

Marshall University
CMM 213: Fundamentals of Interpersonal Communication
College of Liberal Arts, Department of Communication Studies
Section 203 (CRN: 2491) – Spring Semester 2014
Course Start Date: January 13, 2014 – Course End Date: May 7, 2013

Dr. Cynthia Torppa 245 Smith Hall 304-696-3901 torppa@marshall.edu	Office Hours: Tuesdays 10:00 am – 11:00 am 1:45 pm – 4:00 pm Wednesdays 10:00 am – 11:00 am 1:00 pm – 4:00 pm Thursdays 10:00 am – 11:00 am	I will respond to your emails during my office hours. I will also respond to emails on Mondays and Fridays (usually in the afternoon) but the specific times on Mondays and Fridays may vary.
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University Policies

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy at www.marshall.edu/academic-affairs/policies: Students with Disabilities | Affirmative Action | Computing Services Acceptable Use | Excused Absence (undergraduate) | Academic Dishonesty | Inclement Weather | MU Alert

Information for drop or withdraw available on the Academic Calendar
<http://www.marshall.edu/calendar/academic/>

REQUIRED COURSE MATERIALS AND COST

Stewart, J. (2012). *Bridges, not walls: A book about interpersonal communication* (11th ed.). New York: McGraw-Hill. ISBN: 978-0-07-353431-2

Other materials needed for the course include: None

Estimated cost for all books and materials for this course is the cost of the text book; the amount you pay depends on where you purchase the book and the condition of the book you purchase.

Textbooks and materials may be ordered online at the Marshall University Bookstore
http://www.marshall.edu/msc/MU_Bookstore/mu_bookstore.html

COURSE DETAILS

Description from Undergraduate Course Catalog:

Introduction to principles and practices related to productive interpersonal communication. Emphasizes competence in using verbal and nonverbal message systems to promote effective communication in social and task relationships.

Credit Hours: 03 - **Prerequisites:** None

Anticipated Number of Hours Per Week to Successfully Complete this Course:

You may already know that the typical expectation for the amount of time students will spend each week to successfully complete a traditional on-campus academic course is about three hours per week in the classroom and about six hours per week outside of the classroom on home study (that’s two hours outside the classroom for each in-class hour). Obviously, some students spend more time, and some spend less time. We do not meet in the classroom or online in real time, but I would guess to genuinely master the information we’ll cover in this course, you will spend an equivalent amount of time in this online course. Of course, the amount of time each individual student will spend depends on personal study skills, previous experience studying communication and interpersonal communication, the amount of knowledge you hope to acquire, and other such factors. I hope you’ll set aside and spend the amount of time you will need to master the course material.

Computer Requirements:

Requirements for a MUOnline course, Hardware/Software Check, and Plugins may be found at:

http://www.marshall.edu/muonline/computer_requirements.asp

ServiceDesk – for assistance needs:

<http://www.marshall.edu/ucs/cs/helpdesk/>

FAQ – Frequently Asked Questions:

<http://www.marshall.edu/muonline/technicalfaq.asp>

Technical Skills Requirements:

You will need basic knowledge of Blackboard/MUOnLine in order to access information about the course and your assignments, to participate in discussion boards, and to submit your assignments. If you are not familiar with Blackboard yet, you will find easy to use tutorials in the menu on the left side of the course homepage. You’ll also need to be able to use Word or some other word processing program/text editing program to write and submit your assignments.

COURSE OUTCOMES

Student Learning Outcomes and Assessment Measures

Upon completion of this course, students will be able to:	Instructional Materials and Activities that will be used to meet outcome objective:	This student learning outcome will be assessed using:
define appropriate theoretical and applied concepts about interpersonal communication processes in social and task contexts.	Readings from the textbook and power point slides for the readings.	Review Question Answers, Discussion Board Comments, Multiple Choice Exams
explain theoretical and applied concepts about interpersonal communication in social and task contexts.	Readings from the textbook and power point slides for the readings.	Review Question Answers, Discussion Board Comments, Reaction Papers

analyze interpersonal interactions in social and task situations using theoretical and applied interpersonal communication concepts.	Readings from the textbook, power point slides, and assigned weekly activities you will complete independently.	Review Question Answers, Discussion Board Comments, Reaction Papers, Self-Assessment Paper
evaluate the effectiveness of various interpersonal communication concepts in social and task situations using theoretical and applied interpersonal communication.	Readings from the textbook, power point slides, and assigned weekly activities you will complete independently.	Review Question Answers, Discussion Board Comments, Reaction Papers, Self-Assessment Paper

