

CMN 2630 Introduction to Interpersonal Communication Fall 2017 Syllabus			
<b>Section:</b>		001	
<b>CRN:</b>		91435	
<b>Time:</b>		9-9:50am	
<b>Location:</b>		2290 Coleman	
<b>Course Semester hours:</b>		3	
<b>Class Days:</b>		Mon. & Wed. (in classroom) & Friday (online in D2L)	
<b>Teacher:</b>		Dr. Andrew Robinson	
<b>Office Hours:</b>		2055 Coleman Hall	Mon 8-8:55am, 9:55-10:55am, & 1:55-2:55pm & Wed 8-8:55 am & 9:55-10:25
<b>Email</b>		warobinson@eiu.edu	
<b>Communication Studies Website:</b>		<a href="http://www.eiu.edu/~commstudies/index.php">http://www.eiu.edu/~commstudies/index.php</a>	
<b>Links:</b>	<a href="#">Grading</a>	<a href="#">Course Policies</a>	<a href="#">Assignments</a> <a href="#">Calendar</a>

**Text:**

Trenholm, S., & Jensen, A. (2013). *Interpersonal Communication* (7<sup>th</sup> Ed.). New York: Oxford University Press.

**Description:** This course is designed to introduce students to the study of interpersonal communication. Students will be exposed to principles of human communication in a variety of contexts with special emphasis placed on critical thinking as a tool for improving everyday communication skills.

**Course Objectives:** By the end of the course, students will:

- Define interpersonal communication and explain its impacts on human relationships at work, in social settings and at home.
- Analyze personal style of communication and ways to become a more competent communicator in your interpersonal relationships by applying effective communication skills.
- Develop hands-on interpersonal skills to use clear verbal and nonverbal messages and active listening techniques.
- Practice and analyze effective communication skills.
- Write papers that offer unique and cogent thought and perspectives on interpersonal communication topics that are free of grammatical, structural and mechanical errors.

**Student Responsibilities:** Students are expected to attend class and participate in class discussions, read the assigned reading material before class, pass exams, deliver five speeches, complete the peer and self-evaluations, and complete additional assignments as indicated by the instructor. Federal guidelines dictate that institutions should expect students to work for at least two hours outside of class for each hour of in-class instruction. That means that you should expect to work, on this class, at least six hours a week in order to earn credit for this course.

**Teaching Format:** This is a technology enhanced (TE) course, meaning the learning environment occurs primarily in a classroom and partially online using D2L. It applies discussion, collaboration, and critical thinking and reflection. All assignments will be submitted to the instructor in D2L. An integrative, collaborative, and experiential teaching and learning approach will be utilized throughout this course. The instructor is a facilitator; one who is here to assist and provide input into the educational process. Assignments for the class will

create learning opportunities from which you are to extract lessons from the experiences as well as the content. This is a much more complex method of learning since you are learning both process and content (many courses only teach content). Therefore, you are expected to actively engage in the course discussion and collaboration.

GRADING		
Assignment	Possible Points	Percentage of Grade
Exams (3 x 100 points)	300	33%
Online Discussion Assignments (15 x 10 points)	150	nearly 17%
Reflection Papers (2 x 75 points)	150	nearly 17%
Final Paper and Presentation	150	nearly 17%
Classroom Participation (30 days x 5 points)	150	nearly 17%
<b>Total</b>	<b>900</b>	<b>100%</b>
<i>Grading scale: A = 90% and above, B = 89%-80%, C = 79%-70%, D = 69%-60%, F = 59% and lower</i>		

**Grading presentations:** In all cases, grades will be determined based on a rubric that includes the following criteria: effectiveness of organization, language (including grammar and syntax), supporting material, analysis, nonverbal delivery, and verbal delivery. Students must also meet the guidelines specific to each type of speech.

**Grading of writing:** The quality of written work will be a consideration when grading written assignments. Assessment will be based on the following: focus, organization, development, style, and mechanics. **All typed assignments must also follow APA guidelines. The following website will be helpful:** <http://owl.english.purdue.edu/owl/resource/560/01/>.

