

VALDOSTA STATE UNIVERSITY COLLEGE OF THE ARTS
DEPARTMENT OF COMMUNICATION ARTS
COURSE SYALLABUS – INTERPERSONAL COMMUNICATION – FALL 2013
COMM2300-A (CRN 81681) MWF 9AM-9:50AM Nevins Hall 2041

MOLLY M. STOLTZ, PH.D

Office: Nevins Hall 1024

Office Hours: MWF: 10AM-11AM; MW: 1PM-3PM

T: 11AM-12PM and 1:30PM-3:30PM

E-mail: use BlazeVIEW

Phone: 229-245-4324

Communication

1. Most effective way to communicate with Dr. Stoltz: Come to her office during office hours.
2. Electronic Correspondence
 - a. Please conduct all electronic correspondence with me via BV.
 - b. I will be on BV during my office hours. Feel free to message or e-mail then.
3. Phone Contact: While I encourage you to call my office, especially during office hours, I would like to request that you do not leave a message on my office phone because it is often difficult for me to understand such messages because of how the machine distorts voices. If you call and I do not answer, please send me a message on BV instead; if you want to have a phone conversation, please leave me the number in your message on BV and I will call you back. You can also leave a message for me with the department office at 229-333-5820.

Attendance Policy

1. Any student more than 5 minutes late will be marked absent.
2. Attendance will be taken by the instructor during each class session and tracked on BV; if you miss more than 20% class (9 classes MWF or 6 classes TR/MW), your final grade will be lowered by a letter grade and, as per university, you may fail the course.
 - a. You do not need to explain an absence to me unless you missed or are going to miss a presentation, speech, quiz or other in-class activity and would like to discuss the possibility of making up the work; I will make such decisions and arrangements on a case by case basis.
 - b. If you know you are going to miss class for any reason, please inform me as soon as possible. Keep in mind that simply telling me about an absence in advance does not automatically mean you will be able to make up the work or that alternative arrangements can be made. Depending on the circumstances, you may be asked to choose between whatever it is that will keep you from class and the points you could earn by being in class.
 - c. If you missed class unexpectedly and were supposed to turn in an assignment in class (not on BV) during the missed class session simply bring it to me the next time you are in class. Do not e-mail it to me unless requested later.
 - d. If you wish to provide documentation for why you missed class, bring a copy for me to keep with you to the next class.
3. If a student has completed all assignments and is within 2% (20 points) of the next highest letter grade, the instructor may consider awarding that student the next highest letter grade if the students has not missed more than two classes all semester.

Classroom Conduct – See page 3

Assignment Policies – There will be a 20% penalty for submitting any work late.

1. BV Assignments and Assessments
 - a. If for technical reasons you cannot submit a written assignment over BV, bring a hard copy to me; problems with BV are not an excuse for not doing work.
 - b. If something other than technical difficulties affected your ability to get a BV assignment done, please talk with me in person about the possibility of doing/submitting BV assignments and assessments late.
2. Missed In-Class Assignments and Assessments: Please refer to attendance policy about how to proceed if an absence from class caused you to miss a presentation or other in-class activity or prevented you from turning in an assignment as requested.
3. Make-up work or alternative assignments will be determined by the professor and at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle other students to the same alternatives since they may not have experience the same situations.

Grading Policies

1. Grades will be entered and kept on BV.
2. Grading Scale (Based on 1000 points in the course)
 - a. A 93-100% 930-1000 points
 - b. B 80-92% 800-929 points
 - c. C 70-79% 700-799 points
 - d. D 60-69% 600-699 points
 - e. F Below 60% Below 600 points
3. Extra Credit
 - a. Extra Credit will be offered periodically throughout the semester.
 - b. Extra credit points are not recorded on BV.
 - c. Extra credit points (including attendance bonus) only count if:
 - i. You are already within in 2% of the next highest letter grade
 - ii. You have completed all other assignments.
4. Exam Content: Importance of Textbook vs. Lecture
 - a. 100% of the textbook will be covered.
 - b. At least 20% of exam and quiz points will be based on class lecture and discussion.
5. Final Exam: Students must take the exam at the scheduled time in order to pass the course.

Students with Disabilities – Students requesting classroom accommodations or modifications because of a documented disability must contact the Access Office located in Farber Hall. The phone numbers are 245-2498 (voice) and 219-1348 (tty).

Academic Dishonesty – Academic dishonesty among students will not be tolerated in any of its forms. Academic dishonesty is defined as knowingly taking information from another student or source during the course of completing any requirements in which these additional sources are not allowed by the instructor. Examples include plagiarism, use of another student's work (essays, papers, projects, or speeches), cheating on exams by looking at another person's work or cheat sheets, and falsifying assignments. Penalties are imposed consistent with guidelines in the current Faculty Handbook and Student Handbook.

