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COMX 115S.03C: Introduction to Interpersonal Communications

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**COMX 115S INTRODUCTION TO INTERPERSONAL COMMUNICATION
FALL 2018 COURSE SYLLABUS**

INSTRUCTOR: Allison Sullivan

E-MAIL ADDRESS: allison.sullivan@umontana.edu

OFFICE LOCATION: Missoula College, 331

OFFICE HOURS: Tuesday 12:30pm-1:30pm, Wednesday 12:00am-1:00pm, or By Appointment

Course Objectives – What will I learn in this course?

The course is designed to help students meet a set of learning objectives. If you work hard and take the course seriously...

- *You will be able to recognize communication patterns from family of origin.*
- *You will be able to understand relational meaning of what we say, both verbally and nonverbally, and the effect this has on relationships personally, professionally and in an educational capacity.*
- *You will improve your listening skills: reflectively, attentively and emphatically.*
- *You will learn how to recognize passive, aggressive, passive-aggressive and assertive behaviors and learn how to deal more effectively with them through conflict management skills.*
- *You will be able to better understand how the quality of communication directly affects the quality of relationships and ultimately the quality of life.*
- *You will be able to identify practical skills geared towards improving communication in the workplace, in personal relationships, and in the family.*
- *You will be able to understand the role emotions play in communication.*
- *You will be able to recognize important communication terms, applications and theory.*

Course Materials – What do I need for this course?

- Wood, J. T. (2016). *Interpersonal communication: Everyday encounters* (8th ed.). Belmont, CA: Wadsworth.

*This print text can be purchased at the bookstore. However, it can also be purchased as a print, rental, or electronic textbook through our publisher at <http://www.cengagebrain.com/micro/1-1T7RE8P>.

An online Moodle page will also be utilized for this course.

Student Responsibilities and Expectations – How can I succeed in this course?

- *Respect your instructor and your colleagues.* This encompasses all of the following items. It is absolutely necessary for a positive educational experience. Whether it is arriving in class promptly, behaving ethically toward your instructor and classmates, or contributing to a positive classroom climate, please act respectfully.
- *During class, do not use media that are unrelated to the class.* This includes cellphones, messaging devices, and music players. Any device that can make noise should be turned completely off for the entire class period.
- *Complete your reading assignments in the textbook.* Students who fail to keep up with reading will perform poorly on exams and have problems with journal entries.
- *Take your exams and turn in assignments on time.* Late assignments will be penalized. Students who do not complete all exams and major assignments will not receive a passing grade for the course regardless of other points earned.

- *Do your own work.* Plagiarism and academic dishonesty will result in penalties ranging from failure of the assignment to expulsion from the College. This topic is addressed below and will be discussed in class.

Attendance Policy – What if I miss class?

The standard penalty for arriving late, leaving early, or missing class is loss of being counted present for that class. Students with fewer than two absences during the semester will see their final grade increased by 5%. Students with more than three absences may lose their privilege for a makeup should an emergency arise.

Attendance on Exam Days – What if I miss my exam?

The above policy is even more significant on the days that you are assigned to take an exam. Missing your exam disrupts the course schedule, is unfair to other students, and potentially impacts other learning experiences in the course.

The penalty for missing exam day is a 25% point reduction, or two letter grades. This means a maximum grade of D for an exam that would otherwise earn a B. It also has a significant impact on your final course grade – it could take you from a B to a C+.

What if I know ahead of time that I will be absent? If you know that you will be absent from class on an exam day, *inform your instructor immediately and negotiate a time to take the exam.* Students who anticipate absence because of UM-approved activities (e.g., athletics, debate, music) are still responsible for making these arrangements.

What if something comes up at the last minute? It's got to be serious. Extreme extenuating circumstances (significant illness requiring bed rest, family emergency) can mitigate the standard penalty. I will consider the following conditions when determining the application of any penalty:

- ✓ You notify me **prior** to missing the exam.
- ✓ You provide **documentation** verifying your excuse.
- ✓ You are in **good standing** in the course (passing grades on other assignments, no late assignments, consistent attendance)

This list is intended to separate unforeseen emergencies from the common cold or a lack of preparation. A good rule of thumb might be: what would you do if this was your first job out of college and you had a big presentation to give? Bottom line: don't miss an exam day.

Students with Disabilities – What if my disability affects my performance?

If you have a disability that may require modification of the course, please obtain the appropriate documentation from the DSS Office and then see me to discuss what, if any, special arrangements need to be made.

