

Linn-Benton Community College
Department of Communication
COMM 218Z: Interpersonal Communication (CRN: 28361)
Course Syllabus: Fall 2023

Schedule:

Course Dates: Sept. 25 - Dec. 10, 2023
Day/Time: Tues./Thurs. 10:00 - 11:50am
Location: NSH- 207

Instructor Information:

Hailey Adkisson, M. A.
adkissh@linnbenton.edu
Office: MKH- 204
Office Hours: Tues/Thurs. 12:30-1:30pm or by appointment (virtual or on-campus)
Link to Office Hours: <https://linnbenton.zoom.us/j/7579805682>



Course Description:

COMM 218Z increases the knowledge and use of competent communication skills to better understand oneself, others, and the role of communication in interpersonal relationships.

State of Oregon's Outcomes Statement

1. Describe how culture, identity, perception, biases, and power influence the communication process.
2. Recognize and analyze interpersonal communication concepts (e.g., ethics, verbal and nonverbal communication, listening, emotions, and conflict).
3. Assess one's own interpersonal skills to become more competent in a variety of relational contexts.
4. Apply foundational concepts and theories to interpersonal communication.

LBCC Course Outcomes

As a result of taking COMM 218Z, a student should be able to:

- Apply interpersonal communication research and theory
- Identify interpersonal communication's key functional areas
- Analyze, select, and enact appropriate interpersonal communication behaviors based on interpretation of the context

Required Text: This textbook will be automatically available to you on Moodle through VitalSource. If you do not want an etextbook, you will need to "op-out" and purchase a hard copy. As a reminder, the textbook is mandatory for this course and there are assignments due the first week of class that require the textbook. Old editions of the textbook will not be accepted.

Adler, R., Rosenfeld, L.B., & Proctor II, R.F. (2021). *Interplay: The process of interpersonal communication* (15th ed.). New York, NY: Oxford University Press.

Additional Course Requirements: In addition to the textbook, you will need access to the following on a regular basis:

- Moodle
- Linn-Benton Email account

- Reliable computer/laptop (completing assignments on your phone is NOT recommended)
- Reliable internet connection

ASSIGNMENTS & GRADING

POINTS POSSIBLE	LEARNING ACTIVITY	DUE DATE
80	Journals	Due <u>every</u> Thursday by 10:00am
30+ 3EC	Exit Tickets	11 class sessions throughout the term
20	“What do you carry with you?” presentation	Tuesday, Oct. 10th by 10:00am (class presentation and write-ups on Moodle)
55	Exam #1	Thursday, Oct. 26th
60	“Dear Abby” Final Application Letters	Thursday, Nov. 30th by 11:59pm
55	Exam #2- FINALS WEEK	Tuesday, Dec. 3rd at 9:30am
TOTAL= 300 points		

Assignment Details: This list provides an overview of assignments. Due dates and points may be adjusted if need be. More information for each assignment will be discussed throughout the term and be made available on Moodle.

- **Journals (80 points; 10 points each)**- Each week you will need to respond to journal prompts on Moodle. An excellent journal should be **at least 250 words in length** (excluding the question prompt) AND show quality in your post (i.e. show me that you have read and spent time reflecting). Many of the journal prompts will be used to guide in-class discussion and must be completed prior to our Thursday class meetings. Therefore, **journals are due every Thursday by 10:00am (class time)**.
- **Exit Tickets (30 points; 3 points each):** The purpose of the exit ticket is to reflect and apply what you learned in class that day, share insights with me that may not have been shared aloud in class, and allow me to see what additional information may need to be covered during future class periods. This may be in-class assignments, an activity, or a final question at the end of class. **Exit tickets will happen during 11 random class sessions and cannot be made up.** If you are not in class, you do not receive those points for the day. What this means is that you can miss one exit ticket with zero consequence. If you are present every time there is an exit ticket, the last 3 points count as extra credit.
- **Exams (110 points; 55 points each)**- This course has two exams throughout the term. Material covered will come both from your textbook and class discussions/activities. HINT: If you do not read the text, do not come to class, and do not take notes, you will not do well

during the exams. The final exam IS NOT cumulative. Meaning, it only covers content from midterm to finals.

