

Interpersonal Communication

Comm. 240
Fall, 2014
JC North Campus

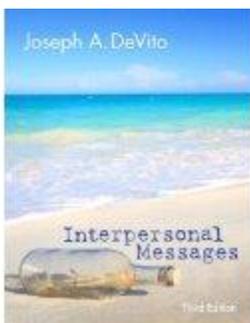


Instructor: Lori Tucker-Sullivan
Friday, 9:00 – 11:54 a.m.

Email: tuckersloril@jccmi.edu

Office Hours: By Appointment or 15 minutes immediately after class

PLEASE NOTE: the course syllabus is a general plan for the course; deviations may be necessary. A calendar will be available once final enrollment is determined.



Textbook: Interpersonal Messages Third Edition, DeVito, Joseph. 2014. Pearson.
ISBN 978-0-205-93180-4

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.

Due to the nature of this course and the assumption that we “cannot not communicate,” we will spend a great deal of time every class period communicating in large and small groups, learning to communicate more effectively through awareness-raising and skill enhancement. Consequently, participation is of the utmost importance.

Course Objective: 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 Associate Degree Outcomes (ADO’s). The ADO’s for this course include (but are not necessarily limited to):

- ADO 2: Speak clearly, concisely and intelligibly (proficient)
- Ado 9: Work productively with others, recognizing individual contributions to group success (dev)
- ADO 10: Understand and respect the diversity and interdependence of the world’s people and cultures (dev)

Grading

The points are standard, but the total amount of points is flexible—the final grade will be a percent of all work assigned. Grades are available to be viewed on JetNet.

Course Components:

- **Class Participation and Attendance:** The effort that each one of us puts into our awareness, personal growth and enlightenment is a choice we each must make. Every moment in this class (as in life) is a learning opportunity, and the process of purposefully experiencing this course will teach you the content. Your investment is vital to your success, the success of your small groups, and the overall success of the class. Please evaluate the following implications as you make the decision whether or not to attend class.
 - Attendance sheets, assignments given in class, and in class activities will combine to determine your participation points and will have a significant impact on your overall grade. **Missed material can only be made up by PRIOR arrangement.**
 - Since this class is largely experiential, each of you will benefit from being in class. Your contributions are significant and important to the class dynamic. What you get out of this class is predominately what you are willing to put in.

*As situations arise in which you are unable to attend class, please notify me as soon as possible prior to missing class.

- **Small-Group Participation (Lab):** You will work in several different small groups throughout the semester. Half of class time will be spent in interactive lectures; your participation in discussions during lectures is very important. The second half of class will usually (unless time doesn’t permit) be spent in small group activities that reinforce and put into practice the theories learned during lecture time. Most small group activities will require a brief presentation to the class to share outcomes.
- **Quizzes:** There will be two quizzes during the semester. The first will focus on chapters 1-4, the second on chapters 5-8. Quizzes will cover material from reading, in-class discussion and lectures. Students are strongly advised to read the book as some material may not be covered in class but may still be on a quiz. Missed quizzes can only be made up if student notifies instructor of absence *before class starts* and must be made up during the next class period.

- **Journals:** You will be expected to write ten (10) journal entries to be turned in over the course of the semester. Most journal entries relate to the pertinent interpersonal communication chapter that will be discussed in class, reactions to class activities or reactions to a guest speaker. The journals are to be typed and double-spaced, and should be 1.5-2 pages long. Use 1" margins, 12-point font and Times New Roman. They should be submitted with a title page to help protect confidentiality. Journals are due in paper form on appropriate days. Journal entry due dates will be listed on JetNet. You will be allowed one "emergency journal" that can be submitted via email within 24 hours of class time. Please note that only *one* emergency journal will be accepted. No other journals will be accepted via email. Mark any emergency journal with an "E." For grading requirements, please refer to the section below entitled *Journal Evaluation Form*.
- **Cultural Investigation/Midterm Paper:** In lieu of a midterm, a cultural investigation paper will be conducted on the culture of your choice. *You must choose a culture that you are not, nor have ever been, a part of.* The purpose of this paper is to gain insightful information about a new culture while also practicing different interpersonal communication techniques that you learn throughout the semester. This research paper will consist of five (5) parts: 1. Research and Facts, 2. Interview Information, 3. Current Issues, 4. Summary and 5. Bibliography. All papers are expected to be completed at a college level, with few or no typos, grammatical errors or inaccuracies. Plagiarism will not be tolerated and will result in a zero grade and further appropriate action.
- **Group Project:** Your group project will be completed with 4-5 members of a group that will be assigned later in the semester. Each group will be responsible for selecting a film, analyzing various communication encounters within the film, and discussing why they were effective or not, using terms from the textbook, class discussion, and at least one outside source. Group will present a paper and a PowerPoint presentation to the class. A full rubric for this project, along with expectations of the group and deadlines, will be distributed on November 14. The group will be responsible for meeting deadlines leading up to the presentation so the instructor is aware of any issues.
- **Portfolio:** You will need to submit a collection of your original journals (with instructor feedback), bound together in a folder. In addition to this collection of your work, you will also need to include a table of contents and a reaction paper discussing what the journal writing and feedback process was like for you. For grading information, please refer to the section in your syllabus entitled *Portfolio Score Sheet*.
- **Final Exam:** The final exam will be given on the last scheduled day of class. It will encompass material from the entire class year, with some emphasis on chapters 9-11 as there is no quiz on those chapters. A study guide will be provided.
- **Extra Credit:** One extra-credit assignment will be available two weeks before the end of class (December 5). If a student feels that he or she could benefit from extra points, you may opt to do the extra credit assignment. The assignment will be to read a journal article about communication and apply what you've learned in class to the information gleaned from the article. Students must inform the instructor on December 5 whether or not they will do the assignment. The assignment will be due to the instructor BEFORE the final exam is taken, either by delivery of a hardcopy in person, or by email to the instructor. No late assignments will be accepted. Students may receive up to 25 additional points by completing the extra credit assignment.