ASSIGNMENTS

One of the challenges of an online course is the lack of interaction that traditional classroom meetings allow. It is in classroom interactions that you have an opportunity to express and receive feedback on your understanding of the concepts you are reading about, and through those interactions, expand and enhance your own and your peers’ understanding of those concepts as well. The first two assignments described below are intended to help overcome the lack of opportunities for interaction that is inherent to online courses.

Review Questions

Your assignment is to answer the review questions at the end of each assigned article within each chapter. You will submit this assignment weekly (remember that you’ll complete one chapter per week, so you’ll submit this assignment as you complete each chapter).

The review questions are located at the end of each article within the chapters in your text book. The page numbers where these review questions can be found are also posted on Blackboard within the folders for each chapter. Answering the review questions for each article will allow you to reflect on the ideas presented in each article and organize your understanding of the topics presented within each chapter. Writing answers to the review questions will also help you develop the ability to apply them in interactions, use them to analyze interactions, and to improve the skills you’ll need to be maximally successful in future interactions.

At the end of each week (which is also the end of a chapter), submit this assignment. You’ll find a rubric included with the assignment description on Blackboard that will help you understand the depth and breadth of responses that are expected. You may earn up to 5 points each week for your answers, which totals up to 55 points toward your final course grade (5 points per chapter x 11 chapters; there are no review questions for Chapter 1) based on the completeness and clarity of your answers. I will grade your answers to the review questions during the week following their due date and you will receive feedback during or by the end of that week.

Discussion Boards

Following each chapter, you are asked to participate in our weekly discussion board forums by answering one of the questions, reading all of your peers’ answers, and by responding to two of

your peers' answers. These forums allow you to hone your understanding of important concepts and ideas by commenting on, raising questions about, and/or sharing examples that illustrate the concepts and ideas our readings introduce. Clearly, participation in the discussion forums is critical to your ability to test your understanding of concepts, but even more important, the forums allow you to reflect upon the concepts and ideas you're learning. By thinking about the ways these concepts impact your own and others' communication, by sharing your insights about those concepts and ideas, and by responding to others' experiences, you will develop the skills necessary to apply, analyze, and sometimes even synthesize and evaluate the information you are acquiring in this course. You may find it helpful to look over the discussion topics for each chapter that are listed on each chapter's page in Blackboard. I will grade your answers to the discussion board question you select and your responses to your peers' answers during the week following their due date and you will receive feedback during that week.

The assignments described above are meant to help overcome the lack of in-class interaction that online courses are missing. The assignments described below, like assignments in traditional classrooms, will allow you to demonstrate your mastery of the course content and for this course, that includes learning definitions and theories and demonstrating your ability to apply the those definitions and theories in interpersonal interactions and situations. The following assignments will also allow you to practice using the things you've learned to improve your interactions and relationships with others.

Exams

You will take three exams during this course, one at the end of each module (see dates on the course schedule that follows). These will be multiple choice exams that you will take on-line on Blackboard. Each will consist of 25 multiple choice questions from the most recently completed chapters. These exams will be time-limited; you will have only 35 minutes to complete the exams. Each exam must be completed during the week in which it is assigned and you may only take each exam one time. Each exam will be worth 50 points for a total of 150 points for all three exams.

