

COM 240
Interpersonal Communication
Fall 2013
Hillsdale Campus/Online (Hybrid)
F 9-11am

Instructor:

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Online Contact:

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Required Text and Materials:

DeVito, J. A. (2014). *Interpersonal Messages (3rd)*. Boston: Pearson.

Course Objectives:

The goal of this course is to provide students with an in-depth understanding of human interaction in interpersonal contexts. Using personal experiences and cultural examples, this class will connect theoretical perspectives with practical applications of communication skills. Upon completion of this course, students should understand how communication scholars approach the study of human interaction and the roles played by the self, by others, and by the interactions we have in our interpersonal relationships.

Methods of Instruction: Lectures, discussions, assigned readings, and interactions with students. Please note, all methods will be used in both online and face-to-face contexts. Other methods may be employed when necessary.

General Course Policies:

Hybrid Course Note – This is a hybrid course meaning that only a small percentage of the course material will be covered in face-to-face course sessions. All students will be expected to complete 31 hours of guided online learning in addition to time spent in the classroom. This time will be spread throughout the semester and cannot be completed in one or two cram sessions. In addition, time spent studying or completing homework assignments are not included in the guided learning time. Please plan accordingly.

- 1.) Attendance – Communication is a complex and dynamic process, much of which is difficult to express through textual or online media. Moreover, the hybrid nature of this course means that there are few opportunities to meet with the instructor and your fellow classmates face-to-face. Attendance at all

- sessions is mandatory. All absences, regardless of reason, will have a detrimental effect on your final grade. Missing two consecutive class periods may result in administrative withdrawal from the course.
- 2.) Late Work – Late work is not accepted unless approved by the instructor prior to the assignment due date. Each student is allowed one late assignment with instructor approval. All late work must be received within one week of the original due date and will receive no higher than a 2.0.
 - 3.) Paper Expectations – All writing projects for this course are expected to be written with college-level quality and grammar. Sources must be properly cited using APA formatting. If you are unfamiliar with appropriate citations it is your responsibility to seek appropriate assistance. The instructor reserves the right to reject any paper deemed below this level. Papers returned per this policy will be treated as late work.
 - 4.) Personal Recordkeeping – It is your responsibility to maintain a digital copy of all assignments and correspondence pertaining to course work. These records may be stored on an email account, a flash drive, a personal computer, or any other means of storage and may be used in conversations pertaining to missing or late work.
 - 5.) Group Work – Success in an online course is facilitated by fostering relationships with fellow students. As a result, this course will include a number of small group assignments. Although you will not be required to meet face-to-face outside of class, you will need to develop and coordinate final projects. There are numerous resources available for online collaboration (Facebook, Google Docs, Dropbox, etc.). If you are unfamiliar with these tools, please speak with the instructor for a brief overview.
 - 6.) JetNet – Being a hybrid course, you will be using JetNet on a regular basis. Plan on logging in at least 2-3 times each week. If you are unfamiliar with the online course management software, please speak with the instructor for a brief lesson on its use. If you are uncomfortable with computers or struggle to use them effectively, this course may be a significant challenge for you.
 - 7.) Assignments – Below you will find a course calendar. It is your responsibility to hand in assignments on time. You might not be reminded of the due date. If you miss a class where the project is assigned, it is also your responsibility to download and print the assignment sheet. Please note that some projects run concurrently and require that you manage your time appropriately.
 - 8.) Assignment Submission – All assignments must be handed in online through the appropriate dropbox on JetNet and must use one of the following extensions: .doc, .docx, or .rtf. No other file formats will be accepted. It is your responsibility to ensure that your submission is in the appropriate folder and is of the proper format. **DO NOT EMAIL ASSIGNMENTS TO THE PROFESSOR AS THEY WILL NOT BE ACCEPTED.**
 - 9.) Grade Disputes – All disputes over received grades must be done in writing, within one week of the assignment being returned, citing justification for review. The instructor will not change any grade absent written reasoning. You may discuss questions you have regarding your grade at any time without a written submission.

- 10.) Changes to Syllabus – The instructor reserves the right to alter this syllabus as seen necessary. Any changes will be accompanied by appropriate in-class notification.

Assessments

Your final grade will be figured based upon your completion and performance of the following assessment categories:

- 1.) Exams (30%) – Throughout the semester your group will be assigned three essay exams. Each exam will require research, discussion, and theoretical application of course concepts and must be completed and submitted as a group.
- 2.) Personal Assessment/Reflection (20%) – At the beginning of the semester, you will be expected to respond to questions assessing personal perceptions of communication skills. At the end of the semester, you will be using your assessment to consider how your perceptions about interpersonal communication have changed after studying theoretical concepts of human interaction.
- 3.) Online Discussion (10%) – Every week there will be 2-4 online discussion questions pertaining to course material. It is your responsibility to participate actively in these discussions. All contributions should represent your understanding, application, and engagement with course material. Brief or inappropriate comments may not receive full credit.
- 4.) Quizzes (10%) – After reading each chapter and listening to the accompanying lecture and/or supplementary material, you will be expected to take an online quiz to demonstrate your mastery of important concepts. These quizzes will be online and open book with no time limit. You may contact the instructor or other classmates if you encounter a confusing or challenging question.
- 5.) Homework (10%) – Throughout the semester you will be expected to complete smaller assignments for pass/fail credit. These assignments are ineligible for the late work policy. If they are due in class, absent students will receive no credit.
- 6.) Original Research Project (20%) – Interpersonal communication is a social science with decades of peer-reviewed scholarship to support our theories. For this class, you will be devising and conducting original scientific inquiry with a partner. The final project will be a 10-15 page paper representing an investigation of an aspect of human interaction that you and your partner(s) find interesting. You will be presenting this research to the class on the last day of the semester.

Associate Degree Outcomes

The Board of Trustees has determined that all JCC graduates should develop or enhance certain essential skills while enrolled in the college. Several of these Associate Degree Outcomes are addressed in this class. Each is explained below. Particular skills or attitudes will be measured through large and small group discussions, your presentations, chapter connections, and tests. The Associate Degree Outcomes for COM 240 include:

- ADO #2: Speak clearly, concisely, and intelligibly
- ADO #9: Work productively with others, recognizing individual contributions to group success
- ADO #10: Understand and respect the diversity and interdependence of the world's peoples and cultures

Grading Scale

This class uses the standard JCC grading scale:

94-100 = 4.0 (Excellent)

89-93=3.5

84-88=3.0 (Superior)

78-83=2.5

72-77=2.0 (Average)

66-71=1.5

60-65=1.0 (Below Average)

55-59=0.5

<54=0.0 (Not Passing)

Semester Schedule

Check online course homepage for a schedule of activities, assignments, and expectations.