

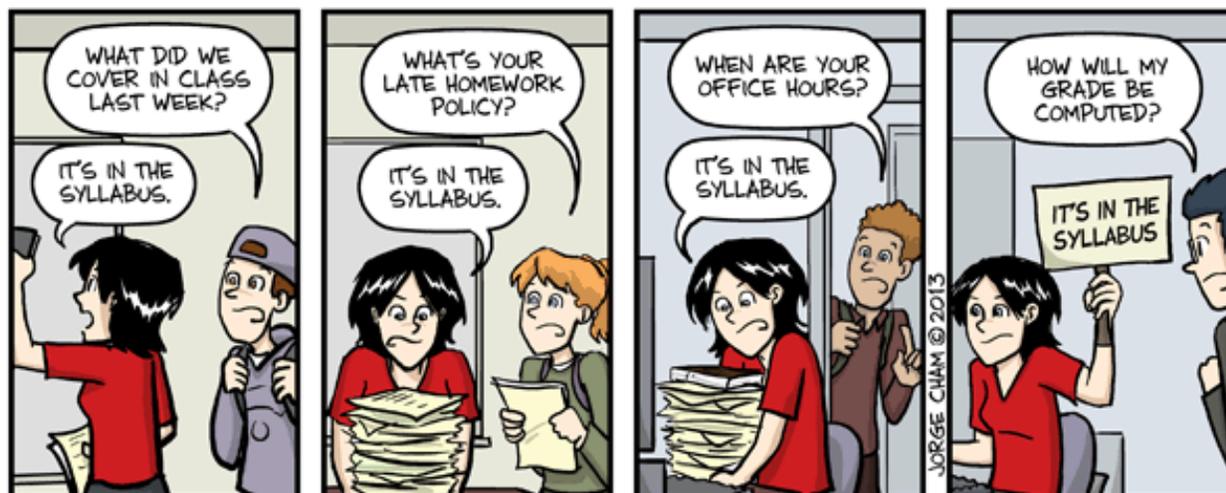
## Interpersonal Communication – FALL 2017

COMM 1318-01 10:20 – 11:15 MWF

COMM 1318-02 9:10 – 10:05 MWF

Ruth Stanley, M.Ed., MA-COML, Instructor

Email: Ruth.Stanley@Lamar.edu



# IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

[WWW.PHDCOMICS.COM](http://WWW.PHDCOMICS.COM)

### UNIQUE TO THIS COURSE:

#### Required Text:

Verderber, K.S. and MacGeorge, E.L. (2016). *Inter-Act*, 14<sup>th</sup> edition. New York: Oxford University Press. ISBN-13: 978-0-19-939801-0 **Required**.

NOTE: This 14<sup>th</sup> edition of *Inter-Act* is a substantial revision from previous editions of the text. Assignments, Chapter order, and Chapter content will be different if you have an earlier version of the text. This will impact your ability to complete your assignments.

#### Recommended Reading:

Forni, P.M. (2002). *Choosing civility: The Twenty-five rules of considerate conduct*. New York: St. Martin's Press. ISBN 0-312-28118-8

Palmer, P. (2011). *Healing the heart of democracy: The Courage to create a politics worthy of the human spirit*. San Francisco: Jossey-Bass. ISBN 978-0-470-59080-5

**Student Learning Objectives:** At the end of this course, you [the student] should be able to:

1. Develop plans for continuing interpersonal communication skills development.
2. Observe how the theories presented in the textbook relate to actual communication outside the classroom.
3. Explain theories related to interpersonal communication and apply them in practical situations.

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### How to Contact Mrs. Stanley:

My preferred method of contact is email or text.

- Please **email** me at [Ruth.Stanley@Lamar.edu](mailto:Ruth.Stanley@Lamar.edu). I check email multiple times per day (and often late into the evening). When you email, **please include your first and last name and the class and section in which you are enrolled.**
- Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others.
- If you do not receive an email reply from me within 24 hours please email again. Occasionally emails do not come through and I want to be certain I get your message!
- **DO NOT MESSAGE ME THROUGH BLACKBOARD! SEND ALL EMAILS TO THE EMAIL ADDRESS LISTED ABOVE.**

### Course Etiquette:

- ✓ You should be on time to class. Once the classroom door is closed to begin our class time, please do not come in.
- ✓ There should be no talking while instructor or classmates are speaking. I expect you to be respectful of me and of others during class discussion.
- ✓ Turn off all cell phones. In the event you need to check on an emergency situation, please step outside the classroom to do so.
- ✓ Students are expected to be attentive and practice ethical listening and civility in conversation.