**General Expectations:** Please keep current in class. Learners who fall behind are less likely to get feedback from others in online discussions. If something happens that is going to cause you to fall behind, contact your instructor immediately. Since this is a TE course, your participation grade will be based on classroom and online engagement. Use the email within D2L to communicate with the instructor. If you need to contact your instructor immediately, you are free to call or text or visit during office hours.

**Learning Modules:** Navigate through D2L first to become familiar with all the course components. Students can access weekly assignment instructions in the D2L learning modules section just prior to the beginning of each week. **ALWAYS BEGIN EACH WEEK IN THE LEARNING MODULES.** Each module begins with a brief overview of the information to be covered. The action assignments provide students with instructions of assignments to be completed for the week. The instructor has also provided students with video, slideshows, and other resources to help enhance their understanding of the information.

## Graded Assignments

**Reflection Papers:** Students will write two reflection papers during the course of the semester. Reflection papers will be 2-3 pages each and will cover some aspect of the course readings. More details are in the D2L Dropbox assignments area.

**Online Discussion Assignments:** The weekly online discussions will replace in-class Friday attendance and are an important part of demonstrating communication in the course. Post your initial response to the discussion questions by 5pm on Friday of each week. Also, reply to at least two students every week by Sunday midnight. Your instructor will post any amendments or changes to these requirements in the weekly Action Assignment area. Use a formal writing style (no abbreviations and correct punctuation).

**Classroom Participation:** Participation is an important part of your responsibility as a member of this class. You will be expected to participate in several written and/or oral engagements during class time. If you are not present, you cannot be evaluated in these areas.

**Final Critical Thinking Paper and Presentation:** Students will write a final paper assessing what they have learned about interpersonal communication and how this information has assisted them in understanding something more about themselves and/or the outside world. They will also make a 7 -10 minute presentation to the class. More details TBA.

**Exams:** Exams will cover all the chapters in the textbook and may consist of a combination of multiple choice, true/false, matching, short answer, or essay questions. Students are responsible for all the material covered in the textbook and in-class lecture/activities. The final exam must be taken during the scheduled final exam period.

## Course Policies

**Confidentiality of Information Shared by Learners:** EIU does not guarantee the confidentiality of information shared by learners in the course environment. Students should not share any confidential information from employers unless explicitly released for public use.

**Student Standards:** All faculty members in the Department of Communication Studies are expected to uphold the standards of good scholarship and we expect our students to do the same. Students earning a degree in Communication Studies will develop superior reasoning/critical thinking, argumentation, writing and presentational skills while also building comprehensive knowledge of their content area. Students in Communication Studies classes will be expected to read all assigned materials, write extensively, complete their own work, and engage in respectful interactions in the classroom. We, as a faculty, agree to hold our students to these standards. A complete copy of our students' standards can be found at: <http://www.eiu.edu/commstudies/documents/Student%20Expectations%20and%20Standards.pdf>

**The Student Success Center:** Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center ([www.eiu.edu/~success](http://www.eiu.edu/~success)) for assistance with time management, text taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center

provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

**Academic integrity:** Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.

**Religious Observances:** It is university policy to respect the faith and religious obligations of students, faculty, and staff. Students with classes that conflict with their religious observances should notify the instructor well in advance so that mutually agreeable alternatives can be worked out.

**Students with disabilities:** If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

**Class attendance and participation:** Class attendance is expected. Course instruction includes a variety of in-class activities such as listening and speech development exercises, impromptu speeches, and peer evaluations. The class is also designed sequentially, meaning that skills are learned and then added to and developed over the course of each class period. Missing a class will put you behind and require you to do "catch up" work on your own time. It is not your instructor's responsibility to catch you up on what you missed in class. You can access all course materials via Desire-2-Learn (D2L).

Show respect for others by listening, taking turns, and not having side-conversations. Disruption of teaching and/or learning is a violation of the Student Code of Conduct. For the purposes of this class, "Disruption" is defined as, but not limited to: repeatedly leaving and entering the classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, and/or resorting to personal insults and challenges, taunts, crude behavior, physical threats or contact. You may not use a laptop or other electronic device in class such as cell phones or smart phones without the specific permission of the instructor. It is disrespectful and distracting to text message or use your phone in class. All electronics should be turned off or silenced completely (not just put on vibrate). If you use electronic devices, or disrupt the class in others ways, you may be asked to leave.

