Marshall University

CMM 213: Fundamentals of Interpersonal Communication College of Liberal Arts, Department of Communication Studies Section 103 – Fall Semester 2014

Course Start Date: August 25, 2013 - Course End Date: December 12, 2013

Professor:	Office Hours:	Since we have no meetings in
Dr. Edward Woods	Mondays 1:30-4:30 p.m.	class, the course's internal e-
	Tuesday 4:30-5:30 p.m.	mail system is the crucial
245 Smith Hall	Wednesday 1-4 p.m.	alternative medium of
	Thursday 11:30-2:30 p.m.	communication. I have
304-696-3901		developed ingrained habits of
		staying in touch through e-mail
		in nearly a decade of teaching
		online, so you can expect to
		hear from me a couple of times
		per week. And of course, any
		time you have a question, don't
		hesitate to use this course's e-
		mail.

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

Course Student Learning Outcomes: 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	Readings from the textbook,	Discussion Board Comments,

and applied concepts about interpersonal communication processes in social and task contexts.	power point slides, and by answering the review questions included in each chapter.	Multiple Choice Exams
explain theoretical and applied concepts about interpersonal communication in social and task contexts.	Readings from the textbook, power point slides, activities you will complete independently, and by answering the review questions included in each chapter.	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 activities you will complete independently.	Discussion Board Comments, Reaction Papers
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, and by answering the review questions included in each chapter	Discussion Board Comments, Reaction Papers

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 three assignments described below, are intended to help overcome the lack of opportunities for interaction that is inherent to online courses.

Weekly Activities

You will find an activity within each chapter's folder. The activities are designed to help you apply the concepts you have read about in the week's assigned articles in fun and useful ways. Although you do not submit your responses to the activity, you may choose to discuss your experience with the activity in the discussion boards. A question about the activity is included in each chapter's discussion board selections.

Review Questions

In addition to using the "Concepts and Ideas" list included in each chapter's folder to test your knowledge of the concepts presented within the week's readings, you should also answer the review questions at the end of each assigned article within 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.

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. You may earn up to 5 points each week for your participation in the Discussion Board. Participation in the Discussion Board forums allows 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 within 7-10 days after the due date.

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 (5-6 page) reaction papers during this course, one at the end of each

module (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. I will grade your reaction papers within 7-10 days following their due date and provide you feedback

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	Approximate Percentage of
			Total
Participation in weekly discussion board	5 points each	60	17%
forums	X 12 chapters		
Exams	50 points	150	42%
	X 3 exams		
Reaction Papers	50 points	150	42%
	X 3 papers		
Total		360	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	324 - 360	90 –100%
В	288 - 323	80 – 89%
C	252 - 287	70 – 79%
D	216 - 251	60 – 69%
F	215 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 Self-Assessment paper which is due **this semester on December 10**th. 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 as soon as I am able. I get to them much sooner if you use the course's internal e-mail system.

Let me tell you a little about myself. I'm Dr. Edward Woods and I continue to be excited by the opportunity to work with students in a variety of contexts. I'm into my third decade of service with Communication Studies Department here at Marshall, having joined the Department in 1993, and I love my work here. During my career, I've taught at Texas A&M University, Piedmont Technical College in South Carolina, and the University of Kentucky. I earned my BA in English and my MA and PhD in Communication, all at the University of Kentucky. Since my specialization is interpersonal communication competence (in an organizational context), I delight in the opportunity to be involved with this course. I hope you'll enjoy it, too.

COURSE SCHEDULE and ACTIVITIES

Module 1: Foundations of Interpersonal Communication August 25th through August 31st at 5:00 pm

Each module is scheduled so that it includes five weeks; during the first four weeks of the module, 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 1 through 4, take Exam #1.

Exam #1 will become available at 8:00 am on Monday, September 22 and must be completed by 5:00 pm on Sunday, September 28th.

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, September 28th.