### Attendance:

1. For evaluated activities such as tests or presentations no absences will be allowed. Excuses will be considered only where conditions are clearly beyond the student's control and must be documented.
2. Students who arrive after the door is closed will be counted absent.
3. Three [3] tardies = 1 absence.
4. After five [5] absences, your final grade will be lowered by one-half letter grade per absence.
5. **Absence from the course which exceeds 25% of the class meetings will result in failure of the course.**

### Late Work Policy:

**\*\*All due dates mean that work should be posted on that date by 11:59 pm Central Time Zone.**

**Late entries will be accepted [at a 25% penalty] for 1 week after the due date.**

**Any work posted after 1 week will not be graded, and will be assigned a grade of zero [unless the student has made other arrangements with the instructor].**

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**Academic Integrity:**

Plagiarism, or academic dishonesty of any form, will not be tolerated. A grade of 0 will be recorded for any attempts of cheating. Depending on circumstances, you may fail the class. This includes data, research and information obtained via the internet. This is a serious issue and will be reported to administration. You are required to read the communication department's academic integrity policy, sign the consent form and turn it in within the first week of class. You can find the policy on our class' blackboard site under content. You will also be held accountable under the university's academic honesty policy which can be found in the student handbook.

**For this course, you may not submit work that you have done for other classes, unless approved by the instructor in your previous course AND your current instructor. Doing so without permission is a form of plagiarism and will result in a zero on that assignment.**

**Please read this syllabus, and post your agreement to abide by these policies and assignments on Blackboard under "Syllabus & Academic Integrity"**

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### Blackboard

This course utilizes Blackboard to post the syllabus, assignments, forms, PowerPoint presentations, grades and various other items vital to your success in this course. You must have regular access to Blackboard. All course announcements will be made via Blackboard and will be emailed to your email of record on Blackboard.

For help with your username or password, call (409) 880-2222. Students who are not familiar with Blackboard can participate in an online tutorial on Blackboard.

Blackboard may be accessed at <https://luonline.blackboard.com>

### Forwarding LU email

**It is your responsibility to be sure that you receive the emails sent from Blackboard for this course.** Students are advised that the instructor uses Lamar University email as a **primary form of communication**. Students should check their LU email daily or forward it into an account that you DO check daily.

### Students with Disabilities

Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communications building room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

#### For students:

- If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at [409-880-8347](tel:409-880-8347) or [drc@lamar.edu](mailto:drc@lamar.edu) to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.
  
- If you are registered with DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

For students with disabilities, this course will comply with all accommodations prescribed by the Lamar University Disability Resource Center (DRC). **It is the responsibility of the student to insure that the instructor has been informed of all prescribed accommodations.**

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Assignments:	Points possible	Points Earned
<p><b>Observe &amp; Analyze [O&amp;A] (up to 150 points) Submit on Blackboard</b></p> <ul style="list-style-type: none"> <li>✓ O&amp;A assignments are indicated on the daily course schedule in this syllabus.</li> <li>✓ Each student will complete O&amp;A on Blackboard in the Observe &amp; Analyze [O&amp;A] section.</li> <li>✓ O&amp;A entries are due on the date listed in the syllabus and on Blackboard. <i>Late entries will be penalized 25% of the possible grade and are only graded for 1 week after the due date.</i></li> <li>✓ <u>Type a separate paragraph to answer each question. O&amp;A entries that are all in one paragraph will receive no credit.</u></li> </ul>	<p><b>15 points each x 10 = 150 [19%]</b></p>	
<p>You must complete and turn in a minimum of 7 O&amp;A assignments in order to be eligible to write the Reflection paper.</p>		
<p><b>Reflection Paper (up to 50 points) Submit on Blackboard</b></p> <ul style="list-style-type: none"> <li>➤ You will write a paper of 500 - 750 words on the topic <b>“What I Learned about Interpersonal Communication from writing the Observe &amp; Analyze Assignments”</b></li> <li>➤ APA style setup [title page, 12 point Times New Roman font]</li> <li>➤ Write about at least 4 of the O&amp;A assignments. Do not describe the assignments, rather write about what you learned about yourself and about life.</li> <li>➤ Submit the completed paper on Blackboard.</li> <li>➤ <b>MINIMUM</b> of 7 O&amp;A completed &amp; graded to be eligible to write this paper.</li> </ul>	<p><b>50 [6%]</b></p>	
<p><b>*Group Presentation (up to 200 points)</b></p> <ol style="list-style-type: none"> <li>1. Each student will be assigned to a group.</li> <li>2. Each group will be assigned a topic to research and present to the class.</li> <li>3. Each group member should be allowed approximately equal time to present.</li> <li>4. Moderator [may be one individual or shared function] should introduce topic and presenters, transition between presenters, provide a satisfying ending.</li> <li>5. Group members should be seated at a table when not presenting, and <u>should do nothing that distracts from the person presenting – focus on the presenter!</u></li> <li>6. Group should rehearse so that everyone knows what s/he is expected to do AND so that the presentation falls within the time allocation.</li> </ol>	<p><b>100 group  100 indiv [25%]</b></p>	

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Assignments [cont.]:	Points possible	Points Earned
<b>*Exam 1 [Ch. 1 , 2, 3] – 100 points</b> essays: Interpersonal Communication model & application; culture	<b>100</b> [12.5%]	
<b>*Exam 2 [Ch. 4, 5, 8, Gibb] – 100 points</b> essays: Gibb's Comm Climates list& define; application	<b>100</b> [12.5%]	
<b>*Exam 3 [Ch. 6, 7, 9, 10, 11; 13 criticism] – 200 points</b> essays: constructive criticism; assertive statement; Paraphrase content & feeling	<b>200</b> [25%]	
<b>Extra Credit</b>	<b>?</b>	
<b>TOTAL:</b>	<b>800</b>	
<b>*You must take all 3 tests and finish the group presentation to pass this class.</b>		
<b>NO WORK WILL BE ACCEPTED AFTER THE LAST DAY OF CLASS UNLESS YOU HAVE A DOCTOR'S EXCUSE.</b>		

**Adjustments may be made to assignments (alteration of instructions, due dates, etc.).  
These will be announced in class, and you are responsible for being aware of them.**

(at any point, to see how you stand in the class, simply add up the points you have and divide by the total possible points to date. Multiply that number by 100 to get your current percentage.)

