

Interpersonal Communication

Clarendon College

Fall 2010 – Online

Instructor: Krista Shook, MA

Phone: 806-626-3200 until 10pm

E-mail: Please email me through the course email

Texts: DeVito, J. A. (2007). *The Interpersonal Communication Book*, 11th ed. Boston: Allyn & Bacon

Programs: **Microsoft Word or Mac Equivalent**, Presentation Software (such as PowerPoint), Adobe Reader, PowerPoint Reader

Course Purpose:

Interpersonal Communication focuses on the psychological, physical and cultural barriers to interpersonal communication with emphasis on overcoming these barriers in order to improve interpersonal communication.

Interpersonal Communication focuses on the importance of interpersonal communication, personally and professionally. This course seeks to help you assess your own current relationships, work on strengthening current relationships, and build knowledge and awareness for future relationships across contexts. This course is designed to focus on the whole person recognizing the importance of relationships both personally and professionally. The relationship skills developed in this course cut across contexts identifying those skills that help strengthen relationships by working through the barriers that confound them such as culture, gender, power, conflict, and perception. Strategies for overcoming barriers through listening, nonverbal communication, language use, empathy, and message construction are developed throughout the course.

Students should be able to meet the following objectives by the completion of this course:

1. Recognize and understand the transactional model of communication.
2. Apply general communication principles to interpersonal contexts.
3. Apply interpersonal theories for understanding and evaluating a variety of relationships.
4. Demonstrate the ability to effectively interact in dyads.
5. Develop and demonstrate effective active listening skills.
6. Demonstrate ability to present information, in an acceptable presentation format, about interpersonal relationships.
7. Assess cultural and political factors affecting relationships.

Lectures and Assignments

Please read the text to get the most out of discussions and assignments.

Late Work

All assignments are due by **9pm on Monday** unless otherwise stated. Projects and assignments may not be made up except in the case of documented illness, family emergency, university sanctioned activities, or as otherwise approved by the instructor. Prior notification where possible enhances your credibility but does not replace required documentation.

Any late assignments will only be accepted up to 4 days after the assigned due date with a 10 point deduction per day late. Discussion board postings may not be made up or turned in late. Online activities will receive a 1pt/day late deduction up to 4 days late.

Grading Philosophy:

You are as responsible for your success as I am. I will help in every way I can but it is your responsibility to contact me with questions, concerns, or for assistance.

No grades will be given over the phone or e-mail. **Contesting of grades should be done at the time the grade is returned and not at the end of the semester.** Please be aware that contesting of grades requires a full re-grading of your assignment, not just a portion of it, and has the same chance of going up as it does down.

Discussion Board

During the semester you will be participating in an online discussion board. **Each week you will have a prompt to respond to and are expected to post to the discussion board AT LEAST once/week.** In addition you are also expected to **respond to others' posts at least 6 times** throughout the semester. You are expected to keep up with the course readings, coming prepared to engage in discussion. Discussion board postings may not be made up or turned in late.

Grading Scale

A=900-1020pts

B=800-899pts

C=700-799pts

D=600-699pts

F=599pts and below

Course Content:	Total Points
Quizzes (5 quizzes, 40pts each)	200
2 Application Papers Relationship Journal (210pts, 15pts each entry) Communication At Work (200 Pts)	410

Reflection Papers & Participation	410
Relationship Critique (50 pts)	
Journal Reflection (50 pts)	
Online Activities (100 pts, 20pts ea.)	
Discussion Postings (210pts – 15pts each)	

ALL ASSIGNMENTS ARE DUE BY 9pm on Monday unless otherwise stated.

Human dignity: will be the norm for all class assignments, discussions and postings. As the instructor of record, I reserve the right to interrupt and discontinue any posting that is offensive or insulting. Such actions will result in a failing grade for the assignment. Remember, respect, responsibility and integrity are key characteristics to any communicator.

Plagiarism and Cheating: are not tolerated and will result in a failing grade on the course assignment, and depending on the severity, disciplinary proceedings may be pursued. It is the responsibility of students and instructors to maintain academic integrity.

Accommodations for Students with Disabilities: Clarendon College seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity.

Course Schedule

The instructor reserves the right to make amendments to the following schedule as necessary. Students are expected to have read the day's reading PRIOR to the class so they will be prepared to participate effectively on the discussion board.

