<u>Your Grade</u>
Reflection Paper	200 points	/200
Exam #1	100 points	/100
Exam #2	100 points	/100
In-Class Presentations (10 @ 10 points each) <i>You will complete 11 of these total and your lowest score will be dropped.</i>	100 points	/100
	500 Points Total	/500

Grading Scale:

A	463 – 500	C	363 – 382
A-	448 – 462	C-	348 – 362
B+	433 – 447	D+	333 – 347
B	413 – 432	D	313 – 332
B-	398 – 412	D-	298 – 312
C+	383 – 397	F	297 or Lower

COURSE REQUIREMENTS

Reflection Paper: In Intrapersonal Look at Interpersonal Communication:

This assignment will allow you to create a paper that will examine the way in which interpersonal communication concepts we have studied and the interpersonal relationships you have experienced have influenced your communication style. Additionally, upon examination of your communication style, you will provide interpersonal relationship goals and strategies for your future interpersonal interactions. This essay is a reflection piece and cannot be completed “in a crunch.” It will require thought, analysis and self-actualization on your part. I will not be grading you on your previous interpersonal interactions, but on your ability to analyze your own communication habits and apply the concepts discussed during the semester. Please use the details on the next page to begin building your paper. This is the rubric I will use when grading your essay.

THIS PAPER MUST BE TYPED USING 12 POINT FONT.
HANDWRITTEN PAPERS WILL NOT BE ACCEPTED.

Exams:

There will be two exams. They will each consist of 50 questions of all types. They will cover information from the books as well as information covered in class. These tests will be challenging, yet fair. Do not rely on common sense to get by for the tests – study!

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In-class Presentations:

We are covering a total of eleven chapters in class. I will not be providing detailed lectures on material that is available to you in your textbook. Instead, you are required to read and digest the information in each chapter before class. In addition to reading the material, you will need to write a brief synopsis of the concepts covered in each chapter, complete with real-life or hypothetical examples of those concepts. During class each week, I will collect these sheets so if you have questions about the material, please write them down on a different sheet of paper. When we meet each week, **you may be called upon to present the concepts covered in the book to the class.** I will be happy to answer any questions, correct the information you've presented if necessary, as well as leading discussion about the material and provide additional information that is not available in your textbook. We will then spend the rest of our class time analyzing situations and applying those concepts to real-life situations. We will follow this format for all eleven weeks of chapter material outlined in the schedule. Each chapter synopsis, complete with examples, is worth ten points. Once all eleven weeks of chapter material are complete, I will drop your lowest weekly score for a combined total of 100 points.

Reflection Paper: In Intrapersonal Look at Interpersonal Communication:

INTRODUCTION	
Provide an introduction and identify the goal of your paper and the process you used to complete the assignment.	/5
Describe your interpersonal communication style. What are the basic practices that define your style.	/10
Identify three of your communication strengths and three communication weaknesses.	/6
BODY	
How much of your communication style has been influenced by your gender or culture. How?	/5
What affects your impression making process? What determines the impression you make of others? Do you intentionally monitor the impression you are making on others? Why? How?	/15
Describe your listening skills. What specifically do you do when you listen? Are you satisfied with your listening skills? How do your listening skills affect your interpersonal interactions?	/20
Verbally, do you typically rely most heavily on nonassertive, assertive or aggressive messaging? Why? What interpersonal situations evoke those messages in you?	/10
Interpersonally, how would you describe your nonverbal communication skills? Why? How do your nonverbal communication behaviors affect your relationships?	/10

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Interpersonally, how would you describe your emotional communication skills? Why? How do your emotional communication behaviors affect your relationships?	/10
What are your rules for self-disclosure? What affects whether or not you will disclose?	/10
Choose one of your interpersonal relationships that has moved to (at least) the intimacy stage. Describe the progression of that relationship by stage. What was your role in the success or exit of the relationship?	/15
Describe the “dark side” of an interpersonal relationship of your own or an interpersonal relationship you’ve observed. What communication behaviors were most apparent in that relationship? How did the interpersonal communication styles contribute to the “dark side” of those relationships?	/15
How is your communication different between family members, romantic relationships, friends, co-workers, etc.?	/5
What is your method of conflict resolution? In general, how do you feel about interpersonal conflict and how does this affect your communication style? What conflict strategies do you use?	/15
CONCLUSION	
What do you think others perceive of your communication? Is this consistent with your communication goals?	/5
Has this class had an affect on your interpersonal interactions? Why or why not?	/5
Considering the strengths and weaknesses identified in the introduction, will you make any changes to your interpersonal communication style? Why? What strategies will you use?	/10
ACADEMIC WRITING STYLE	
Proper academic writing style was followed and the paper was free of spelling errors, grammatical errors, included a proper heading, had paragraphs with at least three complete sentences, etc. Each error will result in a one point deduction. <i>Papers that are unable to be properly read or understood due to an abundance of errors will receive a zero.</i>	/29

TOTAL _____ /200

This essay is due at the **beginning** of class on the assigned due date as outlined in the schedule.

THIS PAPER MUST BE TYPED.

HANDWRITTEN ASSIGNMENTS WILL NOT BE ACCEPTED.

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SCHEDULE:

DATE	TOPIC	ASSIGNMENTS DUE
Week 1 1/18	Syllabus Review Introductory Concepts of Communication	
Week 2 1/25	Foundations of Interpersonal Communication	Chapter 1
Week 3 2/1	Culture and Interpersonal Communication	Chapter 2
Week 4 2/8	Perception of Self and Others	Chapter 3
Week 5 2/15	Listening in Interpersonal Communication	Chapter 4
Week 6 2/22	Verbal Messages	Chapter 5
Week 7 3/1	Nonverbal Messages	Chapter 6
Week 8 3/8	Emotional Messages	Chapter 7
Week 9 3/15	WINTER RECESS – NO CLASS	
Week 10 3/22	EXAM #1 (Chapters 1 – 7)	
Week 11 3/29	Conversation Messages	Chapter 8
Week 12 4/5	Interpersonal Relationships	Chapter 9
Week 13 4/12	Interpersonal Relationship Types and Theories	Chapter 10
Week 14 4/19	Interpersonal Conflict Management	Chapter 11
Week 15 4/26	In-class final exam review	Reflection Paper Due
Week 16 5/3	EXAM #2 (Chapters 8 – 11)	

***PLEASE NOTE: As your professor, I reserve the right to change the schedule at any time.