

Syllabus

COMM 3300: Interpersonal Communication

Fall 2017
Section 90
CRN 81143
3 Credit Hours

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E-Mail: You may contact me using the Clayton State University e-mail address above or use the e-mail provided through GeorgiaView (D2L). If you contact me via the CSU account, please use your CSU account. Continue to check your CSU account regularly for messages relevant to the course.

Course Website (GeorgiaView or Desire2Learn): To access this course, go to the Clayton State University Homepage, log onto the SWAN, select GeorgiaView, then select this course. You may also log into D2L at this address: <https://clayton.view.usg.edu/> If you begin by using this log in page, you can check to see if you have all the updates needed to use D2L. Firefox is often the best browser for D2L.

On-Campus Office Hours: The best days/times to meet with me are M-F, 9-10 am. Send me an e-mail if you want to schedule some other time to meet.

Introduction

Welcome to Interpersonal Communication. This course will help you to understand how to communicate with others in various contexts in order to build fruitful relationships. It is a fully online course. Instead of using a standard publisher textbook, this course takes advantage of Open Educational Resources (OER). It draws from a variety of free textbooks (Creative Commons License) and other online resources. In addition to reading selections from these OER textbooks, you will be asked to take surveys, watch video clips, listen to VOKIs, watch

PowerPoints, discuss issues, read journal articles, take quizzes, write critical review papers, and maintain a journal. The class is broken into Modules, each of which lasts one week (with a day of overlap), from Sunday at 12:01 am to Sunday at 11:59 pm.

Textbook

There is no textbook to purchase in this course. Instead, the assigned readings are posted to D2L. These readings are drawn from a number of different Open Educational Resources (OER) textbooks which are available via a Creative Commons license. Be aware that the chapters may not appear in sequence since they come from different books. In addition, some sections may be excerpts. Since some of these books were drafts intended for publication, there may be some typos or stylistic weaknesses. The instructor spent a good amount of time selecting these materials, trying to catch typos and correcting formatting problems, but the process is ongoing.

Course Catalog Description

This course is designed to help students develop effective interpersonal communication skills. Students can expect to learn the theories and concepts of interpersonal communication, and then apply them to “real world” situations. It is expected that students will develop proficiencies in dyadic interactions and their analysis. In other words, students should be able to evaluate and moderate their own behavior, and assess the skills of others. In this way, students develop skills and a critical mindset that can be applied when they venture into the workplace. Recommended completion of Area C and E3.

Course Prerequisites:

ENGL 1102 (D)

Course Objectives/Learning Outcomes

After completing this course successfully, you should be able to:

- Think critically about interpersonal communication processes and an array of relational experiences; and,
- Strategically manage behavior and communicate effectively in various personal and professional relationships.

Course Format

This is a fully online course. The assignments are found in modules. Each module is open for one week, with a day of overlap on Sunday. The online week begins on Sunday at 12:01am and ends on Sunday at 11:59 pm.

Course Assignments/Assessments

Modules

There is an online module for each week of the semester, with a variety of assignments contained within each module. Do not wait until the last minute to begin your work.

Review the modules at the beginning of each week to see how much work is involved so you can budget your time.

Quizzes

There are quizzes in most modules. Most, if not all questions, are multiple choice or true/false. You will be allowed one minute for each M/C or T/F question asked. You may refer to any notes you have taken or to the course material, but be aware that these quizzes are timed, and you may not exceed the time limit (typically one minute per question). Discussing these questions or answers with anyone else or getting help while taking the quizzes is academic misconduct. By taking these quizzes, you agree that you will be academically honest and follow the rules.

Discussions

Some modules contain one or more discussion questions. Post your thoughtful answer, read other people's posts, and provide sensitive comments in reply to other people's posts when required. The score you earn will reflect all of these factors. If you are an early poster, you may need to return to the discussion to read and comment on other people's posts later in the week.

Journal Article Reviews

You will read some journal articles drawn from the scholarly literature and write a summary with an evaluation or advice to variety of audiences. These reviews will be grammatically correct essays, written in Microsoft Word, and posted in the drop box in D2L.

Your Choice Article Reviews

You will research one or more topics of interest in interpersonal communication, finding 3 worthwhile empirically based scholarly articles. Use the library databases to find these

articles. (Do not select newspaper or magazine articles—only journal articles are acceptable.) Read the articles. Then copy the abstracts and write an essay for each article where you explain why you think each article is interesting and summarize what you think it tells us about interpersonal communication. After you post this to the Discussion in D2L, read and comment on other people’s posts.

Journaling

Each week, write a description and analysis of a communication encounter you participated in or observed. Try to write “thick description,” providing rich details and using quotes whenever possible. In your analysis, try to apply the concepts we are learning in this class. Date each entry. A minimum of ten entries is required.

