

Marshall University
CMM 213: Fundamentals of Interpersonal Communication
College of Liberal Arts, Department of Communication Studies
Sections 103, 105, 106 – Fall Semester 2015
Course Start Date: August 24, 2015 – Course End Date: December 10, 2015

<p>Professor: Dr. Edward Woods</p> <p>245 Smith Hall</p> <p>304-696-3901</p>	<p>Office Hours:</p> <p>Tuesday 2:00-4:00 pm</p> <p>Thursday 2:00-4:00 pm</p>	<p>Since we have no meetings in class, the course's internal email system is the crucial alternative medium of communication. I have 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 fairly regularly via internal e-mail.</p>
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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

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 and applied concepts about interpersonal communication processes in social and task contexts.	Readings from the textbook, power point slides, and by answering the review questions included in each chapter.	Discussion Board Comments, 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 30 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 (scores out of 25 will be doubled for a total of 150 points for all three exams).

Reaction Papers

There are three reaction paper options built into the course. You will choose and complete **two** of the three (1400-1800 words) reaction paper options for the course, each one located at the end of each module (see dates on the course schedule that follows). That's right! Although three reaction papers are scheduled, you are to complete two, not three. The one you choose not to do is up to you. But whichever of the three reaction papers you choose not to do, the other two you must complete. 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 a conversation or interaction situation (involving perhaps a few related conversations) you have experienced or observed, then you'll explain the conversation or interaction situation using concepts and ideas from our text. [For example, a student wrote a standout reaction paper analyzing a conversation between the student and a classmate. Before the conversation, the student thought the classmate to be quite unlike her and someone to be avoided. But in walking with the classmate back to the dorm, the student discovered in a ten minute conversation the classmate shared the same belief system. So unexpectedly, a new friend was made. Another example, this time of an interaction situation involving related conversations: a student dropping off her daughter at a private school was approached by a school administrator to take an administrative position at the school to fill an unexpected opening created by a sudden resignation. The mother analyzed the interactions that occurred through the process of her experiencing related conversations--the approach about the job, the interview, and the climactic conversation in which she ultimately turned down the position. In both cases, the students analyzed the communication episodes using concepts from the article readings.] If it was a successful interaction, explain why. If it was a difficult conversation/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, concepts are explained as if teaching the concepts to the reader, 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 75 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 forums	5 points each X 12 chapters	60	17%
Exams	50 points X 3 exams	150	42%
Reaction Papers	75 points X 2 papers	150	42%
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%
B	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. 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 (except for the last assignments, when there is no time for making up work).

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 24 through September 27 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, Sept. 21 and must be completed by 5:00 pm on Sunday, Sept. 27.

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, Sept. 27.

Dates	Topic/ Readings for this module	Assignments and Due Dates
<p>Monday, Aug. 24 to Sunday, Aug. 30 at 5:00 pm</p>	<p>Read: Core Rules of Netiquette http://www.albion.com/netiquette/corerules.html</p> <p>Read Chapter 1: Introduction to the Editor and to This Book</p>	<p>Chapter assignments must be completed by Sunday at 5:00 pm each week.</p> <p>Review Questions: There are no review questions for Chapter 1.</p> <p>Activity Part 1: 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</p>
		<p>for this assignment on Blackboard under the heading "Discussion Board" in Chapter 1, in Module 1. (Not for course points)</p> <p>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. Respond to two other students' answers. (This activity begins the 12 graded discussion board postings.)</p>

<p>Monday, August 31 to Sunday, September 6 at 5:00 pm</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 the review questions at the end of each article in Chapter 2.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 2 and answer it. Respond to two other students’ answers.</p>
<p>Monday, Sept. 7 (Labor Day) to Sunday, Sept. 13 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 the review questions at the end of each assigned article in Chapter 3.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 3 and answer it. Respond to two other students’ answers.</p>
<p>Monday, Sept. 14 to Sunday, Sept. 20 at 5:00 pm</p>	<p>Read Chapter 4: Verbal and Nonverbal Communication</p> <ul style="list-style-type: none"> - <i>Stewart & Logan: Verbal and Nonverbal Dimensions</i> - <i>Duck & McMahan: Talk and Interpersonal Relationships</i> 	<p>Activities: Complete the activities described on Blackboard, under the “Activities” folder within Chapter 4, in Module 1.</p> <p>Review Questions: Answer the review questions at the end of each</p>
	<ul style="list-style-type: none"> - <i>Stewart: Two of the Most Important Words</i> - <i>Finzel: Say What? Eight Words and Phrases to Avoid in LGBT Conversations</i> 	<p>article in Chapter 4.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 4 and answer it. Respond to two other students’ answers.</p>

Monday, Sept. 21 to Sunday, Sept. 27 at 5:00 pm	Reaction Paper #1 and Complete Exam #1	Reaction Paper #1 is due by 5:00 pm on Sunday, Sept. 27. Exam #1 will become available on Monday, Sept. 21 at 8:00 am and must be completed by 5:00 pm on Sunday, Sept. 27.
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Module 2: Making Meaning Together and Relationships
Monday, September 28 through Sunday, November 1 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, Oct. 26 at 8:00 am and must be completed by 5:00 pm on Sunday, Nov. 1.

