

<b>Marshall University</b> Course Title/Number	<b>CMM 213: Fundamentals of Interpersonal Communication</b> <b>Section 201/202</b>
Semester/Year	Spring 2016
Days/Time	201: MWF 10:00-10:50 202: MWF 11:00-11:50
Location	Smith Hall Room 227
Instructor	D. Adkins
Office	Smith Hall Room 249
Phone	304-696-2805
E-Mail	adkins654@marshall.edu
Office/Hours	MW 9:30-10:00, 1:00-2:00 TR 10:00-11:00, 1:00-2:00 F 9:30-10:00 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, 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	demonstrated 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.

and nonverbal communication 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 and Relate: An Introduction to Interpersonal Communication. 3<sup>rd</sup> ed.

Bedford St. Martin's Publishing.

Other articles as assigned.

## Course Assignments/Requirements

**READ THE BOOK!**

**PARTICIPATE IN THE CLASS!**

**INTERACT WITH YOUR CLASSMATES!**

### Two Reflection Papers (10 points each) One Summary Reflection (25 points):

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). Students will write four reflections (1-2 pages) relating the ideas from a concept and associated class activities to your experiences, relationships, and interactions with others. A reflection prompt will be posted and students will submit their reflection in a timely manner.

At the end of the semester students will write a lengthier reflection on the contents of the course as it relates to their major and/or future career.

### Exams (50, 50, 75/100 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 activities 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.

### Presentation (50pts paper/25pts presentation):

Your presentation project is an opportunity to demonstrate your ability to analyze, integrate, synthesize, and evaluate communication phenomena using the concepts learned in this course. You will select a topic to explore, develop a presentation for your peers, and give the presentation to the class. We will

talk more about the specifics of the assignment 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). The topic and the presentation must expand beyond the information in the text and be presented at the end of each chapter discussion as further discussion on chapter specific areas/topics. This paper will be prepared and presented in pairs or groups of no more than three students.

#### **In-class activities and participation (100-150 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.

#### **Grading Policy**

Grades will be calculated on a straight scale:

A=90 -100%    B=80 – 89% C= 70 - 79% D=60-69%    F = 59% or less

**A=395-356 or 470-423**

**B=355-316      422-376**

**C=315-277      375-329**

**D=276-237      328-282**

#### **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.**

All assignments should be **typed in 12-point font, double spaced, with one inch margins on all sides**. I will not accept handwritten assignments created outside of the classroom. 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, and please avoid using profanity.

**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.”***

### **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 during the semester (on days that do not include your oral presentation 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 percent 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 present 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.** Excused absences must be documented to the Dean of Students.

This class depends on daily participation; therefore, attendance is mandatory.

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.

Given the prediction for a difficult winter season, accommodations will be made to deal with potential absences, however, an individual gets the flu once, and so repeated influenza infection is not likely, and when classes are cancelled, an alternative Blackboard assignment or discussion will take the place of class when electricity and internet connection are available.

***\*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 the relevant information in the Undergraduate Catalog). That works out to***

*roughly 12 classes.*

## **CLASSROOM RESPECT**

**Tardiness:** Given the nature of the class, **it is important that you arrive to class on time.** Late arrivals are distracting and result in missed information. After three (the equivalent of a week of classes) late arrivals you will be docked one day of class. Late arrivals can significantly distract the speaker, so if you must arrive late during a performance day, please wait until student speakers have sat down before entering the classroom.

**Cell Phones:** Please make sure that all cell phones are turned off or silenced before class starts. If you have an emergency call that you are expecting, please let the instructor know prior to the start of class.

**Text Messaging:** Please refrain from texting others during class time. This is extremely distracting and disrespectful to the instructor and to other speakers who expect your attention. **Students will be given one warning and afterward will be counted absent from class for texting during the class. If you are texting, you are not attending to the lecture or participating in the class, and are therefore, absent. Texting in-class includes reading text messages and simply checking for them.**

**Laptops:** Feel free to bring a laptop to take notes during class BUT other uses of the computer such as e-mailing friends, gaming, or surfing the WEB for unrelated class material, may result in class dismissal.

