

## Interpersonal Communication

COM 240.151

7/6/2020 – 8/9/2020

Location – JetNet Online

*“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 via Zoom

### 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.

*This text is available in print and digitally at the bookstore and online.*

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 online through JetNet regularly and meet the deadlines for all assignments as listed in this syllabus and on JetNet. Missing a substantial number of classes/activities/assignments will hinder your ability to do well in this course. Activities and assignments will not be able to be made up past the due date regardless of the nature of the absence. A student with extenuating circumstances for absence may choose to present a valid argument with the

instructor by arranging a telephone call. 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 extra-curricular assignments to make up for lost points, but this exception will be rare.

Attendance in this class will be evaluated with recorded sign-in logs through JetNet and through participation in discussion boards, etc. **If you do not sign-in to a particular thread by 9pm on the last day of that thread, you will be counted absent. Or, if you fail to complete a discussion thread or upload assignments before 9pm on the last day of that thread, you will be subsequently counted absent within the corresponding thread.** For example, our first thread for this course opens on July 6, 2020, with the next thread beginning on July 9<sup>th</sup>. Therefore, attendance will be taken at 9pm on July 8<sup>th</sup> for participation in the July 6<sup>th</sup> thread.

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 checking in online. You should come to classes prepared to discuss course content in discussion threads 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

**Contacting the Instructor:** Email is always the best way to contact me (and using [tmshayler@albion.edu](mailto:tmshayler@albion.edu) will ensure a faster response). 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 be prepared to ask questions well in advance of any deadlines.

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 on the date and time noted on JetNet and in the course calendar below.

### **COURSE CALENDAR**

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

All assignments are due on the date and time noted. Why they may be submitted early, please remember that late work is NOT accepted. **All assignments MUST be submitted online through JetNet. No emailed assignments will be accepted for credit unless otherwise instructed to do so.**

<u>Thread</u>	<u>Chapters Covered / Assignments</u> <u>Due</u>	<u>Due Date</u>
July 6, 2020	<b>Chapter 1</b> Discussion 1A Discussion 1B Quiz 1	9pm July 8, 2020
July 9, 2020	<b>Chapter 2</b> Discussion 2A Discusstion 2B Quiz 2	9pm July 12, 2020
July 13, 2020	<b>Chapter 3</b> Discussion 3A Discussion 3B Quiz 3	9pm July 14, 2020
July 15, 2020	<b>Chapter 4</b> Discussion 4A Discussion 4B Quiz 4	9pm July 16, 2020
July 17, 2020	<b>Chapter 5</b> Discussion 5A Discussion 5B Quiz 5	9pm July 19, 2020
July 20, 2020	<b>Chapter 6</b> Discussion 6A Discussion 6B Quiz 6	9pm July 22, 2020
July 23, 2020	<b>Chapter 7</b> Discussion 7A Discussion 7B Quiz 7	9pm July 26, 2020
July 27, 2020	<b>Chapter 8</b> Discussion 8A Discussion 8B Quiz 8	9pm July 28, 2020
July 29, 2020	Family Culture Assignment Video Submission PowerPoint Presentation	***12pm August 9, 2020***
July 31, 2020	<b>Chapter 9</b> Discussion 9A Discussion 9B Quiz 9	9pm August 2, 2020
August 3, 2020	<b>Chapter 10</b> Discussion 10A	9pm August 5, 2020

	Discussion 10B Quiz 10	
August 6, 2020	<b>Chapter 11</b> Discussion 11A Discussion 11B Quiz 11	9pm August 8, 2020

### GRADES

Attendance/Participation = 100 pts (10%)	900-1000 pts – 4.0
Discussion Questions = 25pts each x 22 = 550 pts (55%)	860-899 pts – 3.5
Chapter Quizzes = 25pts each x 11 = 275 pts (27.5%)	800-859 pts – 3.0
Video Submission = 50pts (5%)	750-799 pts – 2.5
PowerPoint = 25 pts (2.5%)	700-749 pts – 2.0
	650-699 pts – 1.5
	600-649 pts – 1.0
	Below 600 pts – 0.0

*\*This syllabus is subject to change to meet the needs of the course as determined by the instructor.  
Advanced notice of changes will be given in class when appropriate.*