



22 Spring Semester

Interpersonal Communication COM240.H60

Number of Credits: 3

Days Class Meets: Tuesday & Thursday

Meeting Times: 11:00 a.m.-12:27 p.m.

Location/Venue: Justin Whiting Room 101

Instructor: Janet Paul, M.A.

Contact Email: pauljanetc@jccmi.edu

Office Hours: By arrangement before or after class; other days/times available upon mutual agreement

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 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)

None.

Course Goals

The goal of this course is to help students understand the role of interpersonal communication in person and professional success, develop appropriate communication strategies for a variety of contexts and prepare and present messages with a specific intent. We will accomplish this through readings, discussion, presentations, and reviewing a variety of media selections.

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

- GEO 2: Speak clearly, concisely and intelligibly

Textbook

- **Interpersonal Messages** by Joseph DeVito – 4th Edition, Publisher: Pearson – ISBN: 9780134204437
- **The textbook is required.**

Digital Format: This text is available in a digital format to rent or purchase through the JC Bookstore. Please see the links posted on your course JetNet site.

Please review the cost of your required materials to determine the best option for you to purchase your materials.

Please note, your opt out selection is for your *entire* semester schedule. You cannot opt out/opt into individual courses. And you must opt out by the due date of your first class, which is the 3rd day after the start of your earliest course.

[Learn new textbook program at JC](#)

For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu

Student Responsibilities and Participation/Attendance

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate within the first couple of days of the term to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

- If extenuating circumstances occur, students must contact me as soon as possible to see if accommodations can be made. Expect that formal documentation (dr's office note, for example) is generally necessary.
- Let your instructor know ahead of time if you have a planned absence OR if you know will need to be late to class, in order to avoid losing participation/attendance points.
- Attendance is mandatory on your project presentation day. You will know your designated day in advance. If there are extenuation circumstances that prevent you from presenting on your given day, let me know in advance so we can make arrangements.

Communication with the Instructor

Use the JC email, as that is the address I will use. No personal email accounts. Get in the habit of using your JC email and checking it at least a couple of times a week.

"Announcements" I send to the entire class will also appear in your JC email.

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 don't participate online or miss turning in an assignment.

- Let me know if you need help, have questions, are confused, or want to talk. I'm here to help you as much as I can. We can set up a time 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

Deadlines are clearly noted on JetNet and the calendar portion of this syllabus. There will be no opportunities to make up late assignments, including quizzes, so plan accordingly.

- **Any Submitted assignments** are to be typed....and proofread, please! The format is 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** – Read instructions for each individual forum are there may be variation. Unless otherwise instructed, make at least 3 posts - your own complete 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 Sunday evening at midnight until the following Sunday evening at midnight.

Quizzes

- Each of the eleven text chapters has a corresponding online quiz. Number of questions and length of time allowed to complete will vary, so note instructions with each quiz. Complete the syllabus quiz during the first week of the course. Your *two* lowest quiz scores will be dropped in tabulating your final course points.
- Weekly quizzes will be open from Sunday evening at midnight until the following Sunday evening at midnight. Due to the short time frame of this course, there will be no re-opening of quizzes without a written medical excuse.

Grading Breakdown

In class Activities	150
Online discussion forums & other assmts.	200
Weekly quizzes (incl. Syllabus Quiz)	250
Semester Project Presentation	<u>200</u>
	800

I will record your earned points on JetNet. You can request that I tabulate your points and verify your grade so far in the course at any time during the semester.

Please note: All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

Final grades are calculated as follows:

752-800 =	94% +	(4.0)
720-751 =	90-93%	(3.5)
672-750 =	84-89%	(3.0)
640-671 =	80-83%	(2.5)
592-639 =	74-79%	(2.0)
560-591 =	70-73%	(1.5)
512-559 =	64-69%	(1.0)
480-511 =	60-63%	(0.5)
Below 480 =	59% -	(0.0)

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

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

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

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Academic Advising

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. While we will make every effort to coordinate accommodations in a timely manner, 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. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](#) web page

See Semester Calendar →→→→→→→→→→→→

Semester Calendar...COM 240H60, S22...JW 101, Tues. & Thurs. 11 am-12:27 pm

The Powerpoint and complete 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.

A week if defined as Sunday evening at midnight until the next Sunday evening at midnight.

Class Mtg. Dates:	Topics:	Chapters	Assignments / Activities
3.15/3.17	The Syllabus Introductions 1-Foundations of Interpersonal Comm. 3-Perception & Self	1	<i>Listen to Chap. 1 lecture before we meet if you can!</i> <u>Due Sunday, March 20</u> Assmt. 1: Instructions on JetNet (20 pts.) Syllabus Quiz Quiz Chap. 1 Discussion forum (1)
3.22/3.24	Finish 3-Perception & Self 2-Culture and Communication	3 & 2 for class	Distribute Semester Project instructions: Includes Project Benchmark assignment Assmt. 2 Active Listening. on JetNet this week (10 pts) <u>Due Sunday, March 27</u> Quizzes Chap. 3 & 2 Discussion forums (2)
3.29/3.31	4-Listening 5-Verbal Messages	4 & 5 for class	Assmt. 3 – Verbal dialogue, on JetNet this week (10 pts.) <u>Due Sunday, April 3</u> Project “Benchmark” (20 pts. of project) Assignments 2 & 3 on JetNet Quizzes Chap. 4 & 5 Discussion forums (2)
4.5/4.7	6-Nonverbal Communication 7-Emotional Messages 8-Conversation	6, 7 & 8 for class	<i>Project consultations continue</i> <u>Due Sun., April 10</u> Quizzes Chap. 6, 7 & 8 Discussion forums (2)
4.12/4.14	9-Interpersonal Relationships 10-Interp. Rel. Types & Theories	9 & 10 for class	<i>Project consultations continue</i> Assmt. 4 - Life Partner Qualities (20 pt, on JetNet for 2 weeks (20 pts. possible) <u>Due Sun., April 17</u> Quizzes Chap. 9 & 10 Discussion forums (3)
4.19/4.21	11-Conflict Resolution Intergenerational Comm.	11 for class	<i>Project consultations continue</i> <u>Due Sun., April 24</u> Quiz Chap. 11 & Intergen. Comm. Discussion forums (2)
4.26/4.28	Project presentations both days		Assmt. 4- Life Partner Qual. Due April 30 Discussion forum (2)

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