Reaction Papers

You will write three brief (roughly 6 pages) reaction papers during this course, one each at the end of Module 1, Module 2, and Model 3 (see dates on the course schedule that follows). In these papers, you will apply the concepts and ideas from our readings to analyze your experiences, interactions, and relationships with others. First, you'll describe an interaction or situation you have experienced or observed, then you'll explain the interaction or situation using concepts and ideas from our text. Think about interactions or situations that you found to be exciting, interesting, surprising, confusing, or frustrating. If it was a successful interaction, explain why. If it was a difficult situation, see if you can figure out what might have happened and how you could handle the same kind of interaction or situation more effectively in the future. Your score for each paper will be based on the quality of your assessment (enough concepts are used to show your knowledge of the communication process, the concepts used are appropriate for the event/experience being described and you did not overlook more appropriate concepts, your ideas are clear and consistent, and your writing style is fluent, well organized, clear, and error free. Each reaction paper will be worth 50 points. **NOTE: You will find a rubric that**

will help you understand my expectations for these papers with the link to this assignment in each Module). I will grade your reaction papers during the week following their due date and you will receive feedback during or by the end of that week.

GRADING POLICY

During this course, several types of activities will be evaluated and the sum of points earned on those activities will be used to determine your final course grade. Specifically, you will be evaluated on:

Assignment:	Points per Assignment	Total Points Possible	Percentage of Total
Review Questions	5 points each X 11 chapters	55	13%
Participation in weekly discussion board forums	5 points each X 12 chapters	60	14%
Exams	50 points X 3 exams	150	36%
Reaction Papers	50 points X 3 papers	150	36%
Total		415	100% (with rounding error)

Grades (A through F) will be based on the point scale presented below, which roughly represents a percentage scale with 90-100% earning an A, 80-89% earning a B, 70-79% earning a C, 60-69% earning a D, and scores at 59 or below earning an F for the course. The table below shows the range of points for each range of percentages.

A	373 - 415	90 – 100%
B	332 - 372	80 – 89%
C	290 - 331	70 – 79%
D	249 - 289	60 – 69%
F	248 or below	0 – 59%

Deadlines and Make-Up Policy

All assignments are due by 5:00 pm on the last day of the week for which chapters are assigned or last day of the module for which exams and papers are assigned, except your third exam which is due during finals week on Wednesday, May 7th at 5:00 pm. Make-up work will be permitted when a university documented excuse is provided by the Student Affairs Office. Otherwise, participation in our discussion forums cannot be made up and all other assignments will be penalized 10% per calendar day.

COMMUNICATION

I will respond to your emails during my office hours, which are located at the top of this

syllabus. I will also respond to emails on Mondays and Fridays (typically in the afternoon) but the specific times on Mondays and Fridays may vary. Please send emails to torppa@marshall.edu I am likely to miss your emails sent through Blackboard, hence please use torppa@marshall.edu

INSTRUCTOR BIOGRAPHY

Let me tell you a little about myself. I’m Dr. Cynthia Torppa and I am delighted to be teaching at Marshall University. I’ve been with the Communication Studies Department here at Marshall for about four years now, and I love my work here. During my career, I’ve taught at the University of Delaware (home of the Fightin’ Blue Hens – yes, really, blue hens), Penn State, and The Ohio State University. The Ohio State University is my home; I earned my BA in Psychology and my MA and PhD in Communication there. I very much enjoy all the courses I get to teach, but I have to say, CMM 213: Fundamentals of Communication is my favorite. I hope you’ll enjoy it, too.

COURSE SCHEDULE and ACTIVITIES

**Module 1: Foundations of Interpersonal Communication
January 13th through February 16th at 5:00 pm**

Modules 1 and 2 are scheduled to include five weeks, Module 3 includes six weeks. During the first four weeks of Module 1, you will complete chapter readings and assignments and during the fifth week of the module, you will write and submit a reaction paper and take an exam.

Each chapter within the module is scheduled to include five weekdays (and two weekend days). Complete one chapter each week, but I recommend that you divide your assignments for each week so that you complete the readings and activities and post your answer to the Discussion Board question by mid week. Then, during the second half of the week, you can complete your review questions assignment and respond to two of your peers' discussion board answer by Sunday at 5:00 pm.

Planning ahead:

After you have completed the module, which includes Chapters 1 through 4, take Exam #1.

