

SAMPLE
FALL 2013
COMMUNICATION 327
INTERPERSONAL COMMUNICATION
SYLLABUS

STUDENTS, I VALUE DIVERSITY OF VOICES, THOUGHTS, & CREATIVITY
THEORY + APPLICATION= LEARNING!

Instructor: Dr. Tara B. Perry

Office Phone: 650-2202

Class Location: CF 231

Office: CF285

Class Time: 2:00-3:50

Office Hours: Tues & Thurs 12:30-1:30;

Email: tara.perry@wwu.edu

Wed 9:50-10:50 & By appointment

Canvas Course: Review daily

Website: <http://taraperrywwu.wordpress.com/>

“Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it” (Holtz, L).

Communication Channel: The most efficient way to communicate with Dr. Perry is face-to-face (i.e. during office hours and class time). There will be no drop-ins outside of office hours without a scheduled appointment. Please do not rely on email for all communication (please see course policy for email professional etiquette).

Note: The instructor reserves the right to make changes to the course curriculum such as the syllabus, class dates/timeline, course related content, Canvas (CANVAS), etc., throughout the quarter. Therefore, it is important to attend class and review CANVAS regularly. All students are required by WWU to be present throughout the quarter and finals week. The professor will not give students assignments or exams in advance to satisfy a personal departure. For questions, please contact the Office of Student Life.

COURSE DESCRIPTION

Introduction to Interpersonal Communication will examine behavior from a theoretical and applied perspective. It will include observations, analysis, and skill building in relationship development. Interpersonal communication is one on one interaction between individuals. It is the process of creating social relationships. Topics in this course include language use, perceptions, listening, verbal-nonverbal behavior, conflict management, diverse relationships, etc. The class will consist of discussions, team observations, reflections, analysis, skills-rehearsals, lectures, and much more.

COURSE GOALS

Upon completion of this course students will be able to apply their gained knowledge of interpersonal communication to diverse relational situations by appropriately selecting course concepts and theories.

5 CREDIT HOURS EXPECTATIONS

Students are expected to study a minimum of two hours outside of class time per credit hour. This means, each student is required to study for Interpersonal Communication at least 10 hours per week outside of class time (readings, writing, team meetings, developing assignments, communicating with the professor, studying, etc). Five credit formula: 10 hours a week x 10 weeks in the quarter= 100 hours outside of class time per quarter. “Western Washington University has established the following credit load for undergraduate students: (a) the standard load per quarter for undergraduates is 15 credits...; (b) an employed student is expected to reduce his or her academic program and credit load accordingly” (WWU Catalog, University Academic Policies, pp. 34-35). If you believe you will be unable to meet these study hour requirements, consider taking this class during a more suitable quarter.

ARRANGED 5TH HOUR ARRANGED COMPONENT (Not applicable)

This class consists of five credits however only four contact credits are spent in class. In order for students to earn the full five credits, an additional hour is assigned outside of class (entitled “fifth hour arranged”) per week. In addition to the four credits spent in lecture, Dr. Perry will arrange for students to complete the remaining credit out of class. To satisfy the fifth contact hour, students will be required to complete a total of 10 hours for the quarter. The 5th hour assignments will be satisfied by taking part in disAbility Awareness Week and Asia University American Program at WWU.“A student cannot pass the course without satisfactorily completing the entire fifth-hour arranged portion of the course,” Professor, Jennifer Karchmer. More specific guidelines discussing the 5th hour will be addressed in class.

According to WWU, the activity for this additional hour “must be structured and occur at regular or periodic intervals throughout the course, and faculty must supervise and evaluate students' work in this activity.”

REQUIRED TEXTS:

Note: Effective academic writing, research, spelling, and grammar will be a part of every assignment therefore the style texts are crucial for this class.

- Adler, R. B., Rosenfeld, L. B., & Proctor II, R. F.. (2010). *Interplay: The process of interpersonal communication* (11th ed.). New York: Oxford University Press. (On reserve at the library)
- Additional class readings will be provided via Canvas and WWU library.
- Note: All class assignments must be completed in APA 6th edition. Points will be subtracted for incorrect formatting.

