

**CMST 2110: Interpersonal Communication**

MWF: 12:30-1:20 pm (42809); Bldg.: Eccles Business Building, Rm. 214

MWF: 2:30-3:20 pm (56239); Bldg.: Old Main, Rm. 204

**Instructor:** Kristin K. Andersen

**Email:** kristin.andersen@usu.edu

**Office:** Eccles Conference Center (ECC) 108H

**Office Hours:** MW 1:30-2:20, 3:30-4:30 pm; T 9-11 am by appointment

***\*Allow at least a 48-hour window for a response to your email and always use your official USU email (not a personal email) account when corresponding.***

**A. Course Title**

CMST 2110: Interpersonal Communication

**B. Course Description**

This course includes the examination of theories, methods, and competencies relevant to studying, establishing, and maintaining interpersonal relationships in family, intercultural, professional, and other contexts (in two-person and small group settings). The course covers such topics as perception, language, nonverbal behavior, conflict/conflict resolution, and listening. Primary concern is given to understanding how an individual can use communication to improve personal and professional relationships, derive maximum social rewards, and ultimately be more competent communicators.

**C. Course Objectives**

This course provides a broad overview of interpersonal communication, incorporating academic and theoretical perspectives and practical application. Objectives include:

1. Learning fundamental principles, generalizations, or theories of interpersonal communication (particularly in class activities, group work, written work, and in exams).
2. Learning to apply course material (to improve thinking, problem solving, and decisions).
3. Learning to analyze and critically evaluate ideas, arguments, and points of view (e.g., learning about the role of identity, perception, emotion, and culture in communication).
4. Developing understanding and skills to competently express oneself orally and in writing.
5. Learning about the dimensions of personal relationships and how communicators develop, maintain, and terminate close relationships.
6. Examining the moral and ethical implications of a variety of communication situations.
7. Completing research assignments (i.e., paper, group project), which will involve computer-based research and paper preparation.

**D. Required Textbook and Instructional Materials**

- **McCornack, S. (2016). *Reflect and relate: An introduction to interpersonal communication*. Bedford/St. Martin's. (4<sup>th</sup> edition)**
  - *Note: it has a blue cover!*

### E. Topical Outline

The following outline gives you a general sense of what topics are covered in this class:

1. Fundamentals of Interpersonal Communication
2. Considering Self: Self-Concept
3. Communication & Culture
4. Perceiving Others
5. Emotion: Experiencing and Expressing Emotions
6. Listening & Communication
7. Verbal Communication
8. Nonverbal Communication
9. Conflict Communication & Power
10. Romantic Relationship Communication
11. Family Communication
12. Communication in Friendships
13. Communication in the Workplace\*

### F. University Honor Code and Academic Honesty Policy.

As stated by Utah State University:

*“When you accepted admission to Utah State University, you agreed to the following honor pledge: ‘I pledge, on my honor, to conduct myself with the foremost level of academic integrity.’ This pledge means that a commitment to honesty will be fundamental to the decisions you make. When faced with a choice, you will err on the side of maintaining your integrity as a student and a scholar” (Utah State University, 2018).*

You can go to the following site for more information on what constitutes academic dishonesty: <http://catalog.usu.edu/content.php?catoid=12&navoid=3140>. “Not knowing” is not an excuse.

### G. Syllabus Statement

The syllabus is a *general plan* for the course, but deviations may be necessary. Any changes are at the instructor’s discretion and will be announced by email or during lecture. Thus, I strongly advise regular class attendance and email check-ins to ensure you don’t miss announcements.

### H. Email Etiquette

Appropriate email etiquette is essential when communicating with instructors, so treat emails as professional communication. Begin emails with “Dear Ms. A, ...”, have a dedicated body, and end with your signature. Emails will only be answered if they follow professional standards.

### I. Technology Policy & Distractions

The use of technology is disruptive to class, so please do not use technology during class time. If you are being disruptive (in any form, e.g., talking), expect any or all of the following:

- To be “called out” in class.
- Asked to leave class and be marked absent for the day.
- Forfeit all points for that class (i.e. attendance, participation).
- **If you are being disruptive during a presentation**, all of the above applies AND the student’s presentation grade will be negatively affected at the instructor’s discretion.

**J. Schedule of Principal Course Assignments**

This schedule is approximate and may change at the discretion of the instructor and announced either by email or in lecture.