Exam #1 will become available at 8:00 am on Monday, February 10th and must be completed by 5:00 pm on Sunday, February 16th.

After you have completed the module, which includes Chapters 1 through 4, write and submit Reaction Paper #1.

Reaction Paper #1 is due by 5:00 pm on Sunday, February 16th.

Dates	Topic/ Readings for this module	Assignments and Due Dates Chapter assignments must be completed by Sunday at 5:00 pm each week.
Week #1 Monday, January 13 th to	Read: Core Rules of Netiquette http://www.albion.com/netiquette/corerule.s.html	Review Questions: There are no review questions for Chapter 1. Activity Part 1:

<p>Sunday, January 19th at 5:00 pm</p>	<p>Read Chapter 1: Introduction to the Editor and to This Book</p>	<p>If you have not already done so, become comfortable with Blackboard by completing any of the tutorials that you'll find helpful. You can access many tutorials by clicking "Blackboard Tutorials" in the menu on the left side of any page in our course.</p> <p>Activity: Complete the Communication Self Assessment Quiz. You will find this assignment in Blackboard, under the "Activities" folder within Chapter 1, in Module 1.</p> <p>Discussion Board Part 1: Introduce yourself and reply to two other students' self- introductions. You will find the instructions for this assignment on Blackboard under the heading "Discussion Board" in Chapter 1, in Module 1.</p>
<p>Week #2 Monday, January 20th to Sunday, January 26th</p>	<p>Read Chapter 2: Communication and Interpersonal Communication</p> <ul style="list-style-type: none"> - <i>Stewart: Communicating and Interpersonal Communicating</i> - <i>Scott: Fierce Conversations</i> - <i>Sinno et al.: Social Media</i> 	<p>Activities: Complete one or both of the activities described on Blackboard, under the "Activities" folder within Chapter 2, in Module 1.</p> <p>Review Questions: Answer and post your answers to the review questions at the end of each article in Chapter 2.</p> <p>Discussion Board: Using concepts from the readings for this week, share your understanding of the activity for this week.</p>
<p>Week #3 Monday, Jan 27th to Sunday, February 2nd at 5:00 pm</p>	<p>Read Chapter 3: Communication Building Identities</p> <ul style="list-style-type: none"> - <i>Stewart, Zediker, & Witteborn: Constructing Identities</i> - <i>Duck & McMahan: Self and Identity</i> - <i>Stone et al.: Identity and Difficult Conversations</i> 	<p>Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 3, in Module 1.</p> <p>Review Questions: Answer and post your answers to the review questions at the end of each assigned article in Chapter 3.</p> <p>Discussion Board:</p>

		Select one of the discussion forum questions from Chapter 3 and answer it. Respond to two other students' answers.
Monday, February 3 rd to Sunday, February 9 th at 5:00 pm	Read Chapter 4: Verbal and Nonverbal Communication <ul style="list-style-type: none"> - <i>Stewart & Logan: Verbal and Nonverbal Dimensions</i> - <i>Duck & McMahan: Talk and Interpersonal Relationships</i> - <i>Stewart: Two of the Most Important Words</i> - <i>Finzel: Say What? Eight Words and Phrases to Avoid in LGBT Conversations</i> 	Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 4, in Module 1. Review Questions: Answer and post your answers to the review questions at the end of each article in Chapter 4. Discussion Board: Select one of the discussion forum questions from Chapter 4 and answer it. Respond to two other students' answers.
Monday, February 10 th to Sunday, February 16 th at 5:00 pm	Write Reaction Paper #1 and Complete Exam #1	Reaction Paper #1 is due by 5:00 pm on Sunday, February 16th. Exam #1 will become available on Monday, February 10th at 8:00 am and must be completed by 5:00 pm on Sunday, February 16th.

Module 2: Making Meaning Together and Relationships
Monday, February 17th through Sunday, March 30th at 5:00 pm

Module 2 is scheduled to include five weeks and Module 3 includes six weeks. During the first four weeks of Module 2, you will complete chapter readings and assignments and during the fifth week of the module, you will write and submit a reaction paper and take an exam.