- **“What do you carry with you?” Assignment & Presentation (20 points)**- This assignment is designed to help you examine and explore the many dimensions of yourself. Select five objects that are representative of how you view yourself. Objects should illustrate major life events, personal goals, challenges you’ve faced, successes you’ve achieved, and/or individual values that have impacted your life and your communication. You will present three of these objects in class. All five objects will have a typed reflection that is submitted on Moodle.
- **“Dear Abby” Final Application Assignment (60 points)**: The purpose of this assignment is to explore “real-life” challenges in interpersonal communication and provide solutions to these challenges by applying concepts and theories from the course.

Grading:

Grades will be assigned based upon points earned in all assignments:

A	=	300-270 points
B	=	269-240 points
C	=	239-210 points
D	=	209-180 points
F	=	Below 180 points

After I return your assignment, you have one week to discuss a grade with me. **I will not discuss grades after the one week deadline.**

Extra Credit: You can receive extra credit by turning in your final “Dear Abby” Assignment early (1 pt. for each day it is early for up to 5 pts) and/or by being on the winning team for the exam prep sessions. Additionally, by completing all 11 exit tickets, you will receive 3 points extra credit.

COURSE POLICIES & PROCEDURES

Attendance: While we have no formal attendance policy, “Exit Tickets” are assigned on 11 random class days. **If you are not in class to complete the exit ticket, you will not receive the points.** Exit tickets CANNOT be made-up. However, **if you are extremely ill, please stay home** out of an abundance of caution to those that are at higher risk. There will be small opportunities for extra credit throughout the term to make-up missed exit tickets. Additionally, missing one will not impact your grade. In other words, don’t stress over a missed class or two, but make sure the absences are for good reasons.

Tardiness: Being on time to class is incredibly important as we go over important announcements in the first few minutes of class as well as start discussions and activities. Arriving late is very disruptive to other students’ learning. **Please try to arrive on-time.**

Assignment and Class Participation Expectations: Reflection and discussion are imperative in this course in order to have a better understanding of ourselves and others, and as a result, become better communicators. In order to do this, sharing information about yourself and personal interactions/experiences as it relates to course content, adds to the learning of others. While I encourage you to stretch yourself, **I never want you to be in a situation or share information**

where you feel extremely uncomfortable or threatened. If an assignment is making you feel particularly anxious, please come talk to me and we will find a way to ease your concerns.

Assignment Submissions: All assignments must be submitted via Moodle. Email submissions will not be accepted.

Late Work: Due to me laying out all assignment deadlines on the first day of class, late assignments will not be accepted and will receive an automatic zero (not partial credit). Please pay attention to assignment due dates listed on the course schedule (below) as well as on Moodle. That being said, I understand life happens. If you know you will have difficulties meeting a deadline due to an illness, childcare issues, or other extenuating circumstances (vacations don't count), please contact me as soon as possible so we can develop a plan to aid in your success of this course. In general, the more frequent and open communication with me, the better.

About My Teaching Style: This is not a traditional lecture course and may feel very different than other courses you have taken. Self-reflection, discussion, and class activities are a central component of this class. You will be asked to interact with one another rather than simply take notes from a PowerPoint. In addition, I give many examples in order to help you understand how the theories and concepts can apply to "real-life" situations. Many of these examples come from my own personal relationships and experiences. This may be uncomfortable for some of you that have not heard an instructor share personal information before. I do this in order to create an atmosphere where dialogue, community, and vulnerability are encouraged and supported, as well as make course content more applicable and tangible. If at any point you have any questions or concerns about what is being shared, please come talk to me. If I feel what is being discussed that day could be "triggers" for people, I will prompt students ahead of time.

