

<b>Marshall University</b> Course Title/Number	<b>CMM 213: Fundamentals of Interpersonal Communication</b>
Semester/Year	Fall 2015
Days/Time	Section 101 -- MWF 1:00-1:50; Section 102 --TR 2:00-3:15
Location	Smith Hall Room 263
Instructor	D. Adkins
Office	Smith Hall Room 249
Phone	304-696-2805
E-Mail	adkins654@marshall.edu
Office/Hours	MW 9:30-10:00, 2:00-3:30, TR 11:00-12:00, 2:00-2:30 Others by appointment
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 Practiced in this Course</b>	<b>How 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, and 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 communication interactions using theoretical and applied constructs in order to enhance abilities and outcomes. Synthesize and evaluate verbal and nonverbal communication	Students will demonstrate growth in ability to recognize, label, describe, compare, and organize findings about theoretical and applied constructs and to shape outcomes in interactions...	...during in-class activities and discussions, on midterm exams, in papers, and in a group project.

behaviors across various interpersonal communication contexts.		
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, Steven. (2013). Reflect & Relate: An Introduction to Interpersonal Communication. 3<sup>rd</sup> ed. Boston: Bedford/St. Martin's.  
 Other articles as assigned.

**Course Requirements / Due Dates**

<b>Assignments are briefly described below this table. Additional information will be shared in class.</b>	
1. Exams:	
#1	Messages about the self and others
#2	Messages spoken and unspoken
#3	Messages in context/Final Exam
2. Reflections:	Select 5 of the weekly reflections (posted on black board) Lyrics Required
3. Papers:	
First Paper	Topics: Concepts chapters 1-4
Second Paper	Topics: Concepts chapters 5-8
4. Projects :	Group Presentation and Written Papery/Summary 9-12
5. Participation :	Attendance, participation in discussions and exercises, group work

**Grading Policy**

Grades will be calculated on a straight scale:  
 A = 90 -100%    C = 70 - 79%    F = 59% or less  
 B = 80 - 89%    D = 60 - 69%

**Six Reflections (10 points each):**

The Lyric reflection is required but the remaining reflections will be selected from a choice of questions with various due dates. Students will write, and submit on blackboard, a one page reflection integrating material from the text and class discussions. Use of proper grammar, spelling and punctuation is required. .

**Two Papers (50 points each):**

During our class time, we will discuss and often apply and/or practice concepts and skills during in-class activities (which will occasionally require some out-of-class preparation time). Two times during the semester, you will write a brief paper relating the ideas from a concept and associated class activities to your experiences, relationships, and interactions with others. You may select topics that you find to be exciting, interesting, beneficial, or surprising. 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. More information and a scoring rubric will be shared in class).

Additionally, after watching the movie *Something Borrowed*, you will incorporate a brief analysis of specified interpersonal behaviors and communication styles as they apply to your topic.

**Exams (50, 50, 100 points):**

Three exams will be given to allow you to demonstrate your knowledge and understanding of the concepts we've studied. Each exam will consist of 25-40 multiple choice questions and essay or short answer questions. Questions will come from the text, suggested readings, in-class discussions and actives and information shared during class.

A final exam will consist of up to 100 multiple choice questions or up to ten 10-point essay questions or a combination of the two.

**Group Project (100 points paper & presentation/25 points Q & A/25 points peer evaluation):**

Your group project is an opportunity to demonstrate your ability to analyze, integrate, synthesize, and evaluate communication phenomena using the concepts learned in this course. In groups of 3 – 5 students, you will select a project, develop a presentation for your peers, and give the presentation to the class. We will talk more about the specifics of the project in class, however, for this project you may investigate a topic of interest to you and then educate your peers about it (e.g., emotional intelligence, raising socially skilled children, parenting as a communication process, preparing for a career in another culture, gender/ethnic appropriate communication in the work place, or similar kinds of topics).

**In-class activities and participation (25 points):**

Students will receive up to 25 points for participation in in-class discussions, exercises and activities. Points are awarded based on the quantity and quality of the student's participation. That means that the more consistently you give full effort to participation, the more points you will be awarded.

**Assignment Policies**

**Unless explicitly stated, written assignments will be submitted electronically via the drop box function on Blackboard. If you have trouble submitting via Blackboard, e-mail the assignment to me before the deadline for full credit. *Email should be a last resort!!***

All assignments turned in in paper form should be **typed in 12-point font, double spaced, with one inch margins on all sides**. I will not accept handwritten assignments or emailed copies except when the instructions ask that you email them. Student work must be submitted on time, accurately, and of appropriate scholarly quality. Please use proper (Formal) English when submitting a paper or giving an oral presentation. Do not use email or texting language, slang, or other forms of substandard English.