Each chapter within the module is scheduled to include five weekdays (and two weekend days). Complete one chapter each week, but I recommend that you divide your assignments for each week so that you complete the readings and activities and post your answer to one of the Discussion Board questions by mid week. Then, during the second half of the week, you can complete your review questions assignment and respond to two of your peers' discussion board answers by Sunday at 5:00 pm.

Planning ahead:

After you have completed the module, which includes Chapters 5 through 8, take Exam #2.

Exam #2 will become available on Monday, March 24th at 8:00 am and must be completed by 5:00 pm on Sunday, March 30th.

After you have completed the module, which includes Chapters 5 through 8, write and submit Reaction Paper #1.

Reaction Paper #2 is due by 5:00 pm on Sunday, March 30th.

Dates	Topic/ Readings for this module	Assignments and Due Dates All chapter assignments must be completed by Sunday at 5:00 pm.
Monday, Feb 17 th to Sunday, Feb 23 rd at 5:00 pm	Read Chapter 5: Inhaling: Perceiving and Listening <ul style="list-style-type: none"> - <i>Stewart, Zediker, & Witteborn: Inhaling: Perception</i> - <i>Wood: It's Only Skin Deep</i> - <i>Shafir: Mindful Listening</i> - <i>Stewart, Zediker, & Witteborn: Empathic & Dialogic Listening</i> 	Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 5, in Module 2. Review Questions: Answer and post your answers to the review questions at the end of each article in Chapter 5. Discussion Board: Select one of the discussion forum questions from Chapter 5 and answer it. Respond to two other students' answers.
Monday, Feb 24 th to Sunday, March 2 nd at 5:00 pm	Read Chapter 6: Exhaling: Expressing and Disclosing <ul style="list-style-type: none"> - <i>Johnson: Being Open with and to Other People</i> - <i>Stone, Patton, & Heen: Expression: Speak for Yourself with Clarity and Power</i> 	Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 6, in Module 2. Review Questions: Answer and post your answers to the review questions at the end of each article in Chapter 6.

		<p>Discussion Board: Select one of the discussion forum questions from Chapter 6 and answer it. Respond to two other students' answers.</p>
Monday, March 3 rd to Sunday, March 9 th at 5:00 pm	<p>Read Chapter 7: Communicating with Family and Friends</p> <ul style="list-style-type: none"> - <i>Wood: What's a Family, Anyway?</i> - <i>Tannen: Separating Messages from Metamessages in Family Talk</i> - <i>Duck: Our Friends, Ourselves</i> 	<p>Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 7, in Module 2.</p> <p>Review Questions: Answer and post your answers to the review questions at the end of each article in Chapter 7.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 7 and answer it. Respond to two other students' answers.</p>
Monday, March 10 th to Sunday, March 16 th at 5:00 pm	<p>Read Chapter 8: Expressing and Disclosing</p> <ul style="list-style-type: none"> - <i>Guerrero, Andersen, & Afifi: Communicating Closeness: Intimacy, Affection, and Social Support</i> - <i>Parks: Gender and Ethnic Similarities and Differences in Relational Development</i> - <i>Kurdek: What Do We Know about Gay and Lesbian Couples?</i> - <i>Qualman: Word of Mouth Goes World of Mouth</i> 	<p>Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 8, in Module 2.</p> <p>Review Questions: Answer and post your answers to the review questions at the end of each article in Chapter 8.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 8 and answer it. Respond to two other students' answers.</p>
	Note: This is the last day to drop a class without full withdrawal from classes	
March 17 th – 21 st	Spring Break	
Monday, March 24 th to Sunday, March 30 th at 5:00 pm	<p>Write Reaction Paper #2 and Complete Exam #2</p>	<p>Reaction Paper #2 is due by 5:00 pm on Sunday, March 30th.</p> <p>Exam #2 will become available on Monday, March 24th at 8:00 am and must be completed by 5:00 pm on Sunday, March 30th.</p>

Module 3: Bridges, Not Walls
March 31st to May 7th

Module 3 is scheduled to last six weeks. During the first four-to-five weeks of the module, you will complete chapter readings and assignments and during the last week of the semester and during finals week, you will write and submit a reaction paper and take an exam.