Classroom Culture: In order to explore interpersonal communication concepts, it is crucial to be open to sharing your experiences and listening to the experiences of others. The only way we can grow in our communication skills is by expanding our understanding of others. That being said, I expect us to form a community of respect and support within our classroom. **This is a space to be SAFE and BRAVE.** What is shared here, stays here. Healthy disagreement and discussion are a central component of this class and are encouraged, but must be done on a professional and constructive basis. While I have never experienced this in all my years of teaching, if you are disrespectful to your class members, you will be given a warning and then asked to leave. If you've gotten this far in the syllabus and are still reading, I want to reward you. Please send me an email BEFORE our first day of class (Tuesday, Sept. 26th by 10:00am) with your name and picture of a llama to receive +2 extra credit.

Note Taking: As this is a college course, note taking is expected. While lecture slides are available on Moodle, content on my slides is minimal and examples are often given orally and not listed on the slides. In order to do well in this course, and on exams, it is imperative you take notes and write down examples I give throughout the term.

Communication and office hours: The best way to reach me is via email. I do not use the Moodle chat feature for communication. While I check email often, after 5:00pm M-F and during weekends are times I set aside for my family (and sleeping). If you email me after 5:00pm M-F or on the weekends, do not expect a response until the next business day.

I will hold office hours on campus Tuesdays and Thursdays from 12:30-1:30pm. If those days/times don't work for you and you would still like to chat, please email me and we can schedule a time to virtually meet and chat about assignments, course content, or life in general.

Writing Guidelines: While this is not a writing course, proofreading/editing for grammatical and spelling errors is imperative in effective communication. Excessive spelling or grammatical errors will result in point deductions on assignments. Any information from another source that is included in written papers should be appropriately cited using APA format. If you have any questions about how to do this properly, please see me. It is highly recommended to take WRI 121 before taking this course.

Cell Phone Policy: While technology is a regular part of our life, please try to keep cell phones communication to a minimum while in class. If you need to take a call or send an urgent message, please excuse yourself from class and return once you are able to give your full attention.

Pronouns & Names: In order to provide an optimal learning environment for all students, creating a safe space is imperative. If you identify with a particular pronoun/name not represented on the class roster, please feel free to send me an email or come and discuss it with me in-person so I can be sure to recognize this. Your learning and identity are important to me.

COLLEGE POLICIES

Disability and Access Statement: 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 their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with Accessibility Resources, please visit their website at www.linnbenton.edu/accessibilityresources for steps on how to apply for services or call (541) 917-4789.

Honor Code/Academic Integrity: Academic integrity is the principle of engaging in scholarly activity with honesty and fairness, and participating ethically in the pursuit of learning. Academic integrity is expected of all learners at LBCC. Behavior that violates academic integrity policies at LBCC includes cheating, plagiarism, unauthorized assistance or supporting others in engaging in academic dishonesty, knowingly furnishing false information, or changing or misusing college documents, among others. LBCC students are responsible for understanding and abiding by the College's academic integrity policy.

Statement of Inclusion: To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

Equal Opportunity and Non-Discrimination Statement: Linn-Benton Community College does not discriminate based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws in its programs or activities. For further

information see [Board Policy 1015](#) and [Administrative Rule 1015-01](#). The following staff members have been designated to handle inquiries regarding the nondiscrimination policies.

Title IX Reporting Policy: If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

ADDITIONAL RESOURCES

Tips for Success in this Course: While you are responsible for managing your own schedule, below are a few tips to help you be successful in this course:

1. Log on to Moodle at least 2-3 times a week.
2. Allow enough time to focus on coursework. **This course is worth four credits.** A credit is equivalent to an hour of **in-class** time. For each credit, you should also allow **at least** an hour of course work. **This means you should allow at least four hours of out-of-class work a week for this class.**
3. Schedule time into your week where you will work specifically on this class. Stick to this schedule. The more you adjust your schedule, the more likely you are to fall behind.
4. All the assignment deadlines are listed out in the syllabus and on Moodle. Set reminders on your phone calendar NOW for when assignments are due.
5. Use the resources available on Moodle, in-class, **and** read your textbook. I know it is easy to attend class but not read the textbook. However, this course is designed in a way where ALL resources are required. I suggest the following schedule for completing coursework:
 - a. **Friday - Monday:** read the weekly journal prompt and read the assigned chapter due Tuesday (paying attention to material related to the journal prompt).
 - b. **Tuesday:** Attend class and begin reading the chapter assigned for Thursday.
 - c. **Wednesday - Thursday:** Finish reading all assigned material and complete the journal prompt by 10:00am on Thursday.
6. Reach out to me with questions and find time to connect during my office hours. If you start struggling, TALK TO ME. Don't wait until the end of the term. Let's figure out a plan for you to be successful together.