Disclaimer – The instructor reserves the right to add and alter this syllabus with notice.

STOLTZ – CLASSROOM CONDUCT CONTRACT

While a student in Dr. Stoltz's class, I promise Dr. Stoltz and my fellow students that I will:

- Be on time.
- Be prepared.
 - Bring my textbook to every class session.
 - Ask one question and/or make one comment each class session.
- Not be distracted or distracting.
 - Once class has started, I will wait for instructor to signal (or until student presentation in progress is done) before entering the classroom.
 - Not slam the door when entering or leaving the room.
 - Not talk when someone is talking
 - Raise my hand when I have something to say.
 - Limit my use of laptops and cell phones; be able to explain it if asked.

SIGNED:

STOLTZ – CLASSROOM CONDUCT CONTRACT

I, Dr. Molly Stoltz, Ph.D., promise my students that I will:

- Be on time.
- Be prepared and organized by:
 - Sticking to the syllabus
 - Giving clear assignment instructions
 - Returning assignments in a timely manner
- Be engaging by:
 - Giving lectures that do not just outline the textbook
 - Facilitating productive class discussion
 - Creating assignments that are not busywork

SIGNED:

Assignments and Assessments

- **Relationship Log** (5 entries x 20 points = 100 points = 10% of course grade) – Students will write about a relationship that they hope to improve using their knowledge of interpersonal communication.
- **Exams (550 points = 55% of course grade)**
 - Unit Exams (4 x 100 points = 400 points)
 - Final Exam (150 points)
- **Participation – (250 points = 25% of course grade)** – Participation grades will be posted after each unit is completed.
 - **Introductory Exercise** (20 points) – Students will be given an introductory exercise to complete during the first week of class.
 - **Chapter Days** (18 x 5 points = 90 points) – Every day that we discuss a chapter in the textbook is worth 5 participation points.
 - **Advice Sessions** (4 x 15 points = 60 points) – There will at least one advice session per course unit worth 15 participation points. In each advice sessions, students will be asked to use concepts discussed in class to give advice about a problem in an interpersonal relationship. These advice sessions will happen as we are discussing a particular chapter. The points for these sessions will be in addition to the points for participating in the discussion about that particular chapter. The instructor may or may not announce the exact date of the advice session ahead of time.
 - **Group Days** (4 x 10 points = 40 points) – Every day that you are scheduled to meet with your group is worth 10 participation points.
 - **Group Project Days** (8 x 5 points = 40 points) – Every day that a group besides yours gives a presentation is worth 5 points of participations.
- **Group Projects – (200 points = 20% of course grade)** – Groups will be rotated so students get a chance to work with every student in the class. Time will be given in class to work on projects.
 - **Song Project** (50 points) – Groups will show course concepts illustrated in song.
 - **Celebrity Project** (50 points) – Groups will show course concepts illustrated in an interpersonal relationship between two celebrities as shown in popular media.
 - **Interview Project** (50 points) – Groups will show course concepts illustrated in an interview
 - **Film Project** (50 points) – Groups will show course concepts illustrated in film.

Tracking Your Grade

Assignment	Total Possible	Your Score
Intro Exercise	20	
R-Log Intro	20	
Exam 1	100	
R-Log Entry 1	20	
Song Project	50	
Unit 1 Participation	55	
Exam 2	100	
R-Log Entry 2	20	
Celebrity Relationship Project	50	
Unit 2 Participation	60	
Exam 3	100	
R-Log Entry 3	20	
Interview Project	50	
Unit 3 Participation	60	
Exam 4	100	
R-Log Entry 4	20	
Film Project	50	
Unit 4 Participation	55	
Final Exam	150	
TOTAL	1000	

COURSE INFORMATION

- Catalog Description: The study of communication skills in interpersonal relationships
- Prerequisite: COMM 1110
- Rationale: This is a required lower division course in Area F for all Speech Communication majors.
- Required Course Reading: *Interpersonal Essentials* by Melanie Booth-Butterfield

COURSE OBJECTIVES

1. Identify principles of interpersonal communication
2. Identify and explain how personality traits, self-concept, self-esteem, trust, interpersonal needs, and perception influence interpersonal relationships
3. Identify patterns and guidelines of interaction for initiating, maintaining, and terminating relationships.
4. Identify interpersonal competence and verbal and non-verbal skills such as: listening, self-disclosure, impression management, affinity seeking, constructively sending and receiving criticism, being assertive, expressing emotions, and demonstrating flexibility
5. Competently perform interpersonal communication skills