Final Exam

The final exam is an online comprehensive essay exam. There will be some choice of questions.

Course Outline

Module 1: Introduction to Interpersonal Communication	Aug 13-22
Module 2: The Self	Aug 20-27
Module 3: Perception	Aug 27-Sep 3
Module 4: Conflict, Emotion, Self-Disclosure	Sep 3-Sep 10
Module 5: Verbal Communication	Sep 10-17
Module 6: Nonverbal Communication	Sep 17-24
Module 7: Listening	Sep 24-Oct 1
Module 8: Your Article Reviews Assignment	Oct 1-8
Module 9: Culture and Communication	Oct 8-15
Module 10: Relationship Development Theories	Oct 15-22
Module 11: Family Relationships	Oct 22-29
Module 12: Friendships	Oct 29-Nov 5
Module 13: Romantic Relationships	Nov 5-12
Module 14: Work Relationships	Nov 12-19
Thanksgiving	
Module 15: The Dark Side of Relationships	Nov 26-Dec 3

Grading: Most modules have assignments that total approximately 20 points. However, the Your Article Review assignment, the Journaling Assignment, and the Final Exam are worth 30 points each. Grades are based upon the percentage of total points using the standard college scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = < 60

Missed and Late Work

Without a valid excuse, a grade of zero points will be assigned for missed work.

Online Modules: All of the online modules have a graded component to them with an assignment due each week. The week begins on Sunday at 12:01am and ends on Sunday at 11:59 pm. Most quizzes assignments are due on Sunday at 11:59 pm. Do not wait until the last minute. If some unforeseen circumstances arise, do not wait until after the end of the week to notify the instructor. If you have a valid reason for not being able to complete an assignment on time, and you notify me beforehand, I can make arrangements for an extension. If you notify me after the due date, I will be less likely to allow you to submit you work late or may impose a penalty.

Mid-Point Progress Report:

The mid-term grade in this course will be issued by Oct 3. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar or online, by mid-point, which occurs on Friday, October 6. This is the last day to withdraw without academic accountability.

Computer and Video Requirements

You are required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for your academic program. It is important that you have access to a dependable high speed Internet connection.

Required Skills

Students enrolled in this course should be able to use:

- GeorgiaView (Desire2Learn) and associated tools, including discussion boards, chat rooms, online testing and assignment submission features.
- Microsoft Word
- Microsoft PowerPoint
- Clayton State University's e-mail system
- Netiquette (ethical online conduct)

Software

Students need to be able to use all the software noted above and be able to use the software that supports GeorgiaView, including adobe reader and flash player.

Adobe Reader <http://www.adobe.com/products/reader.html>

Adobe Flash Player <http://get.adobe.com/flashplayer/>

Please note, some web browsers perform better than others in GeorgiaView. If your browser is not working well, you may want to try another one. Mozilla FireFox is the default browser for D2L.

Etiquette and Netiquette

In interpersonal communication class, we always encourage and support each other. We are all trying to improve our skills and learn more about relationships. To do so requires us to take risks, disclose personal information, and share our thoughts and experiences. Online criticism should be offered tactfully for the purpose of helping others. If your position is criticized, accept it as a necessary part of the learning processes. Discussion, chat, and e-mail spaces within this course are for class purposes only. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply to online communication:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.

- Use proper punctuation and grammar--be sure to edit your contribution before posting.
- Read all postings before posting your responses to discussion topics so as to not unnecessarily repeat information.
- Keep replies brief and to the point.
- Focus on one topic at a time when posting to discussions.
- Please refrain from sending forwards, jokes, etc. in this course.

Academic Calendar

Information to help you plan your semester is available at:

<http://adminservices.clayton.edu/calendar/academiccalendar.htm>

General Policy

Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

University Attendance Policy

Students are expected to log in and participate as part of their learning in the course. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy

Students are expected to access the online course materials and participate in the required discussions, activities and assignments. Course tracking can be used to assess the amount of "attendance" in an online course. Any student who fails to participate in an online discussion or take a quiz during the first two weeks of class will be reported to as a "No Show".

Disabilities

Students with disabilities who require reasonable accommodations need to register with Disability Services in order to obtain their accommodations. You can contact the office at 678-466-5445 or disabilityservices@clayton.edu. If you are already registered with Disability Services and are seeking accommodations for this course, please make an appointment with me to discuss your specific accommodation needs, and give me your accommodations letter.

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will minimally result in a grade of zero for the work involved. All suspected instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs.

Student Code of Conduct

Behavior that disrupts the teaching–learning process will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behaviors. A student who fails to respond to reasonable faculty direction regarding online behavior and/or behavior while participating in online course activities may be dismissed from class. A more detailed description the Student Code of Conduct can be found at <http://adminsivices.clayton.edu/studentconduct/>

Revised August 9, 2017