**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%. The assignment will not be accepted later than 5 days after it is due.

**Consultations:** Please do not wait until the night an assignment is due to realize that you are unsure of what is expected. Uncertainties can always exist. It is my intention to do everything I can to help you learn the material of the course. If you do not understand an assignment, ask. The excuse, "I didn't know what was expected," will not be accepted as justification of poor performance.

***To achieve an "A" on any assignment, and for the course, the student's work must be exemplary achievement. This is work that exceeds expectations and demonstrates initiative (beyond the requirements), shows creativity, and demonstrates higher-level analysis without having to ask the instructor "how to get an A."***

Student work must be submitted on time, accurately, and of appropriate scholarly quality. Please use proper (Formal) English when submitting a paper or giving an oral presentation. Do not use email or texting language, slang, or other forms of substandard English.

### **Attendance & Classroom Policies**

The emphasis of this course is on communication. You must be engaged in our in-class discussions and participate in our in-class activities to develop the depth of knowledge and important skills this course is designed to teach. It is highly likely that missing classes will (a) prevent you from understanding expectations for assignments and will result in a reduction in your ability to earn high scores on your assignments and (b) will make learning the content of this course more difficult and so will result in poor performance on your midterm and final exams and on your projects and papers.

Attendance will be taken at each session. You are allowed three personal days in a MWF class and two personal days in a TR class during the semester (on days that do not include oral presentations or a major grading event, such as an exam). These absences do not include illnesses that require medical care or university-sponsored events. 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 in 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.**

You must attend the sessions you are scheduled to present. If you miss an oral presentation or exam day, you must have an excused absence to reschedule. Excused absences must be documented with the Dean of Students.

Absences that are approved by the University will be excused when the student reports and verifies them with the instructor. You must contact your instructor about any absence and make arrangements for make-up work. Make-up work will be permitted at the discretion of the instructor.

In order to make-up missed work, you must contact me promptly when you have missed a class during which assignments are due. Work turned in late will result in an automatic penalty regardless of the excuse/reason. No assignment will be accepted two weeks after the original due date. Failure to notify your instructor promptly and complete make-up work promptly may result in the loss of opportunity to make-up missed work.

The instructor will not regurgitate the entire book in class. It is important that you **READ THE BOOK!!!**

*You are responsible for all assignments made during a missed class; however, in-class activities and quizzes cannot be made up.*

***PLEASE NOTE: Any student who misses 25%, or more, of the class sessions for this course will receive an F for the course {see page 83, 2011-12 Undergraduate Catalog}.***

**Please silence and put away all cell phones and other electronic paraphernalia while in class.** No ringing phones, text messaging, or checking email during class time. The first infraction of this rule will get you a nasty look and a second will result in loss of such device during the class, a third occurrence and you will be asked to leave the classroom and counted as absent. Except 911 emergencies, nothing is so important that it merits interrupting your instruction.

When you have missed a class, please do not ask if you have missed anything important, of course you did. Get the assignment and make it up promptly. ***You are responsible for all assignments made during a missed class; however, in-class activities and quizzes cannot be made up.***

**Academic Dishonesty Policy:** All students should be familiar with the university's policy concerning academic dishonesty. This policy can be found on pp. 66 – 68 of the undergraduate catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-11\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf) or on pp. 61 – 64 in the spring 2010 online graduate catalog [http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf). (Faculty are encouraged to add any additional information specific to their expectations and/or rules regarding

academic dishonesty in their class).

**Plagiarism:** Copying another's work without proper citation of the source constitutes plagiarism. Plagiarism in any form will not be tolerated. A student that is found plagiarizing another's work will automatically receive an "F" on the assignment and may be subject to further university discipline.

**Cheating:** According to university policy, cheating is defined as the use of any unauthorized materials during an academic exercise to include notes, study aids etc. Cheating also includes the viewing of another person's work or securing any part of an assignment or examination in advance of distribution by the instructor. Cheating will not be tolerated in this class and will result in an automatic "F" for the class and the possible recommendation of suspension or expulsion from the university.