Dates	Topic/ Readings for this module	Assignments and Due Dates	
		Chapter assignments must be completed by	
		Sunday at 5:00 pm each week.	
Monday,	Read: Core Rules of Netiquette	Review Questions:	
August	http://www.albion.com/netiquette/corerule	There are no review questions for Chapter 1.	
25 th to	<u>s.html</u>		
Sunday,		Activity Part 1:	
Aug 31st	Read Chapter 1: Introduction to the	If you have not already done so, become	
at 5:00	Editor and to This Book	comfortable with Blackboard by completing any of	
pm		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.	
		in our course.	
		Activity:	
		Complete the Communication Self Assessment	
		Quiz. You will find this assignment in Blackboard,	
		under the "Activities" folder within Chapter 1, in	
		Module 1.	
		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.	
		Discussion Board Part 2:	
		Select one of the additional discussion forum	
		questions found under the heading "Discussion	
		Board" in Chapter 1, in Module 1 and answer it.	
Mondov	Read Chapter 2: Communication and	Respond to two other students' answers. Activities:	
Monday, Sept 1 st	Interpersonal Communication	Complete one or both of the activities described on	
(Labor	- Stewart: Communicating and	Blackboard, under the "Activities" folder within	
Day) to	Interpersonal Communicating	Chapter 2, in Module 1.	
Sunday,	- Scott: Fierce Conversations	, , , , , , , , , , , , , , , , , , , ,	
Sept 7 th	- Sinno et al.: Social Media	Review Questions:	
at 5:00		Answer the review questions at the end of each	
pm		article in Chapter 2.	
		Discussion Board:	
		Select one of the discussion forum questions from	

		Chapter 2 and answer it. Respond to two other students' answers.
Monday, Sept 8 to Sunday, Sept 14 at 5:00 pm	Read Chapter 3: Communication Building Identities - Stewart, Zediker, & Witteborn:	Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 3, in Module 1. Review Questions: Answer the review questions at the end of each assigned article in Chapter 3. Discussion Board:
		Select one of the discussion forum questions from Chapter 3 and answer it. Respond to two other students' answers.
Monday, Sept 15 th to Sunday, Sept 21 st at 5:00 pm	Read Chapter 4: Verbal and Nonverbal Communication - Stewart & Logan: Verbal and Nonverbal Dimensions - Duck & McMahan: Talk and Interpersonal Relationships - Stewart: Two of the Most Important Words - Finzel: Say What? Eight Words and Phrases to Avoid in LGBT Conversations	Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 4, in Module 1. Review Questions: Answer 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, Sept 22 nd to Sunday, Sept 28 at 5:00 pm	Write Reaction Paper #1 and Complete Exam #1	Reaction Paper #1 is due by 5:00 pm on Sunday, September 28 th . Exam #1 will become available on Monday, September 22 rd at 8:00 am and must be completed by 5:00 pm on Sunday, September 28 th .

Module 2: Making Meaning Together and Relationships

Monday, September 29th through Sunday, November 2rd at 5:00 pm

Each module is scheduled so that it includes five weeks; during the first four weeks of the module, 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, October 27^{th} at 8:00 am and must be completed by 5:00 pm on Sunday, November 2^{rd} .

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, November 2rd.

Dates	Topic/ Readings for this module	Assignments and Due Dates
Dates	Topic/ Readings for this module	All chapter assignments must be completed by
		Sunday at 5:00 pm.
Monday,	Read Chapter 5: Inhaling: Perceiving	Activities:
Sept 29 to	and Listening	Complete the activities described on Blackboard,
Sunday,	- Stewart, Zediker, & Witteborn:	under the "Activities" folder within Chapter 5, in
October 5	Inhaling: Perception	Module 2.
at 5:00	- Wood: It's Only Skin Deep	
pm	- Shafir: Mindful Listening	Review Questions:
1	- Stewart, Zediker, & Witteborn:	Answer the review questions at the end of each
	Empathic & Dialogic Listening	article in Chapter 5.
	2. Aprillie & Britisgie Eistening	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,	Read Chapter 6: Exhaling: Expressing	Activities:
October	and Disclosing	Complete the activities described on Blackboard,
6 th to	- Johnson: Being Open with and to	under the "Activities" folder within Chapter 6, in
Sunday,	Other People	Module 2.
October	- Stone, Patton, & Heen: Expression:	inodule 2.
12 th at	Speak for Yourself with Clarity and	Review Questions:
	Power	
5:00 pm		Answer the review questions at the end of each
		article in Chapter 6.