A = 90% - 100%    B = 80% - 89%    C = 70% - 79%    D = 60 - 69%    F = <60%

A = 800-720 pts.    B = 719-640 pts.    C = 639-560 pts.    D = 559-480 pts.    F = <420

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### Schedule: **[Subject to Change]**

Date		Day	Class Topics	O&A	**DUE
Aug	28	M	Intro & Orientation to Interpersonal Comm		
	30	W	Syllabus & Communication Model		
Sept	1	F	Ch. 1 Orientation to Interpersonal Comm	p. 42	1/29
	4	M	Labor Day Holiday		
	6	W	Ch. 2 Social Cognition: Others and Ourselves		
	8	F	Ch. 2 Social Cognition: Others and Ourselves		
	11	M	Ch. 3 Intercultural	[p. 72]	2/12
	16	W	Ch. 3 Intercultural		
	15	F	Ch. 3 Intercultural		
	18	M	Ch. 3 Intercultural	p. 72	2/12
	20	W	<b>Exam 1</b>		
	22	F	Ch. 5 Non-Verbal Comm		
	25	M	Ch. 5 Non-Verbal Comm	p. 154	2/19
	27	W	Ch. 4 Verbal Comm /Gibb		
	29	F	Ch. 4 Verbal Comm /Gibb		
Oct	2	M	Ch. 4 Verbal Comm /Gibb	p. 143	2/26
	4	W	Ch. 4 Verbal Comm /Gibb		
	6	F	Ch. 8 Conversations		
	9	M	Ch. 8 Conversations	p. 120	3/5
	11	W	Ch. 6 Relationships		
	13	F	Ch. 6 Relationships		
	16	M	<b>Exam 2</b>	p. 236	3/20
	18	W	Ch. 6 Relationships	[p. 168]	3/26
	20	F	Ch. 6 Relationships		
Oct	23	M	Ch. 7 Listening	p. 168	3/26
	25	W	Ch. 7 Listening		
	27	F	<b>Assign Groups Ch.11&amp;12 – Mandatory Attendance</b>		
	30	M	Ch. 9 Supporting Others	p. 201	4/2
Nov	1	W	Ch. 9 Supporting Others		
	3	F	<b>Group Prep – Mandatory Attendance</b>		
	6	M	Ch. 10 Interpersonal Influence/Assertiveness	p.263	4/9
	8	W	Ch. 10 Interpersonal Influence/Assertiveness		Rough Outline DUE
	10	F	Ch. 11 Destructive Conflict Patterns		
	13	M	Ch. 11 Destructive Conflict Patterns	p. 332	4/16
	15	W	Ch. 13 Constructive Criticism		
	17	F	Constructive Criticism, Assertive Statement, Paraphrase Content & Feeling		

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### Schedule: **Subject to Change**

Date	Day	Class Topics	O&A	**DUE
20	M	Group Practice – Mandatory Attendance	Reflection Paper	4/23
22	W	Constructive Criticism, Assertive Statement, Paraphrase Content & Feeling		
23-24	R/F	Thanksgiving Holiday		
27	M	Group Presentations #1, all group 1 papers due		
29	W	Group Presentations #2, all group 2 papers due		
Dec 1	F	Group Presentations #3, all group 3 papers due		
4	M	Group Presentations #4, all group 4 papers due		
27	M	Last MWF class day Group Presentations #5, all group 5 papers due		
8	F	9:10 Class FINAL 8 am Exam 3		
11	M	10:20 Class FINAL 11 am Exam 3		

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### **THE STANDARD STUFF:**

#### **Emergency Procedures**

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at:

<http://www.lamar.edu/about-lu/administration/risk-management/index.html>. Following are procedures for the first two:

#### **Severe Weather:**

- Follow the directions of the instructor or emergency personnel.
- Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building.
- Stay in the center of the room, away from exterior walls, windows, and doors.

#### **Violence/Active Shooter (CADD):**

- **CALL** - 8-3-1-1 from a campus phone (880-8311 from a cell phone). Note: Calling 9-1-1 from either a campus phone or cell phone will contact Beaumont City Police Dispatch rather than University Police.
- **AVOID**- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY**- Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.
- **DEFEND**- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

#### **Campus Closure/Course Continuation**

In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University's website's homepage ([www.Lamar.edu](http://www.Lamar.edu)) for instructions about continuing courses remotely.