

# Interpersonal Communication - COM 240 Hybrid

Instructor – Raquel Hellinga, M.A.

Summer 2019

**Office:** I do not hold any regular physical office hours as I teach only online and in hybrid formats. I am happy to answer all of your questions via email or phone, and am always happy to set up a video call as well to discuss things more in-depth.

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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 (please note if online or hybrid), 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 or video call 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 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
Online Quizzes	8 @ 10 pts each	80
Online Activity Assignments	8 @ 10 pts each	80
Online Discussion Question(s)	8 @ 10 pts each	80
Cumulative Final Exam	1 @ 100 pts	100
In-Class Activities	3 days – 80 pts total	80
Group Project	1 @ 80 pts.	80
<b>Total Points Available</b>		<b>500</b>

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 10-15 hours per week on the course material inside and outside of class. As this course is a hybrid and a compressed semester, the amount of work required each week for this course is extensive. This includes reading the chapters from the text, responding to the discussion questions, completing homework assignments, as well as the quizzes/exams. This also includes attending all class meetings and completing your final group project presentation.

The **online portion** of the course will consist of activities, discussion questions, and quizzes about chapters 1-8 of the textbook. 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.

The **in-class portion** of the course will consist of in-class activities related to chapter content, a group presentation, and the final cumulative exam.

### Deadlines:

All assignments and exams are marked clearly on the course schedule and on JetNet. **There will be NO EXCEPTIONS made for late work.** Please plan accordingly. All online assignments will be due on Thursdays by 11:55PM. Please make a note of the course schedule on the last page. You will be able to work ahead in this class if you wish, but I will not be issuing grades for any unit assignments until after the due date has passed.

### **Chapter Activity Assignments (Online):**

Chapters 1-8 each have 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. I highly recommend reading the assignments thoroughly at the start of the unit so you can plan for how much time each assignment will take you. Some will take less than an hour, others will take multiple hours and involve input from other people.

### **Chapter Quizzes (Online):**

Chapters 1-8 each have an online 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.

### **Chapter Discussion Questions (Online):**

Chapters 1-8 each have 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. Please do not leave comments that simply say something like "good job on your answer" or "I like how you wrote this" – I will comment on the nature of students' work, you should respond to the content.

### **Cumulative Final Exam:**

There will be one, cumulative final exam that will cover content from all chapters in the book (chapters 1-11). Even though we will not be covering chapters 9-11 in the online portion, you will have an opportunity to do a group presentation on one of those three chapters. You may also have to student one of these chapters completely on your own. The final exam will be given in class on our last meeting day (Friday, August 9<sup>th</sup>). Details about # and type of questions is TBD and will be announced before exam day.

### **In-Class Activities**

During our four in-person class meetings (7/5, 7/12, 8/2, 8/9) we will complete a variety of experiential, in-class activities worth points. **It is very important that you attend the entirety of all three class meetings.**

### **Group Project**

While we will not be covering chapters 9-11 as a class, you will have the opportunity to learn/teach about them in this group project exercise. As a group, you will choose either chapter 9, 10, or 11 to specialize in. You will then deliver a group presentation during our last class meeting on the content of the chapter you are assigned.

### **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 24-48 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 Hybrid – Summer 2019**

Week	Important Dates	Agenda Overview/ Assignments Due
1	<b>Friday, July 5th</b> @ 8 – 11:27pm	<b>First Class Meeting</b> <ul style="list-style-type: none"> <li>• Introduction to the Course</li> <li>Assign Group Projects</li> <li>• In-Class Activities</li> </ul>
2	<b>Thursday, July 11<sup>th</sup></b> @ 11:55pm	<b>Chapters 1&amp;2 Due Online</b> <ul style="list-style-type: none"> <li>• Discussion Posts (2)</li> <li>• Activity Assignments (2)</li> <li>• Quizzes (2)</li> </ul>
	<b>Friday, July 12<sup>th</sup></b> @ 8 – 11:27pm	<b>Second Class Meeting</b> <ul style="list-style-type: none"> <li>• In-class activities (chapters 1&amp;2)</li> <li>• Time to work on group projects</li> </ul>
3	<b>Thursday, July 18<sup>th</sup></b> @ 11:55pm	<b>Chapters 3&amp;4 Due Online</b> <ul style="list-style-type: none"> <li>• Discussion Posts (2)</li> <li>• Activity Assignments (2)</li> <li>• Quizzes (2)</li> </ul>
4	<b>Thursday, July 25<sup>th</sup></b> @ 11:55pm	<b>Chapters 5&amp;6 Due Online</b> <ul style="list-style-type: none"> <li>• Discussion Posts (2)</li> <li>• Activity Assignments (2)</li> <li>• Quizzes (2)</li> </ul>
5	<b>Thursday, August 1<sup>st</sup></b> @ 11:55pm	<b>Chapters 7&amp;8 Due Online</b> <ul style="list-style-type: none"> <li>• Discussion Posts (2)</li> <li>• Activity Assignments (2)</li> <li>• Quizzes (2)</li> </ul>
	<b>Friday, August 2<sup>nd</sup></b> @ 8 – 11:27am	<b>Third Class Meeting</b> <ul style="list-style-type: none"> <li>• In-Class Activities (Chapters 3-8)</li> <li>• Time to work on group projects</li> </ul>
6	<b>Friday, August 9<sup>th</sup></b> @ 8 – 11:27am	<b>Fourth (and final) Class Meeting</b> <ul style="list-style-type: none"> <li>• Group Project Presentations</li> <li>• Cumulative Final Exam (chapters 1-11)</li> <li>• In-Class Activities</li> </ul>