See the **Course Information/Resources** or **Lessons** section on the homepage for more information on each week's assignments.

Note: All assignments are due by 9pm on Monday unless otherwise stated.

Date	Assignments	Readings
Aug 25-30	<p>Due by the end of the week (Mon, 9pm):</p> <ul style="list-style-type: none"> • Read the "READ THIS FIRST" section on the homepage. • Read through the "Course Information/Resources" section on the homepage. • Quiz: Take the "Introduction to the Course" quiz (10pts) • Discussion Board - Post your introduction to the discussion board • Email your instructor acknowledging and agreeing to the policies of the course. 	<p>Get familiar with the various links/information in the course. Be sure to read through the Lessons section and Course Information/Resources section found on the homepage.</p>
Aug 31-Sept 6	<p>Due by the end of the week (Mon. 9pm):</p> <ul style="list-style-type: none"> • Relationship Critique (counts as journal entry 1, see assignment guidelines in the "Course Information/Resources Section on the homepage) • Discussion Board – <i>Communication Model and Axioms</i> 	Ch. 1
Sept 7-13	<p>Due by the end of the week (Mon. 9pm):</p> <ul style="list-style-type: none"> • Discussion Board – Culture 	Ch. 2

	Shock	
	<ul style="list-style-type: none"> • Journal Entry 2 	
Sept 14-20	Due by the end of the week (Mon 9pm): <ul style="list-style-type: none"> • Discussion Board – The Self and Communication • Journal Entry 3 • Quiz 1 – Ch 1-3 	Ch 3
Sept 21-27	Due by the end of the week (Mon, 9pm) <ul style="list-style-type: none"> • Online Activity - Perceiving Others' Perceptions • Discussion Board – Meyers Briggs and Perception • Journal Entry 4 	Ch. 4

Sept 28-Oct 4	Due by the end of the week (Mon, 9pm): <ul style="list-style-type: none"> • Discussion Board – Listening as a valuable tool • Journal Entry 5 	Ch 5
Oct 5-11	Due by the end of the week (Mon. 9pm): <ul style="list-style-type: none"> • Discussion Board – Choosing Language Wisely • Online Activity - Polarizing Effects • Journal entry 6 • Quiz 2 (Ch 4-6) 	Ch. 6

Oct 12-18	<p>Due by the end of the week(Mon. 9pm):</p> <ul style="list-style-type: none"> • Discussion Board • Journal Entry 7 	Ch 7
Oct 18-25	<p>Due by the end of the week(Mon. 9pm):</p> <ul style="list-style-type: none"> • Discussion Board – <i>It's not what you say, but how you say it</i> • Journal Entry 8 	Ch. 8
Oct 25-Nov 1	<p>Due by the end of the week (Mon 9pm):</p> <ul style="list-style-type: none"> • Discussion Board – <i>Improving Conversational Skills</i> • Online Activity – <i>Improving Conversational Skills</i> • Journal Entry 9 • Quiz 3 – Ch 7-9 	Ch 9
Nov 2-8	<p>Due by the end of the week (Mon, 9pm)</p> <ul style="list-style-type: none"> • Discussion Board – Why are we in relationships? • Online Activity - 'Till this do us part • Journal Entry 10 	Ch. 10
Nov 9-15	<p>Due by the end of the week (Mon, 9pm):</p> <ul style="list-style-type: none"> • Discussion Board – Relationship Models and Theories • Online Activity – Applying theories to problems 	Ch 11

	<ul style="list-style-type: none"> • Journal Entry 11 	
Nov 16-22	<p>Due by the end of the week (Mon. 9pm):</p> <ul style="list-style-type: none"> • Discussion Board – Relationships in Contexts • Journal Entry 12 • Quiz 4 – Ch 10-12 	Ch. 12
Nov 23-29	THANKSGIVING – No assignments due this week	
Nov 30-Dec 8	<p>Due by the last class day at 9pm</p> <ul style="list-style-type: none"> • Discussion Board – Managing Conflict, Maintaining Relationships • Discussion Board – Power Over, Power With • Journal Entry 13 & 14 • Communication at Work Paper • Quiz 5 Ch 13 & 14 	Ch 13 & 14