Academic Misconduct and Plagiarism – What are my ethical obligations?

Academic misconduct includes plagiarism, cheating, and deliberate interference with the work of others. It is the intellectual equivalent of fraud – a crime against the codes of the academy. At the University of Montana, the Student Conduct Code governs this and other aspects of your conduct. It is available to download at:

http://life.umt.edu/vpsa/student_conduct.php

The standard penalty for this crime is an academic penalty determined by the instructor (typically, zero points on the assignment or F for the course). In egregious or repeat cases, a disciplinary sanction by the University will be recommended.

Student Concerns - What if I have a problem with the teacher?

If the nature of your concern is something that affects your academic performance, first, attempt to resolve the issue directly with me. If resolution is not possible or I am unresponsive to your requests within a week, please contact the Chair of the Department. If the Chair is unable to resolve the matter or is unresponsive to your requests within a few days, please contact the Dean of the College or School. If the Dean is unable to resolve the matter or is unresponsive to your request, please contact the Office of the Provost at (406) 243-4689. If me, the Chair, the Dean, and the Provost's Office have not addressed the matter to your satisfaction, then please contact the ASUM **Student Resolution Officer** (406) 243-5431, asumresolutionoff@mso.umt.edu. For more information on this, please visit: <https://www.umt.edu/provost/students/concerns/default.php>

Drop Policy – How late can I drop the course?

“Beginning the 46th day of the semester through the last regular class day (i.e. Friday) before Finals Week, “students may drop courses only by petition. Note that not all petitions are approved and documentation is required. Some examples of documented circumstances that may merit approval are accident or illness, family emergency, or other circumstances beyond the student’s control. Instructors and advisors have the right to indicate that they do not recommend the drop” - the UM’s Academic Policies and Procedures (see <http://www.umt.edu/catalog/acad/acadpolicy/default-print.html>).

GRADING:

Exams (3) – 45% of grade

Journal – 35% of grade

Interpersonal Relationship Paper – 20% of grade

GRADING SCALE: 100-90 (A), 89-80 (B), 79-70 (C), 69-60 (D), 59 and Below (F)

COURSE OUTLINE:

The following readings, journal deadlines, and tests are due on the day they are listed. If two class dates are devoted to a chapter, make sure you have read that chapter by the first class date for which it is scheduled. Journal assignments will be announced in class and posted on Moodle at least one week prior to their due date.

August

27 Course Introduction and Introduction to Interpersonal Communication

29 Chapter 1

31 Chapter 1 Continued

September

3 **Labor Day - No Classes!**

5 Finish Chapter 1 and Discuss, “How to Write a Journal”

7 Chapter 2

10 Chapter 2 Continued

12 Chapter 3

14 Chapter 3 Continued (JOURNALS 1 and 2 DUE)

17 Exam Review

19 Exam #1 (Ch 1-3)

21 Chapter 4

24 Chapter 4 Continued

26 Finish Chapter 4

28 How to Write and Cite an Abstract

October

- 1 Chapter 5
- 3 Chapter 5 Continued
- 5 Finish Chapter 5
- 8 Nonverbal Video and Discussion
- 10 Begin Abstract Discussion (JOURNALS 3 and 4 DUE)
- 12 Finish Abstract Discussion
- 15 Chapter 6
- 17 Chapter 6 Continued
- 19 Chapter 4-6 Review
- 22 Exam #2 (ch 4-6)
- 24 Chapter 7
- 26 Chapter 7 Continued
- 29 Finish Chapter 7
- 31 Relationship Paper and Citing Research Lecture

November

- 2 Assertiveness Lecture
- 5 MOVIE
- 7 MOVIE
- 9 MOVIE
- 12 Veterans Day Observed - **No Classes!**
- 14 Chapter 8 (JOURNALS 5 and 6 DUE) - Movie Paper Discussion
- 16 No Class - Away at a Conference
- 19 Chapter 8 Continued
- 21-23 **Thanksgiving Break - No Classes!**
- 26 Finish Chapter 8
- 28 Relationship Paper Workshop Day - Rough Drafts Due!!
- 30 Chapter 9

December

- 3 Chapter 9 Continued
- 5 Finish Chapter 9 - RELATIONSHIP PAPERS DUE!
- 7 Exam Review (Last day of Regular Classes!)
- 13 **EXAM #3 (Ch 7-9) 8:00am-10:00am (This is our final meeting time during exam week!!)**