

COMM 218: Interpersonal Communication – Benton Center (CRN 34113)

Instructor: Erin Cook

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Office Hours: Tuesdays from 4:00PM to 6:00PM, BC 120C or by appointment.

Welcome to COMM218: Interpersonal Communication. I hope that you can get as much as possible out of this course related to your own interpersonal relationships, regardless be they face-to-face or online. Below you will find the syllabus for this course. Please read through it CAREFULLY, paying special attention to assignment deadlines. A calendar with all assignments and due dates for the ENTIRE TERM is included, thus late assignments will not be accepted.

We will focus on the development of interpersonal communication knowledge and the improvement of interpersonal communication skills, both in the context of face-to-face and online relationships. We will move toward these goals by exploring various aspects of theory and practical skill development in the interpersonal communication process. The various aspects of interpersonal communication which we will explore include self-concept, perception, emotions, language, nonverbal communication, listening, relationship development, communication climates and conflict resolution. Exploration of these topics will involve readings, in-class discussions, video clips, written assignments and quizzes.

Success in this course is largely dependent upon your willingness to be an active participant. Additionally, students who successfully complete this course are willing and able to use the technology necessary to access web information, submit assignments, and communicate. You must also be a self-disciplined, independent learner with college level reading and writing skills. Completion of WR121 AND RD90 is STRONGLY recommended. Further you should be able to recognize the value, application and ethical responsibilities of the communication process, engage in ethical communication that allow people to accomplish goals, construct clear messages, interact with increased self-confidence, respond to the needs of diverse individuals, build and maintain relationships and recognize the value of listening and empathy within their lives. Success in this course is directly linked to reading your textbook, taking quizzes, watching video clips, writing essays and discussion questions, in-class discussions and activities.

TEXT: Adler, R., B. Rosenfeld, L.B., & Proctor II, R.F. (2013). *Interplay: The process of interpersonal communication* (12th ed.). New York, NY: Oxford University Press. ISBN: 978-0-19-982742-8

EVALUATION AND GRADING:

Assignments	Points	Grade Scale	
Participation (10 @ 10)	100	495 - 550	A
Forum Posts (3 @ 10)	30		
Forum Responses (6 @ 5)	30	440 - 494	B
Weekly Essays (4 @ 15)	60		
Quizzes (3 @ 10)	30	385 - 439	C
Midterm Exam (1 @ 100)	100		
Final Exam (1 @ 100)	100	330 - 384	D
Film Paper (1 @ 100)	100		
Total	550	≤ 329	F

PARTICIPATION – Each week there will be a variety of in-class activities, discussions and written groups assignments that we complete. These activities count towards participation points. If you miss class, for whatever reason, these activities and thus the participation points cannot be made up. Additionally, you must arrive to class on time and stay for the full class period in order to earn full participation points, partial points are not awarded. Lastly, missing my class for another class is unacceptable.

FORUM POSTS – Forum posts are designed to help you understand, learn and discuss concepts introduced in the course. During weeks 1, 4, and 7 you will be posting an original response to discussion questions in addition to responding to two (2) original posts of your classmates. Responses to classmates' posts need to be thoughtful, organized, and address specifics from the original post and not a simple "I agree" or "I like what you said." Give some time and thought to your responses. Forum posts are due on Sunday of weeks 1 (1/12), 4 (2/2), and 7 (2/23) by 11:59PM.

QUIZZES – During weeks 2, 5, and 8 there will be a brief ten-question quiz on Moodle that is designed to check your reading of the text. These quizzes contain multiple-choice questions, you will have 20 minutes to complete the quiz, and you may use your notes and book. The quizzes are due on Sunday of weeks 2 (1/19), 5 (2/19), and 8 (3/2) by 11:59PM.

ESSAYS – During weeks 3, 6, 9, and 10 you will receive an essay prompt related to that week's lecture and discussions. You will use that prompt to explain, in detail, the concept for that week as well as apply said concept to your own life by incorporating clear, detailed real life examples. If you do not feel that you personally have had enough experience with the concept, you can use references from people you know or pop culture. Essays will be graded on the following criteria: 15 points – you get the concept and explained it in detail as well as demonstrated how this applies to your own life; 10 points – you sort of get it, there are limited examples for both the explanation and the application; 5 points – you either explained the concept or applied it but not both; 0 points – you missed the boat on this one. These are a more formal assignment than the discussion boards; as such your essays need to be proofread, organized, and coherent. Essays are due Sunday on weeks 3 (1/26), 6 (2/16), 9 (3/9), and 10 (3/16) by 11:59PM.

