



## Interpersonal Communication

Winter 2021 (Jan. - May)

Internet Based Learning

M/W 2:00 PM - 3:43 PM

2/1/2021 - 5/1/2021

Online, Synchronous Sessions

**Number of Credits:** 3

**Office:** N/A

**Location:** ONLINE

**Contact Email:** AdamsCanenaD01@jccmi.edu

**Instructor:** Canena Adams

**Office Hours:** By Appointment Only via ZOOM

### Course Description

Students will learn to improve communication in one-on-one and small group situations (modified to meet COVID Restrictions). 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 non-verbal communication.

### Prerequisite(s)

ENG 085 and ENG 090

### Course Objectives

JC'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

## Textbook

- Interpersonal Messages
  - **Author:** DeVito, J.A.  
**Edition:** 4th  
**ISBN:** 9780134202044  
**Copyright Year:** 2017  
**Publisher:** Pearson

**Text Book Zero!** This text is available in a digital format. This text is available to rent or purchase in digital format through the JC Bookstore.

- **The textbook is REQUIRED.**

## Grading Procedure

Students will participate in a variety of reading, writing, and speaking assignments and communication activities. These assignments are both objective and subjective. I will provide rubrics for the purposes of grading the interview assignment.

## Grading Scale

GPA	GRADE RANGE
4.0	100% - 93%
3.5	92% - 87%
3.0	86% - 82%
2.5	81% - 77%
2.0	76% - 72%
1.5	71% - 68%
1.0	67% - 55%
0.0	54% - 0%

## Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

**Plagiarism is defined as the failure to give credit for the use of material from outside sources.**

**Plagiarism includes but is not limited to:**

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

**Cheating is defined as obtaining answers/material from an outside source without authorization.**

**Cheating includes, but is not limited to:**

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

## Technology Required

Weekly access to a computer with internet access, equipment to record video segments and upload them to JetNet, technical equipment compatible with JC's online delivery service are necessary.

Students must also be able to view YouTube segments. 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. [Students will have an assignment that requires a video submission.](#)

## Makeup Policy

Deadlines are clearly noted on JetNet and the calendar portion of this syllabus. There will be limited opportunities to make up missed assignments. Please plan accordingly.

- Students are welcome to work ahead, but assignments will not be opened after the deadline.
- Discussion posts are due when the corresponding chapter quizzes are due.

## Help

JC provides learning services or opportunities for students seeking help with their course work. These may include information about tutors, learning centers, reserved library materials, open labs, counseling services.

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. JC will make every effort to coordinate accommodations in a timely manner, but failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

## Student Responsibilities

This class is designed to be an interactive classroom experience - not an independent study. Students can expect to spend 9 hours per week on the course material. This includes reading the chapters from the text, responding to the discussion questions and completing the quizzes.

This course is divided into eleven chapters. Each chapter has an outline, 2 discussion questions, and a quiz. It is your responsibility to read that chapter from the text (using the outline as a study guide), respond to each of the discussion questions, and complete the quiz for those chapters.

**Students are also responsible for completing the Individual Research Project. Details on this project can be found on the JetNet page.**

## Participation Policy

Lack of participation may be cause for a student to be dropped. If a student does not attend class or log into JetNet for one week (or longer), they may be dropped from the course. If extenuating circumstances occur, students must contact me as soon as possible to see if accommodations can be made.

Documentation justifying the circumstances may be necessary.

- **Do not wait several weeks to contact me, and then expect to be let back into the course.**
- Students own the responsibility of the effect of being dropped. Being dropped from the class may affect financial aid or housing status. If you are dropped, the drop status will not be changed because of its impact on a student's financial aid, housing status, etc. Once dropped, a student will not be re-added to the class.

## 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.

## Extra Credit

Final grades are based on assignments, nothing else. Therefore, there are no extra credit options for this class.

## Discussion Questions

Students are required to [participate in ALL in-person, online and Group assignments](#).

Other things to note: While the discussions will remain visible for review, the ability to receive credit for posts ends on the day that chapter/assignment concludes. Students are expected to be courteous and professional in their comments.

In order to receive credit, each post must contain at least 100 words, and demonstrate college level writing. This means it must address the question, and be free of spelling/grammar errors. Students must create at least one original post. Additional posts may be original or responses to the posts of other students.

[Discussion posts are due when the corresponding quiz is due.](#)

## Quizzes

Each chapter has a quiz. The quiz questions are designed to highlight important information from the text. You can expect 25 multiple choice/true-false questions in each quiz. Quizzes are timed (40 minutes) and can only be attempted once. Please make sure you have a strong internet connection, and are free from distractions when you attempt each quiz.

## Grading Criteria

Before making a discussion board post, please consider the following:

- Are there any spelling or grammatical errors in my work?
- Does my work demonstrate professionalism?
- Is this college level work?

All discussion posts will be evaluated on content, grammar, spelling, depth, number and overall adherence to the requirements of the assignment.

## Instructor availability

I will not be available 24/7. I do my best to respond to questions, and review 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 or directly through JetNet.

## Calendar

Changes to the course schedule will be made at the professor's discretion. Any changes will be announced on the JetNet page, and will be sent to all students in a JetNet message.

WEEK	DATE	TOPIC	HOMEWORK
1 – 4	Deadline: Sunday, each week, by 11:59pm	<ol style="list-style-type: none"><li>1. Foundations of Interpersonal Communication</li><li>2. Culture and Interpersonal Communication</li><li>3. Perception of Self and Others</li><li>4. Listening in Interpersonal Communication</li></ol>	Discussion Posts, Quiz, Class Participation, In-Class Assignments & Group Work
5 – 8	Deadline: Sunday, each week, by 11:59pm	<ol style="list-style-type: none"><li>5. Verbal Messages</li><li>6. Nonverbal Messages</li><li>7. Emotional Messages</li><li>8. Conversation Messages</li></ol>	Discussion Posts, Quiz, Class Participation, In-Class Assignments & Group Work
9-10 Individual Research Project	Deadline: TBA	Instructions are available on the JetNet page.	Discussion Posts, Quiz, Class Participation, In-Class Assignments & Group Work
11 - 13	Deadline: Sunday, each week, by 11:59pm	<ol style="list-style-type: none"><li>9. Interpersonal Relationships</li><li>10. Interpersonal Relationship Types and Theories</li><li>11. Interpersonal Conflict Management</li></ol>	Discussion Posts, Quiz, Class Participation, In-Class Assignments & Group Work

