

COMM 218: Interpersonal Communication – Benton Center (CRN 21271)

Instructor: Erin Cook

Fall Term 2016

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Office Hours: TR 3:00pm – 3:50pm in BC 104 or by appointment.

Welcome to COMM218: Interpersonal Communication. I hope that you can benefit from this course related to your own interpersonal relationships, regardless be they face-to-face or online. Below you will find the syllabus for the course. Please read through it CAREFULLY, paying special attention to assignment deadlines. A calendar with **ALL** assignments due dates for the ENTIRE TERM is included, so late assignments are not 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, small group activities, video clips, written assignments, presentations, quizzes, and exams.

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.

Students who successfully complete this course 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 the interpretation of the context.

Success in this course is directly linked to reading your textbook, taking quizzes and exams, watching video clips, giving presentations, in-class discussions and activities.

**TEXT:** Adler, R.B., Rosenfeld, L.B., & Proctor II, R.F. (2015). *Interplay: The process of interpersonal communication* (13<sup>th</sup> ed.). New York, NY: Oxford University Press.

**EVALUATION AND GRADING:**

Assignments	Points	Grade Scale
In-Class/Homework Activities (10 @ 10)	100	450 – 500   A
Quizzes via Moodle (5 @ 20)	100	400 – 449   B
Midterm Exam (1 @ 100)	100	350 – 399   C
Final Exam (1 @ 100)	100	300 – 349   D
Film Analysis Presentation (1 @ 100)	100	299 ≥   F
<b>Total</b>	500	

**IN-CLASS/HOMEWORK ACTIVITIES:** Each week there will be a variety of in-class activities and/or homework, that you will earn points for. You must be present in class to complete these assignments. Make up activities are not offered for unexcused absences.

**ATTENDANCE:** Your attendance is based on both your presence and participation in discussions and small group activities. Additionally, you must arrive to class on time and stay for the full class period in order to be counted as present for the day. Attendance is taken in the first 5 minutes of class after that time you will be counted absent for the day. You are allowed two (2) unexcused absence for the term. For every additional unexcused absence over two (2), your *FINAL COURSE GRADE* will be lowered by 1/3. If you are going to be gone for a college sanctioned event, documentation from a coach, counselor, or academic advisor needs to be submitted *PRIOR* to being gone in order for the absence to be excused. Documentation after the fact will not be accepted. Lastly, missing class for another class, for any reason, is unacceptable.

**QUIZZES:** Weeks 2, 4, 6, 8, and 10 on Moodle there will be a brief ten-question quiz worth 20 points that is over the material covered in class since the previous quiz and is designed to check your reading of the text. The questions will be multiple choice, you will have 30 minutes to complete the quiz, and you may use your book or notes. These quizzes are due before midnight on the Sunday of weeks 2, 4, 6, 8. All due dates are listed on the course calendar for the term, which means late quizzes will not be accepted. Be sure to give yourself enough time to complete each quiz.

**FILM ANALYSIS PRESENTATION:** During week 7 of the term you will be assigned the Film Analysis Presentation. Throughout the term we watch clips from TV shows and films that demonstrate examples of course concepts. The presentation will require you to select a film from a designated list and identify/explain examples of course concepts presented in the film chosen. You will then present this information the last week of the term. More information and specific assignment requirements will be handed out during week 7.

**DEADLINES:** Assignments that are due in class, are due in the first 10 minutes of the class period. After that time assignment are late and are not accepted. Assignments due outside of class are due on Sundays by 11:59PM unless otherwise stated. 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 about the grade you earned. 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.

**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.

**CENTER FOR ACCESSIBILITY RESOURCES:** Students who may need accommodations due to documented disabilities, or 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 think you may need accommodation services, please contact the Center for Accessibility Resources, 541 - 917 - 4789.

**ACADEMIC HONESTY:** Academic honesty is expected at all times. Using someone else’s work, information, or ideas as your own without proper citation can lead to failing the assignment or the class. Do your own work.

**NONDISCRIMINATION:** LBCC maintains a policy of nondiscrimination and equal opportunity in employment and admissions, without regard to race, color, sex, marital and/or parental status, religion, national origin, age, mental or physical disability, Vietnam era, or veteran status.

**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. There may be views and opinions that contradict your own. 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. Keeping the expression of thoughts and ideas open is beneficial in allowing everyone to be involved in the learning process. You might just be surprised at what you not only learn about interpersonal communication but about yourself as well.


**FOOD AND DRINKS:** You may eat and drink in class. However, if you abuse this privilege, you will lose it.

**TECHNOLOGY:** Your participation in this class is technology free, meaning that you cannot use a laptop to take notes unless you have CAR accommodations. This technology free rule includes cell phones. If your phone rings in class, I will answer it and ten (10) points will be taken from that week's assignment. Also if you are caught texting, you will also lose ten (10) points from that week's assignment. I reserve the right to publicly mock you for violating these rules. Class is only an hour and 20 minutes, give your thumbs and your eyes a rest.

**COMMUNICATION:** Email is the best way to get in touch with me. However, there are a few stipulations that you need to follow when sending me an email:

- I will not open nor respond to emails that come from a "personal" email address. You are a student at this college, and have been provided with a school email address which all correspondence with me needs to come from. When I send a mass email to the class via Moodle, it will come from my [cooke@linnbenton.edu](mailto:cooke@linnbenton.edu) email address. Please make sure that your email does not filter out emails that come from me.
- Please be sure to sign your emails with your first and last name, otherwise I won't know who you are or how to answer your questions or concerns.
- Please include LB 218 the subject line of your email.
- During the week I will respond to emails during office hours or when I am on campus on and I will not be responding to emails over the weekend. If you have not heard from me within 24 hours of emailing me during the week, then you can send a *courteous and professional* follow up email.

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

Week	Date	In - Class	Chapter	Moodle
1	9/27 9/29	Course Intro; Why Communicate, Process, Competence Social Media; The Self; Presenting and Disclosing the Self	1 & 3	Syllabus Quiz *
2	10/4 10/6	What are Emotions; Influences on Emotions Guidelines on Expression; Managing Emotions	8	Q1: Ch. 1, 3, & 8
3	10/11 10/13	Perception Process; Influences on Perception Tendencies and Synchronizing Perceptions	4	
4	10/18 10/20	Climates; Development; Supportive/Defensive; Transforming Culture; Values; Norms; Co; Codes; Competence	11 & 2	Q2: Ch. 2, 4, & 11
5	10/25 10/27	Nature, Challenges, Components, & Types of Listening <b>Midterm Exam**</b>	7	
6	11/1 11/3	Nature and Impact of Language Gender, Social Media, and Language	5	Q3: Ch. 5 & 7
7	11/8 11/10	Nonverbal Characteristics; Functions Types of Nonverbals	6	
8	11/15 11/17	Forming Relationships; Dynamics; Relational Systems Intimacy; Friendships; Family; Romantic Relationships	9 & 10	Q4: Ch. 6 & 9
9	11/22 11/24	Conflict; Styles; Systems; Variables; Management <b>NO CLASS, COLLEGE CLOSURE - Thanksgiving</b> 	12	
10	11/29 12/1	Film Analysis Presentations - A Film Analysis Presentations - B		
Finals	Final Exam TBD in BC 104***			

\*Extra credit quiz on Moodle; closes 11:59pm Sunday October 2<sup>nd</sup>, 2016.

\*\*Midterm exam covers chapters 1, 2, 3, 4, 7, 8, & 11 on Thursday October 27<sup>th</sup>, 2016.

\*\*\* Final exam covers chapters 5, 6, 9, 10 & 12 on TBD in BC 104.