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COMX 102.02: Interpersonal Skills and Communication in the Workplace

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Recommended Citation

Marx, Patrick K., "COMX 102.02: Interpersonal Skills and Communication in the Workplace" (2015).

University of Montana Course Syllabi. 2977.

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Missoula College UM
Applied Arts and Sciences Department

Course Syllabus
Spring Semester 2015

Course Number and Title: ComX102-02, Communication in the Workplace, CRN: 73023

Workshop Dates: 9 a.m. to 4:30 p.m., Saturday, February 28 and Sunday, March 1.

Place: Missoula College (COT), Stephens Avenue, AD 11 (Main Building)

Text: Exploring Interpersonal Communication in the Workplace, ComX 102, Cheryl Hamilton. The text is available at the Missoula College Campus Bookstore and can be found new and used at several Internet websites.

Instructor: Patrick Marx, MPA, Harvard Kennedy School (1998); Art and Practice of Leadership Development, Harvard Kennedy School (2004) and Change Process Facilitation, Minds at Work (2008), a Massachusetts-based consulting firm headed by Professor Robert Kegan, professor of adult and professional development, Harvard Graduate School of Education.

Email: patrick.marx@umontana.edu.

Purpose: To develop and increase capacity and competence to communicate intentionally and effectively in your current or future work.

Objectives: Our principal objective is to gain insight and traction to establish and build work relationships, coordinate work with others, have impact on matters that make a difference to you and work out problems and create possibilities.

Student Performance Goals

- Understand the principal concepts of communications focused on expressive verbal, non-verbal, and listening skills.
- Recognize, understand and appreciate the inherent difficulties and barriers to productive communications and work relations.
- Develop skills and productive approaches to communications, conflict, decision and agreement.

Grading

- Pre-workshop quiz – 20 percent of grade
- Engagement and participation – 60 percent of grade
- Final exam and essay -- 20 percent of grade

Grading Scale: (90-100 = A); (80-89 = B); (70-79 = C); (60-69 = D); (0-59 = F)

Disability Student Services (DSS)

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. It is your responsibility to inform me before or at the outset of class, about any disability and the manner in which you and the DSS office have found necessary to complete this course. Please be prepared to provide a letter from your DSS Coordinator. For students planning to request testing accommodations, be sure to bring the DSS testing form to me in advance of the two-day deadline for scheduling in ASC.

Academic Code

All students must practice academic honesty. Cheating and/or plagiarism will not be tolerated. Specifically, you are not allowed to give or receive assistance on assignments or tests. All your work must be completed independently, unless it is group assigned. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.

VITAL WORKSHOP SCHEDULING INFORMATION

Friday, Feb. 13

- I will post on the class MOODLE page and email the pre-workshop quiz.
- The quiz is open-book; use and refer to the text.

Friday, Feb. 20

- Pre-workshop quiz is due no later than 11:55 p.m., Tuesday, September 30. No exceptions.
- Be sure to follow emailing/delivery instructions spelled out on the Quiz document.

Saturday, Feb. 28 and Sunday, March 1

- Workshop begins promptly at 9 a.m. in Room AD11 at Missoula College campus
- There will be a 45-minute lunch break
- Workshop concludes 4:30 p.m.

Monday, March 2

- Final examination will be emailed to your valid university email address and will be posted to Moodle.
- It is an open book test and draws heavily on the work you did in the workshop itself.

Friday, March 6

- Final examination must be completed and returned no later than noon. No exceptions unless you have instructors' permission prior to the deadline.
- Be sure to follow instructions for delivery.

If you have any questions or issues, please contact me by email.

patrick.marx@umontana.edu