

Interpersonal Communication - COM 240 Online

Instructor – Raquel Hellenga, M.A.

Spring 2018

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

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Email is my preferred method of communication. Please only call or text if it is an urgent matter. Please always include what school you attend, your first and last name, and the course that you are enrolled in when contacting me, as I teach a number of courses at various colleges.

Office Hours: Please contact me via email 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	12 @ 10 pts each	120
Discussion Question(s)	12 @ 10 pts each	120
Exams	3 @ 50 pts each	150
Total Points Available		500

Grade	Percentage	Point Totals
4.0	94 - 100%	470 - 500
3.5	88 - 93%	440 - 469
3.0	82 - 87%	410 - 439
2.5	76 - 81%	380 - 409
2.0	70 - 75%	350 - 379
1.5	65 - 69%	325 - 349
0.5	60 - 64%	300 - 324
0.0	0 - 59%	0 - 299

How things work:

This class is designed to be an interactive classroom experience - not an independent study. You can expect to spend 9-12 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 on Sundays by 11:55PM. Please note that due to the condensed version of this summer course, some weeks will require you to complete two chapter readings, assignments, and quizzes, while others will require only one. Please make a note of the course schedule on the last page. You will not be able to work ahead in this class. Each unit will be released on Mondays throughout this semester.

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 student's 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. 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 orientation, age, or ability will not be tolerated.

Course Schedule
Interpersonal Communication Online – Spring 2018

Chapter/Unit Due Date (all due Sunday by 11:55PM)	Agenda Overview	Assignment(s) Due
Sunday, May 27th	Introduction to the Course	Discussion Post Activity Assignment
Sunday, June 3rd	Chapters 1 & 2	Discussion Post (2) Activity Assignment (2) Quiz (2)
Sunday, June 10th	Chapters 3 & 4	Discussion Post (2) Activity Assignment (2) Quiz (2)
Sunday, June 17th	Unit #1 Exam	Complete Unit #1 Exam (Covers Chs. 1-4)
Sunday, June 24th	Chapters 5 & 6	Discussion Post (2) Activity Assignment (2) Quiz (2)
Sunday, July 1st	Chapters 7 & 8	Discussion Post (2) Activity Assignment (2) Quiz (2)
Sunday, July 8th	Nothing due in observance of July 4th	
Sunday, July 15th	Unit #2 Exam	Complete Unit #2 Exam (Covers Chs. 5-8)
Sunday, July 22nd	Chapter 9	Spring Break
Sunday, July 29th	Chapter 10	Discussion Post Activity Assignment Quiz
Sunday, August 5th	Chapter 11	Discussion Post Activity Assignment Quiz
Sunday, August 12th	Unit #3 Exam	Complete Unit #3 Exam (Covers Chs. 9-11)