

## Communication Fundamentals

COM 240.81

Thurs 6:00pm-9:38pm

Location – 14 Hillsdale & JetNet

*“To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.”*



*~Tony Robbins*

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Office Hours: By Appointment

### **COURSE OBJECTIVES**

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 nonverbal communication.

***Prerequisites: ENG 085\* and ENG 090\****

### **READINGS**

Devito, J. A. (2017). *Interpersonal messages*, 4<sup>th</sup> ed. Boston, MD: Pearson.

Additional readings may be required and will be supplied in class or in course assignments.

### **COURSE POLICIES**

**Attendance:** It is expected that you attend class punctually and regularly. Many graded assignments and activities will be presented ONLY during class meeting times. Missing a substantial number of classes will hinder your ability to do well in this course. In-class activities and assignments will not be able to be made up regardless of the nature of the absence. A student with extenuating circumstances for an absence may choose to present a valid argument face-to-face with the instructor. The instructor

reserves the right to grant legitimacy to the extenuating circumstances being outside of the student's direct control on a case-by-case basis and may choose to offer the student an extra-curricular assignment to make up for lost points, but this exception will be rare.

Each student is responsible for recording her/his attendance for each class. I will provide a sign-in sheet for you at the beginning of each class. **If you do not sign-in, you will be counted absent. If you are more than 10 minutes late to class or leave before class is dismissed, you will be counted absent.**

Attendance and participation in this course will be counted as 10% (100 points) of your final grade. Attendance and participation is a requirement of this course and is more than simply showing up and occupying a seat. You should come to classes prepared to discuss course content and engaged to ask questions and contribute to course discussions. Your engaged and active attendance in this course will effect your final course grade in the following manner:

- 0 absences – 100 pts
- 1 absence – 75 pts
- 2 absences – 50 pts
- 3 absences – 25 pts
- 4 or more absences – 0 pts

**Cell Phones:** Cellular technology can be a great tool, but the use of this technology is prohibited in this class for any reason. Cell phones **MUST** be turned to silent or off during class. Failure to follow this policy will result in you being asked to leave class and a subsequent loss in attendance and participation points.

**Contacting the Instructor:** Email is always the best way to contact me. However, it is important to note that I am not stationed at a computer 24/7 waiting to respond to emails. I will often respond to all emails within a couple of hours of receiving them, however, it should be noted that on occasion it may take up to 24 hours for me to be able to provide a response depending upon what time you sent the email, etc. Therefore it is always important to plan ahead anticipating questions regarding readings, assignments, etc. and bring about those questions during class time or during pre-arranged office hours appointments.

I do understand that last minute emergencies and questions do arise. And I have provided my cell phone number for such occurrences. But please use my cell phone as a means of contact in a true emergency only and understand that emergencies are very rare situations that are out of your control and could not have been prevented by pre-planning and proactivity.

**Late Work:** Late work is not accepted in this course. All course assignments are due at the beginning of class on the date they are due.

### **COURSE CALENDAR**

All reading assignments should be completed prior to coming to class on the date each chapter will be discussed. Students are expected to come to class having read the material and be prepared to ask questions and participate in discussions relating to chapter content.

All assignments are due at the beginning of the class on the date listed. No late assignments will be accepted. **All assignments MUST be given to the instructor in-person and in-class. No emailed assignments will be accepted for credit unless otherwise instructed to do so.**

<u>Class Meeting Date</u>	<u>What We're Covering/Reading Assignments Due</u>	<u>Assignments/Activities Due</u>
September 27, 2018	Introductions Chapter 1: Foundations of Interpersonal Communication	
October 4, 2018	Chapter 2: Culture and Interpersonal Communication	Knowledge Check #1
October 11, 2018	Chapter 3: Perception of Self and Others	Knowledge Check #2
October 18, 2018	Chapter 4: Listening in Interpersonal Communication	Paper #1
October 25, 2018	Chapter 5: Verbal Messages; Chapter 6: Nonverbal Messages	Knowledge Check #3
November 1, 2018	MIDTERM EXAM	
November 8, 2018	Chapter 7: Emotional Messages; Chapter 8: Conversation Messages	Paper #2
November 15, 2018	Chapter 9: Interpersonal Relationships; Chapter 10: Interpersonal Relationship Types & Theories	Knowledge Check #4
November 22, 2018	THANKSGIVING BREAK	
November 29, 2018	MOVIE DAY!!!	Knowledge Check #5
December 6, 2018	Chapter 11: Interpersonal Conflict Management	
December 13, 2018	Review for Final Exam	Paper #3
December 20, 2018	FINAL EXAM	

## ASSIGNMENTS

Unless otherwise indicated in the assignment directions, ***all assignments are to be typed, double-spaced in 12pt Times New Roman font, and stapled.*** Point deductions will be taken for any assignment turned in that does not follow this format.

**Knowledge Checks** (10 each at 10 pts): Knowledge checks are due as indicated in the course calendar and may consist of in-class quizzes, role-play, or modeling, or out-of-class assignments. In-class knowledge checks will be distributed in-class on the day they are due. Out-of-class knowledge checks will be distributed in-class one week prior to the date they are due. Therefore, if a knowledge check is listed as due on a particular day and a knowledge check assignment was not handed out in class the previous week, you should expect to receive a quiz, role-play, or modeling activity in-class on that due date.

**Paper #1** (150 pts): Your first writing assignment in this class will be a 3-4 page research paper examining the differences/similarities in the ways that men and women communicate. You will be asked to either 1) examine personal advertisements for the ways in which men and women communicate when seeking a relational partner, considering both hetero- and homosexual roles, or 2) examine magazines targeted towards specific gender roles and determine trends used to drive particular language content within a given genre. This paper will require research from a minimum of 2-3 scholarly sources to substantiate your claims. More explicit instructions on this assignment will be handed out in class closer to the due date.

**Paper #2** (150 pts): For this project, students will use the StoryCorps app to record an interview with an elder in their family or community. At the conclusion of the interview, the student and their recording partner will have the option to enter it into the StoryCorps archive in the American Folklife Center at the Library of Congress. In examining the interview and communication process, students will evaluate their communication competence in accessing information from others through written assessment and an action plan through scholarly research (using a minimum of 2-3 sources) to improve upon their current skills set and put a plan into action. More detailed instructions on this assignment will be handed out in class prior to the interview and paper due date.

**Paper #3** (150 pts): Your last writing assignment will be a 3-4 page research paper examining relationship formation and dissolution. We will watch a movie in class and trace the stages of relationship development and dissolution using Knapp's model. Then, you will apply research from a minimum of 2-3 scholarly resources to substantiate claims made from your observations in the movie. More explicit instructions on this assignment will be handed out in class prior to it being due.

## **GRADES**

Attendance and Participation – 100 pts – 10%	900-1000 pts – 4.0
Weekly Knowledge Checks – 100 pts – 10%	860-899 pts – 3.5
Paper #1 – 125 pts – 12.5%	800-859 pts – 3.0
Paper #2 – 200 pts – 20%	750-799 pts – 2.5
Paper #3 – 125 pts – 12.5%	700-749 pts – 2.0
Midterm Exam – 150 pts – 15%	650-699 pts – 1.5
Final Exam – 200 pts – 20%	600-649 pts – 1.0
	Below 600 pts – 0.0