Each chapter within the module is scheduled to include five weekdays (and two weekend days). Complete one chapter each week, but I recommend that you divide your assignments for each week so that you complete the readings and activities and post your answer to one of the Discussion Board questions by mid week. Then, during the second half of the week, you can complete your review questions assignment and respond to two of your peers' discussion board answers by Sunday at 5:00 pm.

Planning ahead:

After you have completed the module, during the 5th week of this module, write and submit your third and final reaction paper which is due by 5:00 pm on Sunday, May 4th at 5:00 pm.

During final exam week, take Exam #3.

Exam #3 will become available on Wednesday, May 4th at 8:00 am and must be completed by 5:00 pm on Wednesday, May 7th at 5:00 pm.

Dates	Topic/ Readings for this module	Assignments and Due Dates All chapter assignments must be completed by Sunday at 5:00 pm.
Monday, March 31 st to Sunday, April 6 th at 5:00 pm	Chapter 9: Coping with Communication Walls <ul style="list-style-type: none"> - <i>Stewart, Zediker, Witteborn: Deception, Betrayal, and Aggression</i> - <i>Gibb: Defensive Communication</i> - <i>Wilmot & Hocker: Power: The Structure of Conflict</i> 	Activities: Complete the activities described on Blackboard, under the “Activities” folder within Chapter 9, in Module 3. Review Questions: Answer and post your answers to the review questions at the end of each article in Chapter 9. Discussion Board: Select one of the discussion forum questions from Chapter 9 and answer it. Respond to two other students’ answers.
Monday, April 7 th to Sunday, April 13 th at 5:00 pm	Chapter 10: Conflict: Turning Walls into Bridges <ul style="list-style-type: none"> - <i>Folder, Poole, & Stutman: Conflict and Interaction</i> - <i>Wilmot: Communication Spirals, Paradoxes, and Conundrums</i> 	Activities: Complete the activities described on Blackboard, under the “Activities” folder within Chapter 10, in Module 3. Review Questions:

	<ul style="list-style-type: none"> - <i>Duck: Handling the Break-Up of Relationships</i> - <i>Cambell: I Hear You, and I Have a Different Perspective</i> - <i>Prathers: How to Resolve Issues Unmemorably</i> 	<p>Answer and post your answers to the review questions at the end of each article in Chapter 10.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 10 and answer it. Respond to two other students' answers.</p>
Monday, April 14 th to Sunday, April 20 th at 5:00 pm	<p>Chapter 11: Bridging Cultural Differences</p> <ul style="list-style-type: none"> - <i>Hofstede: The Individual and the Collective in Society</i> - <i>Johnson: Building Relationships with Diverse Others</i> - <i>Anderson: From Racism to Gracism</i> - <i>Braithwaites: Which is My Good Leg?</i> 	<p>Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 11, in Module 3.</p> <p>Review Questions: Answer and post your answers to the review questions at the end of each article in Chapter 11.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 11 and answer it. Respond to two other students' answers.</p>
Monday, April 21 st to Sunday, April 27 th at 5:00 pm	<p>Chapter 12: Promoting Dialogue</p> <ul style="list-style-type: none"> - <i>Zediker & Stewart: Dialogue's Basic Tension</i> - <i>Herzig & Chasin: Fostering Dialogue Across Divides</i> - <i>Buber: Elements of the Interhuman</i> 	<p>Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 12, in Module 3.</p> <p>Review Questions: Answer and post your answers to the review questions at the end of each article in Chapter 12.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 12 and answer it. Respond to two other students' answers.</p>
Monday, April 28 th to Sunday, May 4 th	Complete third Reaction Paper	Reaction Paper #3 is due by 5:00 pm on Sunday, May 4th.
Final Exam Week	Complete Exam #3	Exam #3 will become available on Wednesday, May 4th at 8:00 am and must be completed by 5:00 pm on Wednesday, May 7th at 5:00 pm.
Happy Summer!		

