

## Marshall University

Course Number/Title	<b>CMM 213: Fundamentals of Interpersonal Communication</b>
Semester/Year	Spring 2015
Days/Time	MWF 10:00 – 10:50
Location	Smith Hall 227
Instructor	Dr. Jill C. Underhill
Office	Smith Hall Room 250
Phone	304-696-3013
E-Mail	underhillj@marshall.edu
Office/Hours	Mondays: 12:00—1:00 Tuesdays: 5:00—9:00 Wednesdays: 12:00—1:00; 2:00—4:00 Fridays: 12:00—1:00; 2:00—3:00
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to <a href="http://www.marshall.edu/academic-affairs">www.marshall.edu/academic-affairs</a> and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to <a href="http://www.marshall.edu/academic-affairs/?page_id=802">http://www.marshall.edu/academic-affairs/?page_id=802</a>  Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

### Course Description: From 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.

<b>Course Student Learning Outcomes</b>	<b>How students will practice each outcome in this course</b>	<b>How student achievement of each outcome will be assessed in this course</b>
Students will know and understand how fundamental aspects of interpersonal communication processes work.	Students will demonstrate knowledge of concepts and ability to classify, describe, restate concepts about interpersonal communication processes...	...during in-class activities and discussions, on midterm exams, in papers, and in a group project.
Students will apply fundamental concepts in communication interactions.	Students will demonstrate ability to apply concepts in class activities and discussions, on midterm exams, in papers, and in a group project.	...during in-class activities and discussions, on midterm exams, in papers, and in a group project.
Students will analyze	Demonstrated growth in ability to	...during in-class activities

communication interactions using theoretical and applied constructs in order to enhance abilities and outcomes.	recognize, label, describe, compare, and organize findings about theoretical and applied constructs and to shape outcomes in interactions.	and discussions, on midterm exams, in papers, and in a group project.
Students will synthesize and evaluate verbal and nonverbal communication behaviors across various interpersonal communication contexts.	Students will demonstrate ability to integrate and make sound judgments about theoretical and applied constructs and to organize and share findings...	...during in-class activities and discussions, on midterm exams, in papers, and in a group project.

**Required Texts, Additional Reading, and Other Materials**

**McCornack, S. (2013). Reflect & Relate: An Introduction to Interpersonal Communication. Boston: Bedford/St. Martin's.**

**Course Requirements/Due Dates**

<b>Course Requirements</b>	<b>Points</b>	<b>Due Date</b>
Weekly Critical Reflections (1 reflection per week x 12 chapters)	120	due Fridays @ 11:59 pm See Syllabus for Dates
Exam One	50	2.13 in class
Exam Two	50	3.27 in class
Exam Three (Final Exam)	50	5.4 in class
<b>Group Project</b>		
Workshop Outline	25	Friday, April 3 @ end of class (10:50 a.m.)
Workshop Presentation	100	@ Class Presentation dates below
Peer Evaluation	25	Due to Blackboard within 5 days following Presentation
<b>TOTAL</b>	<b>420</b>	

**Grading Scale:**

A = 100 - 90%	420– 378
B = 89 - 80%	377 – 336
C = 79 - 70%	335 – 294
D = 69 - 60%	293 – 252

## Descriptions of Course Requirements

**Weekly Critical Reflections:** Each week, students will be asked to respond to one of the self-reflection prompts in the chapter being covered in class. Generally these prompts ask the writer to apply vocabulary when discussing an interpersonal experience. Students will be asked to author a 1.5 page double-spaced reflection, using one quotation from the book. Students will then submit the finished reflection to the designated dropbox by the due date (generally 11:59 pm Friday of the first week the chapter is covered). Students are welcome to submit their reflections early; late reflections will be subject to deductions as outlined on the syllabus (but better late than never!).

**Exams:** There will be 3 exams in this course. The first exam will cover chapters 1-4; the second exam will cover chapters 5-8; the final exam will cover chapters 9-12. Exams will consist of true/false, multiple choice, and matching questions. Please bring a No. 2 pencil to the exams.

**Group Presentation:** You will be asked to work with a team to prepare an interpersonal workshop presentation. Students can petition to complete the project individually, but the required amount of work remains the same. Each team in the class will focus on a different interpersonal communication issue with a specific context (romantic relationships, family, or friendships). The project will consist of an outline, a presentation, and peer evaluation score. More detail about the semester project will be provided on Blackboard.

### Grading Policy

Guidelines and associated rubrics are posted on Blackboard for each assignment.

Unless explicitly stated, written assignments will be submitted electronically via the dropbox function on Blackboard. If you have trouble submitting via Blackboard, e-mail the assignment to me before the deadline for full credit.