REQUIRED MATERIALS FOR CLASS

- Folders (two-pocket folders for chapter reflections, team presentation content).
- Notebook (in-class reflections and note taking).
- Canvas: Course content will be available via CANVAS. Please stay current with CANVAS. There will be no make-up for missed assignments. Pay close attention to how each assignment is submitted.
- WWU email account required for emailing via CANVAS and other class projects.
- Positive Attitude.
- *Publication manual of the American psychological association* (6th Ed). (2010). Washington, DC: American Psychological Association. (This text is located in the library. All papers must be in APA 6th edition format).

COURSE LEARNING OBJECTIVES (rationale of how students may demonstrate their learning)

After completing the course, students should be able to... by:

- 1. Critical reflection/thinking:** To achieve understanding, evaluate alternative view points, solve problems, provide justification for arguments. The ability to give/receive constructive feedback. “Evaluate, choose, and integrate ideas from others into one’s own perspective. Articulate clear lines of reasoning to explain and illustrate one’s own perspective and multiple sources” (WAAWG at WWU, 2006).
- 2. Rhetorical Knowledge:** To develop in-depth discussion supported by communication theory and research. “Recognize and address the needs of different audiences” (WAAWG at WWU, 2006).
- 3. Value diversity & cross cultural communication beyond tolerance:** To develop an inclusive environment. To improve communication skills and become “multicultural community builders, able to sensitively interact with diverse populations” (CSU Monterey Bay, Service Learning Institute, <http://service.csumb.edu>). Understand the opportunities available to different social groups.
- 4. Application:** To illustrate understanding by applying course theories to real life settings.

5. Professionalism: To demonstrate appropriate behavior suitable for a classroom/professional environment (e.g. positive attitude, professional word choice, email etiquette, inclusive language, teamwork, conduct oneself with respect, etc.).

6. Analysis: Through reading, writing, observing, and discussing, students will be able to investigate and explain readings/research.

DEPARTMENT CORE LEARNING OUTCOMES

This course directly supports a number of departmental core learning outcomes such as: speech, writing, concepts, methodology, critical thinking, team work, and ethics. A full description of the learning outcomes will be made available via CANVAS under the syllabus & course information link.

ACADEMIC DISHONESTY POLICY AND PROCEDURE

Academic dishonesty at Western Washington University is a serious infraction dealt with severely. Students shall not claim as their own the achievements, work or arguments of others, nor shall they be a party to such claims. It is the instructor's responsibility to confront a student and to take appropriate action if academic dishonesty, in the instructor's judgment, has occurred (Read Appendix D, Western Washington University). WWU academic dishonesty policy and procedures will be enforced. Consult the instructor for questions. If academic dishonesty occurs, the student will fail the assignment and the course.

PLAGIARISM

Plagiarism is presenting someone else' own work in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgement. Examples include but are not limited to: (1) Using another person's written or spoken words. (2) Using information from a World Wide Web site, CD-ROM or other electronic sources. (3) Using statistics, graphs, charts and facts without acknowledging the source of the ideas. (4) Paraphrasing, which is using someone else's argument without acknowledging the source by imitating the argument using other words (Appendix D, WWU; Western Washington University Library, <http://www.library.wwu.edu/ref/plagiarism.html>). Students are required to use the APA 6th edition manual to make certain that she/he has not violated plagiarism rules for any written or oral assignment. If academic plagiarism occurs, the student will fail the assignment and the course.

PROFESSOR COURSE POLICIES

A discussion regarding course policies is provided for all students at the end of the syllabus. All students are responsible for reading each policy noted.

****Recordings:** Students are not allowed to audio record or visual record content discussed by Dr. Perry without her written permission. Class lectures may be reviewed on-line but cannot be altered in any way.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Reasonable accommodations are available for students who have a documented disability. Please notify the instructor and Office of Student Life during the first week of class of any accommodation(s) needed for the course. Late notification may cause the requested accommodations to be unavailable. All accommodations must be approved by the Director of Disability Resources. The office is located in Student Support Services, Old Main 110. Office Phone: 650-3083. E-mail and Website: drs@wwu.edu, <http://www.wwu.edu/depts/drs/>.

EVALUATION CRITERIA & ASSESSMENT

GRADING

All assignments given to the professor must be stapled or paper-clipped. The professor will not be responsible for unstapled papers. It is the students' responsibility to keep extra copies of all turned-in and graded assignments. Most assignments are accompanied by an evaluation form that students need to retrieve from the professor's Canvas Website. Students will not be able to complete assignments without forms or descriptions of assignments posted. Points will be subtracted for spelling, grammatical errors, uncorrected rough drafts, failure to use APA, etc.