Fall 2018 Calendar			
Week/Day/Date		Topics	Readings
Week 1, Mon.	8/27	Course Introduction	
	8/29	Intro to IPC	
	8/31	Intro to IPC	Ch. 1; IPC Comp. Survey
Week 2, Mon.	9/3	<b>LABOR DAY</b>	<b>NO CLASS</b>
	9/5	Considering Self	Ch. 2
	9/7	Considering Self	Attachment Style Act. Due
Week 3, Mon.	9/10	Considering Self	Self-Disclosure Act.
	9/12	Perceiving Others	Ch. 3; 1 <sup>st</sup> Impressions Act.
	9/14	Perceiving Others	
Week 4, Mon.	9/17	Perceiving Others	Attribution Act. Due
	9/19	Expressing Emotion	Ch. 4
	9/21	Expressing Emotion	
Week 5, Mon.	9/24	Expressing Emotion; Culture & Comm.	Persuasion: PSAs & Ads
	9/26	Culture & Comm.	Ch. 5
	9/28	<b>EXAM 1</b>	
Week 6, Mon.	10/1	Listening & Comm.	Ch. 6; Listening Act.
	10/3	Listening & Comm.	
	10/5	Verbal Codes & Comm.	Ch. 7; Slang Act.
Week 7, Mon.	10/8	Verbal Codes & Comm.	Polarization Act.
	10/10	Verbal Codes & Comm.	
	10/12	Nonverbal Comm.	Ch. 8
Week 8, Mon.	10/15	Nonverbal Comm.	<i>Secrets of Body Language</i>
	10/17	Conflict & Power (P)	Ch. 9; Observer Act. Due
	10/19	<b>FALL BREAK</b>	<b>NO CLASS</b>
Week 9, Mon.	10/22	Conflict & Power (C)	Conflict Survey Due
	10/24	Conflict & Power (C)	<b>Paper Assigned</b>

	10/26	Conflict & Power (C)	Conflict Practicum
<b>Week 10, Mon.</b>	10/29	<b>EXAM 2</b>	
	10/31	Close Relationships	<b>Group Project Assigned</b>
	11/2	Conflict Paper Workshop	<b>Extended Outline Due</b>
<b>Week 11, Mon.</b>	11/5	Friendship Comm.	Ch. 12
	11/7	Romantic Relationships	Ch. 10; Love Styles Act.
	11/9	Romantic Relationships	
<b>Week 12, Mon.</b>	11/12	Group Project Workshop	<b>Paper Due</b>
	11/14	Romantic Relationships	
	11/16	Romantic Relationships	
<b>Week 13, Mon.</b>	11/19	Family Comm.	Ch. 11
<b>Week 13,</b>	<b>11/21-11/23: THANKSGIVING BREAK</b>		
<b>Week 14, Mon.</b>	11/26	Family Comm.	RFCP Survey
	11/28	Family Comm.	
	11/30	Family Comm.	
<b>12/3-12/7: NO TEST WEEK</b>			
<b>Week 15, Mon.</b>	12/3	Professional Comm.	Ch. 13/Appendix
	12/5	<b>Group Presentations (3)</b>	<b>ALL Group Projects Due</b>
	12/7	<b>Group Presentations (3)</b>	Group Evaluations Due
<b>FINALS WEEK: DEC. 10-14</b>			
<b>Week 16</b>	<b>MWF 12:30-1:20 pm Final Exam:          Wednesday, December 12<sup>th</sup> from 12:30-2:20 pm</b>  <b>MWF 2:30-3:20 pm Final Exam:          Wednesday, December 12<sup>th</sup> from 2:30-4:20 pm</b>		

**\*\*Final Grades entered by Thursday, December 20 at 5pm.**

### **K. Attendance Policy**

You are allowed **three (3) absences** in this class without penalty and where no excuse is required. **There will be a 8-point reduction in your final grade for every absence after three (3).** Also, if you are more than 10 minutes late for class, you will be counted absent and it will count as one of your allotted absences. **You should use your absences wisely.**

**\*\*Exceptions made only for University-sanctioned absences or absences due to observance of a religious holiday (see make-up policy). If you will miss class for these reasons, you should notify me within the first two weeks of the semester.**

### L. Specific Course Requirements for Grading Purposes

Your course will be **based on an 800-point scale** and will be determined by the following:

1. **Activities/Homework (50 points)**
  - a. Students are expected to complete in-class activities or homework assignments, which may involve individual or group work, occur in or out of class, and vary in point value. I will not accept late work.
2. **Participation (100 points)**
  - a. Students are expected to actively participate in class. Participation will be assessed every class period and will count toward the final grade. Discussion should be RELEVANT to the subject matter, and discussion that is irrelevant will not count toward a student's participation grade.
  - b. *Note: CLASS ATTENDANCE is not the same as PARTICIPATION.*
3. **Quizzes (100 points)**
  - a. There will be five (5) quizzes, worth 20 points each. Quizzes may be composed of true/false, multiple choice, matching, and/or fill-in-the-blank questions. You should come to class prepared, having read the assigned readings, and reviewed class notes.
4. **Exams (300 points)**
  - a. This course has three exams. Each exam is worth 100 points and may contain multiple-choice, true/false, matching, and/or short answer questions.
    - i. Make-up exams are rarely given and offered usually in cases of unavoidable conflicts or extreme emergencies – see policy below.
5. **Conflict Paper (150 points)**
  - a. One 5-6 page (double-spaced) paper will be required for the course. Details on the nature of the paper will be provided in class and then posted online.
  - b. The paper is due at the beginning of the class period. You must submit a hard copy of your paper – I do not accept papers via e-mail. The essay will result in 10% deduction per day (including weekends) if late.
6. **Close Relationship Group Project (100 points)**
  - a. Students will be formed into groups of 4-5 individuals. Groups will submit a written outline and give a presentation of their topic on close relationships (i.e., friend, family, romantic relationship). Presentations will be between 10-12 minutes in length. Grades will be awarded as a group, not individually.