All assignments should be typed in 12 point font, double spaced, with one inch margins on all sides.

Please proofread your work! Typos and grammatical errors may result in the lower grade on the assignment.

Late assignments will not be accepted for full credit unless the instructor has given prior consent. For every 24 hours that the assignment is late without the instructor's approval, the assignment grade will drop 10%.

Questions about grades: All questions about graded assignments or exams must be brought to

the instructor within 1 week of the day the grade is posted. We will schedule an appointment to discuss the assignment outside of class time.

### **Attendance Policy**

Your participation is an integral component of this course. Regular and prompt attendance is necessary. Attendance will be taken at each session. You are allowed **three** unexcused absences during the semester (on days that do not include an oral presentation or a major grading event, such as an exam).

That said, please do not come to class ill. You are responsible for obtaining an excused absence from the Dean of Students in the case of illness or other university-excused reason for missing class.

**After three unexcused absences, you will lose -10 points off your total grade for each additional absence.** Also, you need to be to class on time. It is your responsibility to make sure that you are counted as attending if you come to class after attendance is taken. See me after class to change your attendance status. **Being late to class twice is equivalent to one unexcused absence.**

Students arriving late are not to disrupt presentations, but are to remain quietly outside the classroom until the speaker is finished. Anyone needing to leave early should inform the professor before class and sit near the door.

### **Course Policy**

**Let's make our classroom an oasis of civility.**

**Please do not use your cell phone during class time.** The only case when the use of cell phones in class is acceptable is an emergency that requires you to dial 911 or campus police. **The first time you use your cell phone in class, I will ask you to put it away. Thereafter, I may ask you to leave class for the day and count it against your attendance record.**

This is the only physical copy of the syllabus you will receive. Electronic versions of this syllabus can be accessed on MU Online (Blackboard). Revised course schedules will also be posted to Blackboard.

## Course Calendar, Assignments, and Due Dates

DATE	TOPIC	READING/DUE DATES
12-Jan	Introduction to course	
14-Jan	Introducing Interpersonal Communication	Ch. 1
16-Jan		<b>Chapter 1 Reflection due by 11:59 pm</b>
19-Jan	<b>MLK day (no class)</b>	
21-Jan	Considering Self	Ch. 2
23-Jan		<b>Chapter 2 Reflection due by 11:59 pm</b>
26-Jan		
28-Jan	Perceiving Others	Ch. 3
30-Jan		<b>Chapter 3 Reflection due by 11:59 pm</b>
2-Feb		
4-Feb	Emotions	Ch. 4
6-Feb		<b>Chapter 4 Reflection due by 11:59 pm</b>
9-Feb	Catch-up day	
11-Feb	Exam review	
13-Feb	<b>TEST ONE</b>	
16-Feb	Listening Actively	Ch. 5
18-Feb		
20-Feb		<b>Chapter 5 Reflection due by 11:59 pm</b>
23-Feb	Communicating Verbally	Ch. 6
25-Feb		
27-Feb		<b>Chapter 6 Reflection due by 11:59 pm</b>
2-Mar	Communicating Nonverbally	Ch. 7
4-Mar		
6-Mar		<b>Chapter 7 Reflection due by 11:59 pm</b>

9-Mar	Managing Conflict and Power	Ch. 8
11-Mar		
13-Mar		<b>Chapter 8 Reflection due by 11:59 pm</b>
16-20 Mar	<b>WEEK OF SPRING BREAK</b>	
23-Mar	Introduce Group Project	
25-Mar	Exam review	
27-Mar	<b>TEST TWO</b>	Last day to drop course with W
30-Mar	Group Project Workshop Week	
1-Apr		
3-Apr		<b>Presentation Outline due to Blackboard by the end of class</b>
6-Apr	Relationships with Romantic Partners	Ch. 9
8-Apr		
10-Apr	<b>Group Presentations</b>	<b>Chapter 9 Reflection due by 11:59 pm</b>
13-Apr	Relationships with Family Members	Ch. 10
15-Apr		
17-Apr	<b>Group Presentations</b>	<b>Chapter 10 Reflection due by 11:59 pm</b>
20-Apr	Relationships with Friends	Ch. 11
22-Apr		
24-Apr	<b>Group Presentations</b>	<b>Chapter 11 Reflection due by 11:59 pm</b>
27-Apr	Relationships in the Workplace	Ch. 12
29-Apr		
1-May	Exam review	<b>Chapter 12 Reflection due by 11:59 pm</b>
4-May	<b>FINAL EXAM MONDAY, MAY 4 FROM 10:15—12:15 (IN REGULAR CLASSROOM)</b>	