**Policy for Students with Disabilities:** Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 117, phone 304-696-2271.

**University Computing Services' Acceptable Use Policy:** All students are responsible for knowing this policy, which can be found on the web at <http://www.marshall.edu/ucs/CS/acptuse.asp>.

**Affirmative Action Policy:** This course will follow Marshall University's policy on Affirmative Action, which can be found on p. 63 of the 2010 – 2011 undergraduate catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-11\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf), or on p. 16 of the spring 2010 graduate catalog [http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf). Specifically, all students will be afforded equal opportunity without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation.

**Inclement Weather Policy:** Students can find information concerning Marshall's policy regarding inclement weather on pp. 64 – 65 of the 2010 – 2011 undergraduate online catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-11\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf), or on pp. 21 – 23 of the spring 2010 graduate catalog [http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf).

(Note: A link has been added to the Assessment website which has the University Computing Services Acceptable Use Policy, the Affirmative Action Policy and the Inclement Weather Policy. Faculty are welcome to reference the following

link [http://www.marshall.edu/assessment/Syllabus%20Information/University\\_Policies.doc](http://www.marshall.edu/assessment/Syllabus%20Information/University_Policies.doc).

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

## CMM 213-101 MWF COURSE SCHEDULE

Date		Topics/Assignments	Readings
<b>August</b>			
M 24	Week 1	Introduction Assign Student Presentations due <b>Oct 28-Nov 20</b> <b>Papers due 5 pm evening before the student presentation</b>	
W 26		Chapter One Introducing Interpersonal Communication	Chapter 1
F 28		Discussion	
M 31	Week 2	Chapter Two Considering the Self <b>Lyric assignment due 5 pm</b>	Chapter 2
<b>September</b>			
W 2		Discussion/Exercise	
F 4		Discussion/Exercise	
M 7	Week 3	No Class- Labor Day	
W 9		<i>Discussion/Exercises</i>	
F 11		Chapter Three Perceiving Others <b>Assignment #1 due by 5 pm on Friday, September 25</b>	Chapter 3
M 14	Week 4	Discussion/Exercise	
W 16			
F 18		<b>Chapter Four</b>	Chapter 4
M 21	Week 5	In-class Movie	
W 23		In-class Movie	
F 25		In-class Movie Discussion Assignment #1 due by 5 pm	
M 28	Week 6	<b>Exam #1</b>	Chapters 1-4
W 30		Chapter Six Communicating Verbally	Chapter 6
<b>October</b>			
F 2		Discussion/Exercise	
M 5	Week 7	Discussion/exercise	
W 7		Chapter Seven	Chapter 7



		Communicating Nonverbally <b>Assignment #2 due by 5 pm on Monday, October 23</b>	
F 9		Discussion/Exercises	
M 12	Week 8	Discussion/Exercises	
W 14		Chapter Eight Managing Conflict and Power	Chapter 8
F 16		Discussion/Exercises	
M 19	Week 9	Discussion Exercises	
W 21		Group/Duo work	
F 23		Discussion/exercise <b>Assignment #2 Due by 5pm</b>	
M 26	Week 10	Exam 2 <b>Written group work due by 5 pm on the night before student presentations. Late written assignments will be accepted no later than 5 pm Friday, November 20 (with penalties)</b>	Chapters 5-8
W 28		Chapter Nine Relationships with Romantic Partners	Chapter 9
F 30		Discussion Student Presentations	
<b>November</b>			
M 2	Week 11	Chapter Ten Relationships with Family Members	Chapter 10
W 4		Discussion Student Presentations	
F 6		Chapter Eleven Relationships with Friends	Chapter 11
M 9	Week 12	Discussion Student Presentations	
W 11		Discussion Student Presentations	
F 13		Chapter 12 Relationships in the Workplace	Chapter 12
M 16	Week 13	<i>Discussion</i> Student Presentations	
W 18		Discussion Student Presentations	
F 20		Make-up Presentations	

		Discussion/Exercises <b><i>Last day to turn in Late Assignments due by 5 pm</i></b> <b><i>Discussions</i></b>	
	Week 14	<b>No Class- Fall Break/Thanksgiving</b>	
M 30	Week 15	Discussion/exercises	
<b>December</b>			
W 2		Discussion	
F 4		Final Exam Review	
		<b><i>FINAL EXAM</i></b> <b><i>12:45-2:45 Friday, Dec 11, 2015</i></b>	

**Instructor reserves the right to change the course schedule as needed.  
Edited schedules will be posted on Blackboard.**