

Interpersonal Communication

COM 240 – Jackson College, Jackson, Michigan

Winter 2019, Sect. H41, Tuesday 6:00-9:00 p.m., Maher Room 222

Tuesday, March 19 through Tuesday, April 30 – **7-WEEK SECTION**

Instructor: Janet Paul, M.A. **Email:** pauljanetc@jccmi.edu

Phone: 517-768-7097; leave a message and they will get it to me.

Office hours: By arrangement before or after class; other days/times possible

Text: “Interpersonal Messages: 4th Edition” J.A. DeVito – ISBN-13: 978-0-13-420204-4

Rental text or digital version available from campus bookstore or Amazon.

Recommended: Back up of assignments in cloud storage, and/or a ‘flash’ drive that you carry with you. And a stapler!

Ctr. For Student Success: 517.796.8415. Or stop into the Center on the 1st floor of Bert Walker Hall. More information may be obtained at the Maher front desk.

Solution Center (I.T. issues): 517.796.8639

*****This 7-week course includes the same content as a 15-week course, so we will be moving fast. *Be prepared to work!***

Lectures for each chapter may be obtained via JetNet.

This is a Hybrid Section – A sizable portion of the course work is conducted on JetNet. Success in this course requires completion of both class-generated and online activities. The course calendar will help you manage your time in both.

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 scenarios. Specific units of discussion include intrapersonal perspective, emotional intelligence, conflict resolution, intercultural messages, nonverbal communication and more.

General Education Outcomes . . .

Jackson Community College’s Board of Trustees has determined that all of our graduates should develop or enhance a variety of important skills while enrolled in courses.

The GEO (General Education Outcome) for this course is: -

GEO 2: Speak clearly, concisely, and intelligibly *Students will formulate and implement effective oral communication practices within various contexts.*

Attendance . . .

- Your regular attendance and participation are ESSENTIAL in order to succeed. With only 7 class sessions, each session will cover more than one textbook chapter. Class activities have proven to have a direct impact on your final grade and everyone is expected to participate. 30 points are subtracted for each class absence.
- Disrupting the class by coming in late and/or leaving early is not lightly accepted by your instructor. If you find this necessary, please try to let me know ahead of time. Tardiness or leaving early will subtract 10 points for each instance.

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- Only a medical document presented on dr's office/clinic letterhead will avoid reduction in points for the above instances.
- If you are absent, it is ***your responsibility*** to obtain the assignment for that class period. I will generally post assignments on JetNet within a day.

Communication with the Instructor.....

- Outside of class, **email is my means of corresponding** with you.
Use the JC email, as that is the address I will use. If you don't know how to use JC email, ask me to show you.
Get in the habit of checking your JC email at least a couple of times a week
If you have a technical problem with JC email, call the JC Solution Center at 517-796-8639.
- 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 and Discussion Forum Participation . . .

- **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 to be grammatically correct, with proper punctuation and spelling. This includes discussion forum posts.
 - **Discussion Forums** - Make at least 3 posts - your own response to the question/topic, and thoughtful response to at least 2 posts made by your classmates - to each discussion forum topic. Realize that this may require an 'early start' in order to fulfill the participation requirements within the week. Total points possible=12.
 - All assignments and discussion posts will be evaluated on overall adherence to the requirements of the assignment, as well as quality of content, grammar and spelling.
 - Discussion forums will be open for graded posts from 6 p.m. Tuesday until 6 p.m. the following Tuesday.

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 as a Word document, to avoid reduced credit.
- **Any late assignments must be submitted within one week of the due date for reduced credit.**

Quizzes and Exams . . .

- Quizzes will be completed in this course by various methods. There is no make-up for quizzes during this 7-week course.
- Exams will be completed without book or notes. Mid-term and final exams missed due to absence will be administered at the instructor's discretion.

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Grading Breakdown...

Inclass Activities*	210
Quizzes (incl. Syllabus Quiz)	120
Assignments, including JetNet discussion forums**	180
Mid-Term Exam	100
Final Exam	100
Semester Project/Presentation	<u>200</u>
	910

*30 points subtracted per absence; 10 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:

855-910 =	94% +	(4.0)
819-854 =	90-93%	(3.5)
764-818 =	84-89%	(3.0)
728-763 =	80-83%	(2.5)
673-727 =	74-79%	(2.0)
637-672 =	70-73%	(1.5)
582-636 =	64-69%	(1.0)
546-581 =	60-63%	(0.5)
Below 546 =	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 240H41, W19...Maher 222, Tuesdays 6:00-9:00 p.m.

The lecture for each chapter is on JetNet.

*It is expected that the **chapter has been read and the lecture has been heard** before you come to class, as activities will reinforce the text.*

Use the Powerpoints and lectures – both available on JetNet as a guide to important concepts.

Date:	Topics:	Chap. to read prior/ Lectures to hear on JetNet	Assignments/Activities
3.19	The Syllabus Introductions 1-Foundations of Interpersonal Comm. 3-Perception & Self	1 & 3 also semester project instructions videos	Take-home syllabus quiz distributed (30 pts.) due in class next week Assmt. 1 distributed (30 pts.) Distribute Semester Project instructions Discussion Forum 1 begins
3.26	Finish 3 – Perception & Self 2-Culture and Communication 4-Listening	2 & 4 for class	Quiz on Chap. 1 & 3 in class (30 pts.) Project “Benchmark” Form distributed (20 points of the project) <i>Consultations via email begin</i> Assmt. 1 DUE in class Assmt. 2-Jung Typology Analysis (40 pts.) distributed Online Assmt. 3 – Active Listening, on JetNet for 1 week (10 pts.) Take home Quiz Chap. 2 & 4 distributed Discussion Forums begin
4.2	5-Verbal Messages 6-Nonverbal Communication 7-Emotional Messages	5 & 6 for class	Project “Benchmark” DUE Online Assmt. 4 – Verbal dialogue, on JetNet for 1 week (10 pts.) Take home Quiz Chap. 6 & 7 distributed Mid-Term Review available on JetNet <i>Project consultations begin</i> Discussion Forums begin
4.9	8-Conversation 9-Interpersonal Relationships 10-Interp. Rel. Types & Theories Mid-Term Exam: Chapters 1-5	7, 8, 9 & 10 for class	Assmt. 2 DUE in class Online Assmt. 5 - Life Partner Qual. For 1 week (20 pts.) <i>Project consultations continue</i> Discussion Forums begin
4.16	11-Conflict Resolution Intergenerational Comm.	11 for class	<i>Project consultations continue</i> Discussion Forums begin
4.23	Project presentations		Final Discussion Forum begins
4.30	Project presentations Final exam: Chap. 6-11		

Calendar is subject to change as the need arises...and it usually does!