Monday, October 13 to Sunday, October 19 at 5:00 pm	Read Chapter 7: Communicating with Family and Friends - Wood: What's a Family, Anyway? - Tannen: Separating Messages from Metamessages in Family Talk - Duck: Our Friends, Ourselves	Discussion Board: Select one of the discussion forum questions from Chapter 6 and answer it. Respond to two other students' answers. Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 7, in Module 2. Review Questions: Answer the review questions at the end of each article in Chapter 7.
		Discussion Board: Select one of the discussion forum questions from Chapter 7 and answer it. Respond to two other students' answers.
Monday, October 20 th to Sunday, October	Read Chapter 8: Expressing and Disclosing - Guerrero, Andersen, & Afifi: Communicating Closeness: Intimacy, Affection, and Social	Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 8, in Module 2.
26 th at 5:00 pm	Support - Parks: Gender and Ethnic Similarities and Differences in Relational Development	Review Questions: Answer the review questions at the end of each article in Chapter 8.
	 Kurdek: What Do We Know about Gay and Lesbian Couples? Qualman: Word of Mouth Goes World of Mouth 	Discussion Board: Select one of the discussion forum questions from Chapter 8 and answer it. Respond to two other students' answers.
Friday, October 31 st	Note: This is the last day to drop a full semester individual class	
Monday, October	Write Reaction Paper #2 and Complete Exam #2	Reaction Paper #2 is due by 5:00 pm on Sunday, November 2 nd .
27 th to Sunday, November 2 nd at 5:00 pm		Exam #2 will become available on Monday, October 27 th at 8:00 am and must be completed by 5:00 pm on Sunday November 2 nd .

Module 3: Bridges, Not Walls Monday, November 3rd through Friday, December 12th

Each module is scheduled so that it includes five weeks; during the first four weeks of the module, 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 9 through 12, take Exam #3.

Exam #3 will become available on Monday, December 8th at 8:00 am and must be completed by 5:00 pm on FRIDAY, December 12th.

After you have completed the module, which includes Chapters 9 through 12, write and submit. Your third Reaction Paper is due by 5:00 pm on WEDNESDAY, December 10th.

Dates	Topic/ Readings for this module	Assignments and Due Dates
		All chapter assignments must be completed by
		Sunday at 5:00 pm.
Monday,	Chapter 9: Coping with	Activities:
November	Communication Walls	Complete the activities described on Blackboard,
3 rd to	- Stewart, Zediker, Witteborn:	under the "Activities" folder within Chapter 9, in
Sunday,	Deception, Betrayal, and	Module 3.
November	Aggresssion	
9 th at 5:00	- Gibb: Defensive Communication	Review Questions:
pm	- Wilmot & Hocker: Power: The	Answer the review questions at the end of each
	Structure of Conflict	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,	Chapter 10: Conflict: Turning Walls	Activities:
November	into Bridges	Complete the activities described on Blackboard,
10 th to	- Folder, Poole, & Stutman:	under the "Activities" folder within Chapter 10, in
Sunday,	Conflict and Interaction	Module 3.
November	- Wilmot: Communication Spirals,	
16 th at	Paradoxes, and Conundrums	Review Questions:
5:00 pm	- Duck: Handling the Break-Up of	Answer the review questions at the end of each

	Relationships - Cambell: I Hear You, and I Have	article in Chapter 10.
	a Different Perspective - Prathers: How to Resolve Issues Unmemorably	Discussion Board: Select one of the discussion forum questions from Chapter 10 and answer it. Respond to two other students' answers.
Monday, November 17 th to Sunday, November 23 rd at 5:00 pm	Chapter 11: Bridging Cultural Differences - Hofstedes: The Individual and the Collective in Society - Johnson: Building Relationships with Diverse Others - Anderson: From Racism to Gracism - Braithwaites: Which is My Good Leg?	Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 11, in Module 3. Review Questions: Answer the review questions at the end of each article in Chapter 11. Discussion Board: Select one of the discussion forum questions from Chapter 11 and answer it. Respond to two other students' answers.
November $24^{th} - 28^{th}$	Thanksgiving Break	
Monday, December 1st to Sunday, December 7th at 5:00 pm	Chapter 12: Promoting Dialgue - Zediker & Stewart: Dialogue's Basic Tension - Herzig & Chasin: Fostering Dialogue Across Divides - Buber: Elements of the Interhuman	Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 12, in Module 3. Review Questions: Answer the review questions at the end of each article in Chapter 12. Discussion Board: Select one of the discussion forum questions from Chapter 12 and answer it. Respond to two other students' answers.
Final Exam Week: Monday December 8 th to Friday, December 12 th	Note: Your third Reaction Paper Paper is due by Wednesday, December 10 th and Your third exam must be completed by Friday, December 12 th .	Exam #3 will become available on Monday, December 8 at 8:00 am and must be completed by 5:00 pm on FRIDAY, December 12 th . Your Self Assessment paper is due by 5:00 pm on WEDNESDAY, December 10 th .

	_		_
Hon	nw l	Hali	davs
map	py i	LTOIL	uays