**Behavior/Respect:** This nature of this class requires you to have an opinion and to be able to articulate it; however, you are expected to be respectful to the instructor and your classmates when expressing yourself. I have very strong opinions on a wide variety of subjects and because of the nature of the class, will express them. You do not have to agree, but you must treat every person, if not their opinion, with respect. There is no reward for agreeing with me and no penalty for disagreeing as long as you are respectful.

## **ACADEMIC DISHONESTY**

**Academic Dishonesty Policy:** All students should be familiar with the university's policy concerning academic dishonesty. This policy can be found on undergraduate catalog webpage.

**Plagiarism:** Copying another's work without proper citation of the source constitutes plagiarism. Plagiarism in any form will not be tolerated. This includes using another student's work from this or any other semester. Do your own work. A student that is found plagiarizing another's work will automatically receive an "F" in the course 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.

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.***

**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.

**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/acceptuse.asp>.

**Affirmative Action Policy:** This course will follow Marshall University's policy on Affirmative Action, which can be found on the undergraduate catalog webpage. 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 the Undergraduate online catalog webpage.

Policies from the undergraduate catalog can be found:  
<http://www.marshall.edu/catalog/undergraduate-catalogs/>

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

## 213 MWF COURSE SCHEDULE

Date		Topics/Assignments	Readings
<b>January</b>			
M 9 W 11 F 13	Week 1	Introduction Assign Student Presentations due no later than <b>Monday, April 21</b> <b>Papers due 5 pm evening before student presentations</b> Chapter One Introducing Interpersonal Communication Discussion/Exercise	Chapter 1
M 16 W 18 F 20	Week 2	<b>MLK Day – No class</b> Chapter Two Considering the Self <b>Lyric assignment due 5 pm</b> Discussion/Exercise	Chapter 2
M 23 W 25 F 27	Week 3	Chapter Three Perceiving Others Discussion/Exercise	Chapter 3
M 30	Week 4	Chapter Four Experiencing and Expressing Emotions	Chapter 4
<b>February</b>			
W 1 F 3		Discussion/Exercise	
M 6 W 8 F 10	Week 5	In-class Movie Discussion <b>Reflection due by 7pm</b>	
M 13 W 14 F 16	Week 6	<b>Exam #1 Chapters 1-4</b> Chapter 5 Understanding Culture Discussion/Exercise Student Presentation	Chapter 5

M 20 W 22 F 24	Week 7	Chapter Six Listening Actively Discussion/Exercise Student Presentation	Chapter 6
M 27 W 1		Chapter Seven Communicating Verbally Discussion/Exercise Student Presentation	Chapter 7
<b>March</b>			
F 3		Discussion/Exercise Student Presentation	
M 6 W 8 F 10	Week 9	Chapter 8 Communicating Nonverbally Discussion/Exercise <b>Exam 2 Chapters 5-8</b>	Chapter 8
M 13 W 15 F 17	Week 10	Chapter 9 Managing Conflict and Power Discussion/Exercise Student Presentation	Chapter 9
March 20- 26		Spring Break	
M 27 W 29 F 31	Week 11	Chapter Ten Relationships with Romantic Partners Discussion Student Presentation	Chapter 10
<b>April</b>			
M 3 W 5 F 7	Week 12	Chapter Eleven Relationships with Family Members Discussion/Exercise Student Presentation	Chapter 11
M 10 W 12 F 14	Week 13	Chapter Twelve Relationships with Friends Discussion/Exercise Student Presentation	Chapter 12
M 17 W 19 F 21	Week 14	Relationships in the Workplace Discussion/Exercise Student Presentation ( <b>last day for presentations</b> )	Appendix



M 24 W 26 F 28	Week 15	Relationships in the Workplace <i>Discussion</i> <b>Final Reflection Due by 7pm</b> Discussion/exercises Discuss Final Exam	Appendix
<b>May</b>			
Section 201 Section 202		<b>FINAL EXAM</b> <b>Monday, May 1 10:15-12:15</b>  <b>Tuesday, May 2 10:15-12:15</b>	

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

This is the only paper copy of the syllabus that will be distributed. Additional copies can be found online on the Communication Studies website.

(<http://www.marshall.edu/commstu/commstu/Resources.html>)

**This syllabus is not considered a legal document and is subject to change as circumstances dictate. This is especially true when weather conditions dictate alterations in schedules and assignments. \*\***