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, Nov. 1.

Dates	Topic/ Readings for this module	Assignments and Due Dates
		All chapter assignments must be completed by Sunday at 5:00 pm.

<p>Monday, Sept. 28 to Sunday, Oct. 4 at 5:00 pm</p>	<p>Read Chapter 5: Inhaling: Perceiving and Listening</p> <ul style="list-style-type: none"> - Stewart, Zediker, & Witteborn: <i>Inhaling: Perception</i> - <i>Wood: It's Only Skin Deep</i> - Shafir: <i>Mindful Listening</i> - Stewart, Zediker, & Witteborn: <i>Empathic & Dialogic Listening</i> 	<p>Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 5, in Module 2.</p> <p>Review Questions: Answer the review questions at the end of each article in Chapter 5.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 5 and answer it. Respond to two other students' answers.</p>
<p>Monday, Oct. 5 to Sunday, Oct. 11 at 5:00 pm</p>	<p>Read Chapter 6: Exhaling: Expressing and Disclosing</p> <ul style="list-style-type: none"> - Johnson: <i>Being Open with and to Other People</i> - Stone, Patton, & Heen: <i>Expression: Speak for Yourself with Clarity and Power</i> 	<p>Activities: Complete the activities described on Blackboard, under the "Activities" folder within Chapter 6, in Module 2.</p> <p>Review Questions: Answer the review questions at the end of each article in Chapter 6.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 6 and answer it. Respond to two other students' answers.</p>
<p>Monday, Oct. 12 to Sunday, Oct. 18 at 5:00 pm</p>	<p>Read Chapter 7: Communicating with Family and Friends</p> <ul style="list-style-type: none"> - Wood: <i>What's a Family, Anyway?</i> - Tannen: <i>Separating Messages from Metamessages in Family Talk</i> - Duck: <i>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 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, Oct. 19 to	Read Chapter 8: Expressing and Disclosing - <i>Guerrero, Andersen, & Afifi:</i>	Activities: Complete the activities described on Blackboard, under the “Activities” folder within Chapter 8, in
Sunday, Oct. 25 at 5:00 pm	<i>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>	Module 2. Review Questions: Answer the review questions at the end of each article in Chapter 8. Discussion Board: Select one of the discussion forum questions from Chapter 8 and answer it. Respond to two other students’ answers.
Monday, Oct. 26- Sunday, Nov. 1 5:00 pm	Reaction Paper #2 and Complete Exam #2	Reaction Paper #2 is due by 5:00 pm on Sunday, Nov. 1 Exam #2 will become available on Monday, Oct. 26 at 8:00 am and must be completed by 5:00 pm on Sunday Nov. 1.
Friday, October 30	Note: This is the last day to drop a full semester individual class	

Module 3: Bridges, Not Walls
Monday, Nov. 2 through Thursday, Dec. 10

Each module is scheduled so that during the first four weeks of the module, you will complete chapter readings and assignments and during finals week, you will 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, Dec. 7 at 8:00 am and must be completed by 5:00 pm on Thursday, Dec. 10.

After you have completed the module, which includes Chapters 9 through 12, write and submit your reaction paper.

The third Reaction Paper is due by 5:00 pm on Wed., Dec. 9. (Note: the due date for the essay occurs during finals week to maximize the time you have to complete the essay.)

Dates	Topic/ Readings for this module	Assignments and Due Dates All chapter assignments must be completed by
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		Sunday at 5:00 pm.
<p>Monday, Nov. 2 to Sunday, Nov. 8 at 5:00 pm</p>	<p>Chapter 9: Coping with Communication Walls</p> <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> 	<p>Activities: Complete the activities described on Blackboard, under the “Activities” folder within Chapter 9, in Module 3.</p> <p>Review Questions: Answer the review questions at the end of each article in Chapter 9.</p> <p>Discussion Board: Select one of the discussion forum questions from Chapter 9 and answer it. Respond to two other students’ answers.</p>

<p>Monday, Nov. 9 to Sunday, Nov. 15 at 5:00 pm</p>	<p>Chapter 10: Conflict: Turning Walls into Bridges</p> <ul style="list-style-type: none"> - <i>Folder, Poole, & Stutman: Conflict and Interaction</i> - <i>Wilmot: Communication Spirals, Paradoxes, and Conundrums</i> - <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>Activities: Complete the activities described on Blackboard, under the “Activities” folder within Chapter 10, in Module 3.</p> <p>Review Questions: Answer 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>
<p>Monday, Nov. 16 to Sunday, Nov. 22 at 5:00 pm</p>	<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 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>
<p>Monday, Nov. 30 to Sunday, Dec. 6 at 5:00 pm</p>	<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 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>

Final Exam Week: Monday Dec. 7 through Thursday, Dec. 10 at 5 p.m.	The third Reaction Paper is due by 5 pm on Wed., Dec. 9. Your third exam must be completed by Thurs., Dec. 10.	Exam #3 will become available on Monday, Dec. 7 at 8:00 am and must be completed by 5:00 pm on Thurs., Dec. 10.
Have a Great Christmas!		