

CMST 2110

Interpersonal Communication

Professor: Lisa Guntzviller

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Office: Old Main 073 (go through Intensive English Language Institute in 069)

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

Course Readings:

Trenholm, S., & Jensen, A. (2013). *Interpersonal communication* (7th ed.). Belmont, CA: Wadsworth Publishing Company.

Additional readings and course materials will be posted on our Canvas course site

Course Objectives:

Effectively communicating with others is essential to achieve success in our personal and professional lives. However, communicating with others can be challenging and leave us feeling frustrated, confused, or disappointed. This course is designed to help you increase your knowledge of communication theories and develop the skills needed to effectively communicate in interpersonal contexts. Specifically, the course objectives are:

- Gaining factual knowledge (terminology, classification, methods, trends)
 - Learning fundamental principles, generalizations, or theories
 - Learning to apply course material (to improve thinking, problem solving, and decisions) – *specifically to your own life!*
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Course Policies:

1) Attendance

Due to the small size of our class, your attendance is crucial to the success of this course. Furthermore, regular attendance is essential for *your* success in this class.

What counts as an absence?

- If you miss more than 30 minutes of a class meeting, you will be counted as “absent” for the day. However, you can still earn participation points for in-class activities if you are present.

- There are no excused or unexcused absences for this class. Therefore, if you are going to miss class there is no need to let Lisa know in advance. You can miss two class periods without penalty (this does not include exam days).

How does attendance count toward my final grade?

- A portion of your final grade is composed of your participation points during class. You cannot make up these participation points if you are absent from class, given that you were not participating if you are not present.
- You have two “free” absences; in other words, you can miss two class periods and still earn full participation points. You can assume that each class period counts as about 4.25 participation points (excluding exam days). Students who will need to miss more than two class periods for university activities (e.g., athletes) will need to discuss this with Lisa during the first two weeks of the semester.
- Physical presence in class does not guarantee full participation points for that day. Please see the section below on earning full marks in participation points.

What happens if I miss an exam?

- Missed exams CANNOT be made up, except under documented excruciating circumstances (e.g., you were in a car accident). If you know that you have an unavoidable conflict with an exam (e.g., you are on a sports team and will be absent), you need to make arrangements with Lisa at the beginning of the semester or arrangements will not be made. Missing these important course components will result in a zero.

What should I do if I miss class?

- You are responsible for collecting any missed materials or class notes from a classmate during days in which you are absent. You do not need to inform Lisa about why you were absent. Feel free to contact Lisa if you have specific questions about the notes you received from your classmate, but please do not contact Lisa and ask her what you missed or if you “missed anything important.”

2) Email through Canvas:

I will be sending out important class announcements through Canvas, which then sends an alert to your email. You should *make sure* that you have Canvas set up to email you immediately so that you do not miss out on important class information. I am expecting that everyone checks their email at least every other day. When I send out an email, it is because it contains important information that you need to know and that may not have been covered in class. If email is not a typical means of communication for you, please talk to me and we will work something out.

3) Late Work Policy

- **All assignments are due ONLINE before class starts on the assigned date.**
 - All assignments will be turned in through Canvas. Emailed or paper copies will not be accepted.
 - Late assignments will receive a ten percent deduction for each 24 hour period it is late.
- If you will be absent from class or away from your computer when something is due, you need to turn in your assignment **PRIOR** to your absence/lack of computer access.

4) Grades

- I will not discuss grades until 24 hours after you have received them and only after you have read all comments/feedback that I have given you (e.g., rubric, comments on the paper). Please stop by my office hours or schedule an appointment to discuss your grades.
- After you have received a graded assignment, you have two weeks to discuss them with me. **In general, grades are changed only due to a miscalculation.**
- Final grades are based on a point system (NOT a percentage system), so there is no “rounding up.” For example, an 899/1000 is a “B+” and *not* an “A-.”

5) I’m here to help YOU! ☺

- Please use my office hours or schedule an appointment with me. I want you to do well as you possibly can and am here to help you do so!
- Email is a great way to get in touch with me. I will always try to respond to your email messages within 24 hours. If you do not receive a response within 24 hours, please send your message again.

6) Academic Dishonesty

- Don’t do it. Plagiarism or cheating will result in a minimum of a ZERO on the assignment or exam and may result in consequences that are more serious.
- “Plagiarism includes knowingly representing by paraphrase or direct quotation, the published or unpublished work of another person as one’s own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials” (*Student Code* page 10). If you have any questions about whether work you submit is plagiarized, contact your instructor *before* you hand it in. **In addition, in this course, you may not hand in the same paper for two classes. Please contact your other instructors; some instructors may have a different policy regarding what is sometimes called “self-plagiarism.”**

7) Equal Access and Disability Services

- Students who need special accommodations should talk to me at the beginning of the semester.
- The Americans with Disabilities Act states: "Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program. If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format, large print, audio, diskette, or Braille."

Course Requirements:

Exams (475 points)

Three exams will be given throughout the semester and during finals week. The exams may be a mix of multiple choice, true/false, fill in the blank, matching, and short answer. All materials presented in the textbook, assigned readings, and class meetings are fair game for our exams. The exams in this class are NOT CUMULATIVE.

Participation (150 points)

Your contributions in class are extremely important! Simply showing up to class will not suffice. Please come prepared to actively engage in our course material, pose questions, and make thoughtful contributions in discussion sessions. Your participation grade will reflect the overall **quality** of your class participation throughout the semester. If you are texting, talking during class, sleeping, or not paying attention, you will not earn your participation points for that day.

Reflection Papers (300 points)

At three points throughout the semester, you will be provided with a specific prompt about an interpersonal phenomenon that you have read about or that we talked about in class. These prompts will serve as the “experience” portion in the theory, research, and experience combination that we discuss in class. You will have to apply this concept to your own life, describe your observation, and reflect on the experience (specific instructions will be given for each paper). We will then discuss everyone’s individual experiences as a class the next class period. Each paper will be worth 100 points. All writing assignments must be typed and turned in **via Canvas by the start of the class period that they are due.** You do NOT need to turn in a paper copy.

Self-Evaluation (75 points)

One of the objectives of this course is for you to learn to apply course concepts to your own communication skills. For this, it’s necessary for you to self-reflect on how you communicate and to continue to self-reflect. For this reason, you will do three self-evaluations: one at the beginning of the semester (for you to pick one particular area of communication to focus on), one in the middle of the semester, and one at the end of the semester. Each evaluation will be worth 25 points. If you do not do the first evaluation, you will not be able to earn points for the following evaluations.

Grading

Exams (47.5%)	
Exam 1	155
Exam 2	160
Exam 3	160
Participation (15%)	150
Reflection Papers (30%)	
Paper 1	100
Paper 2	100
Paper 3	100
Self-Evaluation (7.5%)	
Beginning of Class Eval	25
Mid-Way Class Eval	25
End of Class Eval	25
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Total Points	1000*

* Grades will NOT be curved or rounded up.
In general, grade changes will only be made due to a calculation error.

Grading Scale:

A	930-1000
A-	900-929
B+	870-899
B	830-869
B-	800-829
C+	770-799
C	730-769
C-	700-729
D+	670-699
D	630-669
D-	600-629
F	599 or lower