EVALUATION CRITERIA

All students will be held to the outlined academic performance standard provided. To be evaluated is an important way to improve one's performance. For students' future success, my aim is to assign the grade that was earned. For example, a below average performance does not result in an average grade, an average performance will not result in above average grade, etc. If students aim to meet the minimum criteria, the grade would result in a C. If students aim to exceed the basic/minimum requirements, a B may be earned, and so forth. The scale is to assist students in clearly understanding my evaluation process. Overall, the grading standard for performance evaluation:

- A: is for outstanding performance - significantly exceeded all basic criteria/minimum.
- B: is for above average performance - exceeded basic/minimum criteria in some way.
- C: is for average performance - met basic/minimum criteria. **A "C" is not a failing grade or a punishment. This grade indicates the student has met the basic criteria and performed at an average/acceptable level.
- D: is for below average performance - failed to meet some basic criteria.
- F: is given for unsatisfactory performance - failed to meet any criteria. Did not follow or reach the assignment guidelines or requirements.

GRADE DISTRIBUTION (TOTAL POSSIBLE POINTS)

A= 290-276 (100%-95%)	A-=275-261 (94%-90%)
B+=260-253 (89%-87%)	B=252-244 (86%-84%)
C+=231-224 (79%-77%)	C=223-215 (76%-74%)
D+=201-195 (69%-67%)	D=194-186 (64%-66%)
F= 173-0 (59% and below)	D-=185-174 (63%-60%)

EVALUATED ASSIGNMENTS

Quiz	10
Peer Discussion Leaders	20
Interpersonal Friendship/Friendship Day	20
A Celebration of Life	20
Participation (includes chapter reflections)	25
5 th Hour Project & Blog	20
Dark Side Panel	25
Exams	<u>150</u>
Total Points Possible:	290

GRADE APPEAL POLICY

Please check the Grade Appeal Policy Form at the end of the course policies regarding instructions for disputing grades.

FORMAT FOR WRITTEN WORK

All assignments given to the professor must be stapled or paper-clipped, and follow APA 6th edition. The professor will not be responsible for unattached papers. It is the student's responsibility to keep extra copies of all turned-in and graded assignments. All papers must be typed in APA format, 12-font Times New Roman, 1-inch margins, stapled or paper clipped, and use clear, quality print without ink smudging. The instructor will notify students the appropriate format for different assignments. Incorrect formatting will not be evaluated. (Review course policies and individual assignment guidelines).

ASSIGNMENTS/DESCRIPTIONS

Please see description of class assignments and individual forms developed by the professor for more descriptive guidelines. There are no make-up assignments. All assignments are available via Canvas.

*Student may lose points for not following assignment direction and content. In addition to Canvas, some

important class updates will be emailed to students therefore please be sure to check your WWU email account.

GROUP MEMBER ISSUES

***Peer Dismissal/Fire**

Teams are responsible to adjust to group issues just as you would in any class/job environment, but if a particular member(s) continues to be a problem and/or social loafer please notify the professor immediately. If the problem continues after the issue has been discussed with the member, conduct a meeting with the professor, team, and member. Teams may fire a member if he/she has violated the team contract as well as course guidelines. A team member may not be fired in the last two weeks of the quarter. The goal is to contact the Dr. Perry in as soon as possible. Read the team member fire policy process before contacting Dr. Perry. (**See Canvas**).

Peer Discussion Leaders (PDLs): Students will be responsible for delivering an interactive 20-25 minute presentation of a chapter assigned on the given day. Depending on class size students may present in peers as well as individually. (**See Canvas**)

A Celebration of Life: Students will have the opportunity to research life and grief from several perspectives. An in-depth reflection will be written on how grief fits into interpersonal communication. There will be in-class video clips, article readings, class discussion, and a guest panel.