FILM PAPER – During week 7 of the term you will be assigned your final film paper. Throughout the term we watch clips from TV shows and film that demonstrate examples of course concepts. The film paper will require you to select a film from a designated list, watch the film and identify course concepts used in the film. More information and specific assignment requirements will be handed out during week 7.

DEADLINES: Assignments that are handed in, in class, are due in the first 10 minutes of the class period. After that time assignments are late and are not accepted. Assignments due outside of class are due on Sundays by 11:59PM. If you miss a deadline, it is NOT acceptable to simply email me an assignment.

24 HOUR POLICY: Once graded work is handed back, you must wait 24 hours before asking questions, with the exception of deciphering hand writing. I take the time to write comments on all graded work, so please take the time to read through those comments before asking questions as many times the questions that arise are answered there initially.

WRITTEN ASSIGNMENTS: For all written assignments that you turn in, they must be typed, double-spaced, stapled, and proofread. Use of conventional spelling, complete sentences and an appropriately formal approach to assignments is required, meaning "text" language, emoticons, or abbreviations are not appropriate. This is a college course with scholarly standards and as such to meet these standards you need to do your best work.

DISABILITIES SERVICES: Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you have not accessed services and think you may need them, please contact Disability Services, 541-917-4789.

ACADEMIC HONESTY: Academic honesty is expected at all times. Using someone else's work as your own or information or ideas without proper citations can lead to failing the assignment or the class. In short: do your own work.

NONDISCRIMINATION: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

INCLUSION: The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill.

FOOD AND DRINKS: You may eat and drink in class. However, if you abuse this privilege, you will lose it. Please clean up after yourself.

TECHNOLOGY: Your participation in this class is technology free, meaning that you cannot use a laptop to take notes unless you have ODS accommodations. This technology free rule includes cell phones. If your phone rings in class, I will answer it and you will lose the participation points for that day. Also if you are caught texting, you will also lose the participation points for that day. I reserve the right to publicly mock you for violating these rules. Class is only three hours with periodic breaks; give your thumbs and eyes a rest.

CIVILITY AND RESPECT: This is a class that is founded upon the notion of our right to the freedom of speech. With that said, there may be views, opinions, and thoughts expressed that do not align with your own beliefs. Keep in mind that everyone has the right to their own opinion as well as the right to express their opinion. What people do not have the right to do is to impose those opinions upon others. Keep the expression of thoughts and ideas open so that all can be involved in the learning process. You might just be surprised at what you not only learn about communication but about yourself as well.

COMMUNICATION – With the most effective method for getting in touch with me being email, there are a few things that I would like you to keep in mind when attempting to contact me via email. First, I will not open nor respond to emails that come from a “personal” email address. You are a student at this college and as such you have been provided with a school email address which all correspondence with me needs to come from. Secondly, with the use of your school email address, please be sure to sign your emails with your first and last name, otherwise I won't know who you are nor how to answer your questions or concerns. Third, when you send me an email during the week, please allow 24 hours for a response; on the weekend or over breaks it may take longer for me to respond. If you have not heard from me in that time, then you can send a courteous and professional follow up email.

WEEKLY ASSIGNMENT CALENDAR *(I RESERVE THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS ANY TIME DURING THE TERM.)*

Week	Date	Ch.	In - Class	Moodle
1	1/7	1	Course Introduction; Why Communicate; Process; Defined; Competence	DB/R #1 due 1/12
2	1/14	3	Self-Concept: Identity Management; Self-Disclosure	Quiz #1 due 1/19
3	1/21	2	Diverse World; Social Media	Essay #1 due 1/26
4	1/28	4	Perceptions; Influences; Tendencies; Synchronizing	DB/R #2 due 2/2
5	2/4	5	Nature of Language; Impacts; Uses; Gender	Quiz #2 due 2/9
6	2/11	6	Nonverbals; Functional Types	Essay #2 due 2/16
7	2/18	7	Midterm Exam (Ch. 1 - 6) Listening; Challenges; Components; Listening Responses	DB/R #3 due 2/23
8	2/25	8 & 9	Emotions; Relationships;	Quiz #3 due 3/2
9	3/4	9 & 10	Relationships Continued; Climates	Essay #3 due 3/9
10	3/11	11 & 12	Conflict; (Dys)Functional; Styles; Systems; Variables; Contexts	Essay #4 Film Paper due 3/16
Finals	3/18	Final Exam (Ch. 7 - 12)		