**Lateness:** Students arriving more than 5 minutes late will not be allowed in the classroom, unless they have received prior approval from the instructor.

**Safe Learning Environment:** This class is a safe space for communication, learning, and the sharing of ideas. Each of us will need to be conscious of our role in providing a place where every class member, given all our differences, will feel safe and function as part of our learning community. Inclusive language is important to maintaining a safe class environment—no language will be tolerated that demeans, belittles, or marginalizes someone because of her or his gender, race, ethnicity, class, age, religion, ability, etc. Such language will not be accepted in your classroom communication, written work, or your oral presentations. If you disrupt the safety of our learning community you may be asked to leave.

**Late work:** ALL LATE ASSIGNMENTS WILL NOT BE GRADED AND WILL RECEIVE ZERO GRADE POINTS. Please do not blame technology (your printer, your ink, etc.) for not having an

assignment ready. No emailed assignments will be accepted unless specifically noted in the assignment. Speech dates are scheduled in advance in order to allow you time to prepare and plan. The course schedule does not allow flexibility in rescheduling speeches. If you miss your speech date due to an unexcused absence, you will earn a zero on the assignment.

**Electronic communication:** Students are expected to visit the course D2L daily for announcements and updates. You should also check your EIU email daily. Please communicate via email in a professional manner. While electronic communication is convenient at times, please use class time to ask questions. Email responses may be delayed up to 48 hours. Your instructor will not respond to email questions that are answered the syllabus.

**Speech Delivery:**

- Speech days and order will be established well in advance. Students may NOT alter the speech order once it has been set.
- All of the speeches delivered in this course should be delivered extemporaneously and from notecards, unless stated otherwise by the instructor. The speech should not be memorized or read from a manuscript, but spoken conversationally.
- Look and dress professionally on your speech day, as this will also be a part of your speech grade. **NO:** No jeans, no hats, no gum, no flip flops, no exposed underwear, no exposed stomachs, no athletic shoes or athletic clothing. **General guidelines:** Women: slacks, suit pants, or skirt with blouse/shirt, or dress. Men: dress pants or khaki pants with collared shirt or button up shirt, dress shoes, jacket and tie.
- Appearance is very important in professional settings and it is significant to first impressions. Extra starch in your shirt and polish on the shoes can make a big difference.

**Summary of Class Rules:**

1. Read assigned material BEFORE coming to class
2. Be on time—you will be marked absent even if you show up late to class
3. Be respectful of the instructor's and classmates time; we will not revisit information you have missed should you decide to show up late to class or skip class
4. Turn off or silence cell phones and other electronic devices
5. No texting or playing on Facebook or other web sites during class
6. Type all assignments
7. Check D2L periodically for class announcements and assignments
8. Be supportive and respectful of yourself and others during classroom discussions
9. Participate actively in class discussion
10. Familiarize yourself with the course calendar and assignment due dates; Extra credit is not offered in this course

**Note from your teacher:** Students who attend class regularly tend to perform better on assignments and receive higher overall grades in the class. Please feel free to visit with me during office hours if you have questions about your grades and/or performance in class. I am thrilled you have chosen to expand your intellect in the study of interpersonal communication! I hope you enjoy taking this academic journey through the corridors of knowledge and practice involving the art of public speaking. ☺

## TENTATIVE COURSE CALENDAR

*Subject to revision as necessary*

*Highlighted Assignments in the third column are explained in the dropbox area of D2L.*