Interpersonal Friendship: Students will be asked to provide a detailed reflection of themselves and a close friend that he/she will bring to class on friendship day. (**See Canvas**)

Friendship Day/Night: Students are asked to bring a friend to class whom they consider a close friend. We will take this night to honor our friends. A written assignment will be developed during the quarter that relates to friendship day. On the day of the event students will be evaluated on preparation of their presentation, maintaining a positive attitude, assisting on the day of the event, effective use of course theories/concepts, etc. They will be asked to share their interpersonal experience. All students are required to bring a friend. Note: According to WWU policy (<http://www.wwu.edu/depts/vpsa/AODpolicy.htm>), at no time may students bring alcohol or related paraphernalia. Although we may meet off campus, you are still in class. Students who bring any of the above will be immediately reported to The Office of Student Life (**See WWU Alcohol and any other Drug Policy. See Canvas**)

Dark Side Panel & Video: Students will be asked to integrate course concepts and theories to develop an informative panel discussion regarding dark side topics within interpersonal communication. Students will have the opportunity to create a mini video that relates to their panel presentation. Panels must be innovative, creative, and based on current interpersonal communication research. Students will integrate theories, concepts, and outside research. (**See Canvas**)

5th Hour project: All students will take part in two class cultural diversity projects: students will take part in Make a Difference Day on Saturday, October 26, 2013. Students will write a blog about their individual and cultural experience. This event is held across the United States aiding community members on one day with tasks. In addition, throughout the quarter, each student will write a blog about their interpersonal behavior. (**See Canvas**)

Assigned Readings: Article readings, videos, online work, and assignments will be placed via CANVAS by the professor for student review. Students are responsible for reading and/or reviewing as stated via CANVAS announcements. These assignments may be posted Via CANVAS and/or Announced in Class. There will be no make-up for missed assignments. Each assignment will be given a score. (**See Canvas**)

Participation: The class relies heavily on collaborative learning therefore students MUST take part in daily discussions, verbal/written constructive feedback (give love), past & personal experiences relating to the content (theories and concepts), activities, etc. Due to the nature of this class, punctual attendance is important both in and out-of-class meetings. Be sure to read the participation evaluation rubric. ([See Canvas](#))

Exam(s) Midterm and Final: Exams may be in the form of traditional or non-traditional formats. They will focus on integration, application, theory, and concepts learned through reading, in-class discussions, handouts, movie viewings, and all aspects of the course. You may use any resource by talking with classmates etc., but must develop your own unique responses on the exam. Therefore, the key is to read the text, apply the questions, and prepare in advance. By the time students receive the exam, each will be familiar with the concepts and theories.

Unannounced Collection of Daily Critical Chapter Questions/Comments: Typed critical chapter reflections are due daily. Each student is required to critically reflect on assigned chapter reading and complete daily typed responses to questions noted by the professor. Students will design chapter reflections for each assigned reading noted by Dr. Perry. Students are encouraged to take their own notes during lectures/class discussions. Students are also required to read assigned articles which may be announced and posted via CANVAS. Lecture notes may be posted at the end or beginning of the next week but keep in mind that it is the student's responsibility to take their own notes.
Be sure to staple or paper clip each assignment. Please review the assignment. Dr. Perry will not accept late chapter reflections. Two points from your overall grade will be subtracted for each missing chapter reflection. ([See Canvas](#))

COURSE OUTLINE: **The course syllabus, policies , and class schedule will be located via CANVAS*

It is the students' responsibility to review and bring all assignments to class, review the syllabus, and check updated notes on Canvas. Keep in mind that chapters are not read in order. Pay close attention to detail and read everything. Please turn off your cell phones before entering the classroom. Students are not permitted to use cell phones during the class period. Hence, students may use their cell phones before or after class)

"This syllabus and schedule are subject to change as necessary to adapt to class size, student performance, and unexpected circumstances" (Stout, 2007, p. 3 syllabus). In addition Canvas content may be subject to change.

Class Readings: Read assigned chapters/articles before class. Additional readings, video viewings, and course content will be assigned and posted via CANVAS. Students are required to have read all course materials by dates indicated in the syllabus and via CANVAS.

Class Assignments and Presentations: All assignments are due at the beginning of the class period. This includes the correct evaluation forms, chapter reflections, etc. Any assignment that is printed and turned in after the class begins, will receive a zero. The professor will not bring extra forms to class, therefore please be sure to download the appropriate assignments. Therefore, give yourself enough time to turn in your work.

Lecture Notes: Students are required to read the textbook and other assigned readings. Please be sure to take written notes. Lecture notes may only be available before the exam. Keep in mind that information not discussed in lecture is still important for the students to know.

Class Strategy: The goal to completing your tasks is to work "SMART, not HARD". Pay close attention to detail, read everything, come to class prepared, and stay ahead.