Journal Evaluation Form

Format: includes cover page with name and class information, is appropriate length and in proper format

Uses proper grammar, spelling and sentence structure. _____/4

Clarity: thoughts are expressed clearly and logically, writing is concise and clear. Student understands the purpose of the assignment and responds to the question posed. _____/2

Critical Thinking: Student attempts to view situations from many perspectives, offers insights and self-perceptions, uses depth in writing about topic, explores connections and themes. _____/2

Openness, Risk-Taking: Student approaches both positive and negative insights, takes genuine risk in talking about personal reactions and emotional responses. _____/2

TOTAL _____/10

Course Assignments & Evaluation

Quizzes	100 points (2 quizzes at 50 points each)
Mid-term Paper	100 points
Final	100 points
Group Project	150 points
Portfolio/Journal	100 points (10 assignments at 10 points each; points will only be awarded if portfolio of all journals is turned before the Final Exam)
Attendance/lab participation	75 points (5 points daily)

TOTAL POINTS AVAILABLE: 625

Total Points Possible: 625

625 points – 562 points
561 points – 500 points
499 points – 438 points
437 points – 375 points
374 points – 312 points
311 or less

Grading Scale:

90-100% 4.0
80-89% 3.0
70-79% 2.0
60-69% 1.0
50-59% 0.5
49% and below is a 0



Policies

Classroom courtesy – Please treat the instructor and your fellow students with courtesy and respect. This class benefits from a workshop environment where opinions are freely exchanged and conversations are on-going. We won't all agree with comments that are made, but we must respect speakers and allow everyone the opportunity to participate.

Cell phones/computers – Turn them off. If you are in the midst of an emergency and someone may need to contact you during class, please inform the instructor at the beginning of class. Otherwise, please turn off phones and computers to avoid disruptions to our class time. If you are asked on multiple occasions to turn off or put away your phone, I will deduct 10% from your final grade. This is a matter of both courtesy to your instructor and classmates, and also practice for the professional world where disruptive behavior can mean a reprimand or even loss of a job.

Attendance – This class is designed for much discussion of material during class time. Your attendance is necessary for your success, as well as others'. Participation counts for a portion of your grade and cannot happen unless you are in attendance. Attendance is taken every class period.

If you miss class, it is up to you to get notes from a classmate. In the event you are going to be absent from class and a journal assignment is due, it is your responsibility to submit the journal assignment on time or early. You are expected to participate, to speak up, to ask questions about anything you don't understand, answer questions when called upon, and express your ideas.

Plagiarism - If any student writing contains data, quotations, or paraphrases from other sources without adequate documentation in MLA format, the assignment will be issued a grade of 'zero,' with no further opportunity for resubmission. In addition, the student's name will be reported to the Dean. Students who plagiarize may be failed from the course. Furthermore, if an assignment has been graded by the instructor and is then discovered to contain plagiarized content, the grade will be revoked and replaced with a zero.

Writing Skills - As stated in the JCC Catalog "(c)ollege courses often demand strong writing skills. To ensure your success you may receive assistance with your papers, essays, lab reports, documentation of sources and other written assignments. Find help to get you started with your writing assignments including brainstorming topics, organizing ideas, writing rough drafts, editing, proofreading, citing sources and more. Reference materials, encouragement and computers are available. Both faculty and peer tutors are available on a drop-in basis or by appointment." (22). <http://www.jccmi.edu/Success/>

Academic Help - The Center for Student Success is located in Burt Walker Hall Room 123 on the Central Campus. The Center's phone number is 517-796-8415, and offers free tutoring, a drop-in learning lab, the Writing Center, assistance with study skills, time management, online class orientation, homework deciphering, and academic advising.

Accommodations for Students with Disabilities - Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Center for Student Success located in Burt Walker room 123 on the Central Campus, or call 517-796-8415 as soon as possible to ensure that such accommodations are implemented in a timely fashion.