COURSE OUTCOMES

1. Specific Program Outcomes (SPO)
 - a. Demonstrate understanding of the theories and practices of interpersonal, intercultural, small group, and public communication. (SPO #2)
 - i. Students will identify and explain interpersonal communication theories found in several formats in group assignments and apply interpersonal theories their own life in a personal portfolio.
 - ii. Student will work in groups throughout the entire semester.
 - b. Demonstrate skill in the analysis of the communication needs of clients and in the design and implementation of programs to satisfy those needs. (SPO #3)
 - i. Students will write responses to written descriptions of interpersonal communication problems
 - ii. Students will do and lead in-class exercises that demonstrate specific interpersonal skills.
 - iii. Students will evaluate the interpersonal skills of their peers during an interview process and make recommendations about how their peers could improve those skills.
2. VSU General Education Outcomes (GEO)
 - a. Students will use computer and information technology when appropriate. (GE outcome #3)
 - i. Students will have the opportunity to use information technology in their presentations
 - ii. Students will be graded on how appropriately they use information technology in these presentations
 - b. Students will express themselves clearly, logically, and precisely in writing and in speaking, and they will demonstrate competence in reading and listening. (GEO #4)
 - i. Students will be required to write a project proposal
 - ii. Students will be required explain selected course readings orally to the class.
 - iii. Students will study listening theory and participate in listening exercises.
 - c. Students will demonstrate the ability to analyze, to evaluate, and to make inferences from oral, written, and visual materials. (GEO #7)
 - i. Students will be asked to make connections between course material and other readings.
 - ii. Students will be asked to identify and discuss course concepts illustrated in selected films.
 - iii. Students will be required to comprehend ideas through oral lecture and presentation.
 - d. Students will demonstrate knowledge of principles of ethics and their employment in the analysis and resolution of moral problems. (GEO #8)
 - i. Students will study theories of conflict management.
 - ii. Students will be required practice professional ethics and conflict management when working in groups.

OUTCOMES BY ASSIGNMENT

ASSIGNMENT	SPO	GEO
Advice Sessions	2,3	4,7,8
Song Project	2	3, 4, 7
Film Project	2	3, 4, 7
Celebrity Project	2	3, 4, 7
Interview Project	2	3, 4, 7
Relationship Log	2	3, 4, 7, 8
Exams and Quizzes	2	4, 7

TENTATIVE COURSE SCHEDULE

Note: There are 5-20 participation points earned each class session.

Week 1

M 8/12 – Introduction to course
W 8/14 – Student Introductions
W 8/14 – Introduction to course assignment
F 8/16 – Student Introductions
F 8/16 – Introduction to group work

Week 2

M 8/19 – Chapter 1
W 8/21 – Chapter 4
F 8/23 – Chapter 7

Week 3

8/26 – Chapter 11
8/28 – Group Day
8/30 – Song Project
8/30 – R-Log Introduction due on BV

Weeks 4

9/2 – No Class
W 9/11 – Song Project
F 9/6 – Song Project

Week 5

M 9/9 – Exam 1 and R-Log Entry #1 on BV
W 9/11 – Chapter 2
F 9/13 – Chapter 3

Week 6

M 9/16 – Chapter 5
W 9/18 – Chapter 6
F 9/20 – Chapter 8

Week 7

M 9/23 – Group Day
W 9/25 – Celebrity Project
F 9/27 – Celebrity Project

Week 8

M 9/30 – Celebrity Project
W 10/2 – Celebrity Project
F 10/4 – Exam 2 and R-Log #2 on BV

Week 9

M 10/7 – Chapter 9
W 10/9 – Chapter 10
F 10/11 – Chapter 12

Week 10

M 10/14 – Chapter 13
W 10/16 – Chapter 16
F 10/18 – Group Day

Weeks 11

M 10/21 – Interview Project
W 10/23 – Interview Project
F 10/25 – Interview Project

Week 12

M 10/28 – Exam 3 and R-Log #3 on BV
W 10/30 – Chapter 14
F 11/1 – Chapter 15

Week 13

M 11/4 – Chapter 17
W 11/6 – Chapter 18
F 11/8 – Group Day

Week 14

M 11/11 – Film Project
W 11/13 – Film Project
F 11/15 – Film Project

Week 15

M 11/18 – Exam 4 and R-Log #4 on BV
W 11/20 and F 11/22 – NO CLASS

Week 16

M 12/2 – Review for Final Exam
W 12/4 – FINAL EXAM @ 8am