Moodle Layout: Our course page is divided into 10 weeks for the term. Each week is organized by what you need to read, assignments that are due, YouTube videos, and virtual lectures (if needed). Weeks begin on Mondays and new weeks will populate at least the Friday before. This allows you to work slightly ahead if you feel inclined to do so.

Roadrunner Resource Center: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu , or visit www.linnbenton.edu/RRC under Student Support for Current Students). This office can help students get connected to resources to help. Furthermore, please notify me if you are comfortable in doing so. This will enable me to connect you to any resources I know may be available.

Childcare Conflicts: I understand the unforeseen disruption in childcare can pose challenges in completing coursework. If this is something you are experiencing, please talk to me and we can figure out a solution.

Public Safety/Emergency Resources: In an emergency, call 911. Also, call [LBCC Public Safety and Loss Prevention Office](#) at 541-926-6855 and 541-917-4440. From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a public safety app available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

Tentative Course Schedule*: Fall 2023

Below is the schedule for the entire term including what you need to read, what videos you need to watch, and what assignments are due. I highly encourage you to add all the deadlines to your calendar/phone NOW as to not miss an assignment due date. This also aligns with the schedule that is up on Moodle.

WEEK	Date	Topics/Activities	Readings (complete prior to class)	Assignments
Week 1	Sept. 26	Introduction to course		
	Sept. 28	Interpersonal Process and Mediated Communication	Chapter 1 & Chapter 2	Journal #1 due by 10:00am
Week 2	Oct. 3	Communication and the self "Carry With You" overview	Chapter 4	
	Oct. 5	Communication & the Self (continued) Culture and Communication	Chapter 4 Chapter 3	Journal #2 due by 10:00am
Week 3	Oct. 10	Presentations Culture and Communication (if needed)	Chapter 3	"Carry with you" due (<u>all</u> reflections submitted on Moodle; presentations)
	Oct. 12	Perceiving Others	Chapter 5	Journal #3 due by 10:00am
Week 4	Oct. 17	Perceiving Others	Chapter 5	
	Oct. 19	Language	Chapter 6	Journal #4 due by 10:00am
Week 5	Oct. 24	Exam Prep		
	Oct. 26	EXAM #1	Chapters 1-6	

Week 6	Oct. 31	Nonverbal Communication "Dear Abby" Overview	Chapter 7	
	Nov. 2	Listening	Chapter 8	Journal #5 due by 10:00am
Week 7	Nov. 7	Emotions	Chapter 9	
	Nov. 9	Managing Conflict	Chapter 12	Journal #6 due by 10:00am
Week 8	Nov. 14	Interpersonal Relationships	Chapter 10	
	Nov. 17	Communication in Close Relationships	Chapter 11	Journal #7 due by 10:00am
Week 9	Nov. 21	Communication in Close Relationships	Chapter 11	
	Nov. 23	NO CLASS- THANKSGIVING		NO JOURNAL DUE
Week 10	Nov. 28	Communication Climate	Chapter 13	
	Nov. 30	Course Wrap-Up Exam Prep		Journal #8 due by 10:00am "Dear Abby" assignment due on Moodle by 11:59pm
FINALS WEEK	Tues., Dec. 5; 9:30am	EXAM #2	Chapters 7-13	TUESDAY, Dec. 6th at 9:30am

*Please note that assignments, policies and schedule are subject to change upon instructor's discretion.