Date:	Content:	Assignments/To Do:
<b>Week 1:</b> Aug 21-25	<b><i>Introduction to Course</i></b> Syllabus, calendar, & course policies	Read Syllabus and navigate D2L for this course.
	<b>Communication &amp; Competence</b>	Read Ch. 1
<i>Online</i>	<i>EIU Online Session</i>	Due D1.1 in D2L Discussion Forum
<b>Week 2:</b> Aug 28-Sept 1	<b><i>Interpersonal Communication</i></b>	Read Ch. 2
	“	
<i>Online</i>	<i>EIU online Session</i>	Due D2.1 in D2L Discussion Forum
<b>Week 3:</b> Sept. 4-8	<b>9/5/16 Labor Day - No Classes</b>	
	<b>Nonverbal Communication</b>	Read Chapter 3
<i>Online</i>	<i>EIU online Session</i>	Due D3.1 in D2L Discussion Forum
<b>Week 4:</b> Sept 11-15	<b>Language &amp; Interpersonal Communication</b>	
	<b>Come to Gregg Tech. Center eClassroom</b>	<b>Exam #1 Chapters 1-4</b>
<i>Online</i>	<i>EIU online Session</i>	Due D4.1 in D2L Discussion Forum
<b>Week 5:</b> Sept 18-22	<b>Listening</b>	Read Chapter 5 <b>Reflection Paper #1 Due</b>
	“	
<i>Online</i>	<i>EIU online Session</i>	Due D5.1 in D2L Discussion Forum
<b>Week 6:</b> Sept 25-29	<b><i>Perceiving &amp; Interpreting Social Worlds</i></b>	Read Ch. 6
<i>Online</i>	<i>EIU online Session</i>	Due D6.1 in D2L Discussion Forum
<b>Week 7:</b> Oct 2-6	<b>Meeting Social Expectations</b>	
	“	
<i>Online</i>	<i>EIU online Session</i>	Due D7.1 in D2L Discussion Forum
<b>Week 8:</b> Oct 9-13	<b>Establishing Individual Identities</b>	Read Chapter 8
	“	
<i>Online</i>	<i>EIU online Session</i>	Due D8.1 in D2L Discussion Forum
<b>Week 9:</b> Oct 16-20	<b>Achieving Personal &amp; Relational Goals</b>	Read Chapter 9
	“	
<i>Online</i>	<i>EIU online Session</i>	Due D9.1 in D2L Discussion Forum
<b>Week 10:</b> Oct 23-27	<b><i>Understanding Family Relationships</i></b>	Read Chapter 10 & <b>Reflection Paper #2 Due</b>
<i>Online</i>	<i>EIU online Session</i>	Due D10.1 in D2L Discussion Forum

<b>Week 11:</b> Oct 30-Nov 3	<b>Creating Intimate Relationships &amp; Review Exam</b>	Read Chapter 11
	<b>Come to Gregg Tech. Center eClassroom</b>	<b>Exam #2 Chapters 5-8</b>
<i>Online</i>	<i>EIU online Session</i>	Due D11.1 in D2L Discussion Forum
<b>Week 12:</b> Nov 6-10	<b>Managing Professional Relationships</b>	Read Chapter 12
	“	
<i>Online</i>	<i>EIU online Session</i>	Due D12.1 in D2L Discussion Forum
<b>Week 13:</b> Nov 13-17	<b>Interpersonal Communication, Culture, and Change.</b>	Read Chapter 13
	<b>Technology/CMC &amp; Interpersonal Communication</b>	
<i>Online</i>	<i>EIU online Session</i>	Due D13.1 in D2L Discussion Forum
<i>Nov. 20-24</i>	<b>Thanks giving Break - No class</b>	
<b>Week 14:</b> Nov 27-Dec 1	<b>Workshop on Presentations</b>	<b>Final Critical Thinking Paper Due</b>
	<b>Deliver Speeches</b>	<b>Submit Speech Outlines</b>
<i>Online</i>	<i>EIU online Session</i>	Due D14.1 in D2L Discussion Forum
<b>Week 15:</b> Dec 4-8	<b>Deliver Speeches</b>	
	<b>Review Final Exam</b>	
<i>Online</i>	<i>EIU online Session</i>	Due D15.1 in D2L Discussion Forum
<b>Week 16:</b> Dec 11-15	<b>Final Exam (Chapters 9-13) 8:00am Tuesday December 12, 2017</b>	