

**Interpersonal Communication**  
**Clarendon College**  
**Spring 2011 – Online**

**Instructor:** Krista Shook, MA

**Phone:** 806-626-3200 until 9pm no texts please

**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.**

### 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 are expected to post to the discussion board and respond to at least one other person's post.**

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=900-1000pts

B=800-899pts

C=700-799pts

D=600-699pts

F=599pts and below

| <b>Course Content:</b>  | <b>Total Points</b> |
|---|---------------------|
| <b>Quizzes</b><br><br>Chapter Quizzes (5 quizzes, 40pts each)<br><br>Introduction to the Course Quiz (10pts)          | 210                 |
| <b>3 Application Papers</b><br><br>Relationship Journal (140pts, 10pts each entry)<br>Communication At Work (200 Pts) | 340                 |

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| <b>Reflection Papers &amp; Participation</b>               | 450 |
| Relationship Critique (50 pts)                             |     |
| Journal Reflection (50 pts)                                |     |
| Conflict Management Plan (50pts)                           |     |
| Am I a good Communicator? (50pts)                          |     |
| Online Activities (100 pts, 20pts each)                    |     |
| Discussion Postings and Responses<br>(150 pts – 5pts 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.

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

| Date             | Assignments   | Readings  |
|------------------|---|---|
| <b>Jan 18-24</b> | <p><b>Due by the end of the week (Mon, 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Read</b> the <b>“READ THIS FIRST”</b> section on the homepage.</li> <li>• <b>Read</b> through the <b>“Course Information/Resources”</b> section on the homepage.</li> <li>• <b>Quiz:</b> Take the “Introduction to the Course” quiz (10pts)</li> <li>• <b>Discussion Board</b> - Post your introduction to the discussion board and respond to at least one other person's post</li> <li>• <b>Email</b> your instructor acknowledging and agreeing to the policies of the course.</li> </ul> | <p>Get familiar with the various links/information in the course. Be sure to read through the <i>Lessons</i> section and <i>Course Information/Resources</i> section found on the homepage.</p> |
| <b>Jan 25-31</b> | <p><b>Due by the end of the week (Mon. 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Relationship Critique</b> (counts as journal entry 1, see journal assignment guidelines in the “Course Information/Resources” Section on the homepage)</li> <li>• <b>Discussion Board</b> – <i>Communication Model and Axioms</i>, post your response and respond to at least one other person's post</li> </ul>   | Ch. 1   |
| <b>Feb 1-7</b>   | <p><b>Due by the end of the week (Mon. 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>Culture Shock</i> post your response and respond to</li> </ul>   | Ch. 2   |

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|                  | <p>at least one other person's post</p> <ul style="list-style-type: none"> <li>• <b>Journal Entry 2</b></li> </ul>   |       |
| <b>Feb 8-14</b>  | <p><b>Due by the end of the week (Mon 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>The Self and Communication</i>, post your response and respond to at least one other person's post</li> <li>• <b>Journal Entry 3</b></li> <li>• <b>Quiz 1</b> – Ch 1-3</li> </ul>                                    | Ch 3  |
| <b>Feb 15-21</b> | <p><b>Due by the end of the week (Mon, 9pm)</b></p> <ul style="list-style-type: none"> <li>• <b>Online Activity</b> - <i>Perceiving Others' Perceptions</i>, post your response and respond to at least one other person's post</li> <li>• <b>Discussion Board</b> – Meyers Briggs and Perception</li> <li>• <b>Journal Entry 4</b></li> </ul> | Ch. 4 |

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| <b>Feb 22-28</b> | <p><b>Due by the end of the week (Mon, 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>Listening as a valuable tool</i>, post your response and respond to at least one other person's post</li> <li>• <b>“Am I a Good Communicator?” (50pts)</b></li> <li>• <b>Journal Entry 5</b></li> </ul> | Ch 5  |
| <b>March 1-7</b> | <p><b>Due by the end of the week (Mon. 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>Choosing Language Wisely</i>, post your response and respond to at least one other person's post</li> <li>• <b>Online Activity</b> - Polarizing</li> </ul>  | Ch. 6 |

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|                         | <p>Effects</p> <ul style="list-style-type: none"> <li>• <b>Journal entry 6</b></li> <li>• <b>Quiz 2</b> (Ch 4-6)</li> </ul>   |       |
| <b>March 8-14</b>       | <p><b>Due by the end of the week(Mon. 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> - post your response and respond to at least one other person's post</li> <li>• <b>Start on Communication at Work Paper</b></li> <li>• <b>Journal Entry 7</b></li> </ul>   | Ch 7  |
| <b>March 15-21</b>      | <b>SPRING BREAK – No assignments due this week</b>  |       |
| <b>March 22-28</b>      | <p><b>Due by the end of the week(Mon. 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>It's not what you say, but how you say it</i>, post your response and respond to at least one other person's post</li> <li>• <b>Journal Entry 8</b></li> <li>• <b>Turn in Communication at Work Paper (200pts)</b></li> </ul>                                     | Ch. 8 |
| <b>March 29-April 4</b> | <p><b>Due by the end of the week (Mon 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>Improving Conversational Skills</i>, post your response and respond to at least one other person's post</li> <li>• <b>Online Activity</b> – <i>Improving Conversational Skills</i></li> <li>• <b>Journal Entry 9</b></li> <li>• <b>Quiz 3</b> – Ch 7-9</li> </ul> | Ch 9  |

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| <p><b>April 5-April 11</b></p>  | <p><b>Due by the end of the week (Mon, 9pm)</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>Why are we in relationships?</i> Post your response and respond to at least one other person’s post</li> <li>• <b>Online Activity</b> - ‘Till this do us part</li> <li>• <b>Journal Entry 10</b></li> </ul>               | <p>Ch. 10</p> |
| <p><b>April 12-April 18</b></p> | <p><b>Due by the end of the week (Mon, 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>Relationship Models and Theories</i>, post your response and respond to at least one other person’s post</li> <li>• <b>Online Activity</b> – Applying theories to problems</li> <li>• <b>Journal Entry 11</b></li> </ul> | <p>Ch 11</p>  |
| <p><b>April 19-April 25</b></p> | <p><b>Due by the end of the week (Mon. 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>Relationships in Contexts</i>, post your response and respond to at least one other person’s post</li> <li>• <b>Journal Entry 12</b></li> <li>• <b>Quiz 4</b> – Ch 10-12</li> </ul>                                      | <p>Ch. 12</p> |
| <p><b>April 26-May 2</b></p>    | <p><b>Due by the end of the week (Mon. 9pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b> – <i>Managing Conflict, Maintaining Relationships</i>, post your response and respond to at least one other person’s post</li> <li>• <b>Conflict Management Plan (50pts)</b></li> </ul>                                       | <p>Ch 13</p>  |

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|                           | <ul style="list-style-type: none"> <li>• <b>Journal Entry 13</b></li> </ul>  |              |
| <p><b>May 3-May 9</b></p> | <p><b>Due by the last class day at 9pm</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board – <i>Power Over, Power With</i></b>, post your response a respond to at least one other post</li> <li>• <b>Discussion Board – <i>Gift of Relationships</i></b>, post your response a respond to at least one other post</li> <li>• <b>Journal Reflection Paper (50pts)</b></li> <li>• <b>Journal Entry 14</b></li> <li>• <b>Quiz 5 Ch 13 &amp; 14</b></li> </ul> | <p>Ch 14</p> |