### M. Grading Policy

**There are a total of 800 points in this class.** I will do my best to keep grades up to date. Please keep a record of your grades (e.g., tests, papers, attendance) until you have received your final grade for the semester. Use the formula below to assess your work and grade.

**Formula:** Your grade % = (all the points you have earned) / (maximum points possible)

	<b>B+ = 87-89%</b>	<b>C+ = 78-79%</b>	<b>D+ = 68-69%</b>
<b>A = 93-100%</b>	<b>B = 83-86%</b>	<b>C = 73-77%</b>	<b>D = 60-68%</b>
<b>A- = 90-92%</b>	<b>B- = 80-82%</b>	<b>C- = 70-72%</b>	<b>F = 0-59%</b>

**N. 24/7 Rule for Grade-related Discussions & Appeals**

- a. **24-Hour Rule (Voicing Concerns/Appealing the Grade):** I require that you wait at minimum 24 hours after receiving your assignment grade before addressing your concerns. I will not respond to any inquiries submitted before that time. You have the right to inquire about a grade (OF COURSE!), as careful consideration of one's graded work facilitates useful and meaningful discussions about assignments. *Please be thoughtful of any grade, instructor feedback, and how you voice your concerns.*
- b. **7 days/1 Week Rule (Taking Action):** You are encouraged to take action if you believe an assignment was graded inaccurately. Students should submit *a typed argument in essay format within one week* after the assignment is returned in to the student. Essays should cite class material to argue for why the assignment should be re-evaluated. No grade appeals will be considered after the one (1) week mark.
- c. **Grade Re-evaluation:** Be advised that a grade appeal could result in a lower or higher assignment grade. A grade appeal may have one of three outcomes: (1) grade is upheld (remains the same); (2) grade is lowered; or (3) grade is raised.

**O. Late & Make-Up Policy****1. Late Policy**

- a. If you are late to an exam/quiz, you will not have extra time to finish.
- b. After the first person to finish the exam has left, I will not accept any latecomers.
- c. Being over 10 minutes late to a class or leaving 10 minutes early constitutes an absence for that class period.

**2. Make-Up Policy**

- a. Make-ups (e.g., exams, quizzes) are rarely given and never for personal reasons (e.g., work, family events, airline ticket reservations, vacation plans, etc.).
- b. Make-ups are allowed for the following reasons with proper documentation:
  - a. Absence due to a University-sanctioned activity as an official representative of Utah State University where prior notice has been provided to the instructor.
  - b. Absence due to observance of a religious holiday.
    - a. NOTE: Documentation for these reasons needs to be submitted within the first two weeks of the semester to be valid.
  - c. Absence due to an emergency that has been documented by a University official (e.g., advisor, Student Affairs) or serious illness verified by your physician.
    - a. NOTE: Documentation from your physician does not need to indicate the specifics, but does need to explicitly state that you must not attend class.

**P. Reasonable Accommodation Policy**

Students with learning disabilities who may require accommodations should contact The Disability Resource Center (<https://www.usu.edu/drc/>). Accommodations will be determined on a case-by-case basis according to each student's individual needs and documentation. Please come speak with me if you have any accommodations that you require so we can work out a plan for the semester. If needs change throughout the semester, please bring documentation (for verification of DRC knowledge) and we will create or alter plans accordingly.

**Q. Copyright**

All materials from this course (e.g., notes, quizzes, activities, papers, exams) are copyrighted material and not to be duplicated, reproduced, or posted to any website (e.g., Koofers).

**R. Emergency Preparedness**

**In case of emergency, call 911 immediately.** If the fire alarm sounds, we will exit the building and reassemble at an instructor-designated location so I can make sure everyone has exited the building safely. Do not use the elevators and notify others as you leave. If you have special circumstances that I need to know about in case of an emergency (e.g., earthquake, tornado, Godzilla walking through downtown Logan), please speak to me during the first week of class. If you have concerns about other emergencies, please speak to me and also check the Department of Public Safety, Emergency Management Division website at: <https://dps.usu.edu/emergency/>. Additionally, you may check here for Public Safety, EMD resources: <https://dps.usu.edu/emergency/preparedness-tips>.