

COMM 1500 Syllabus ~ Fall 2011

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Office Hours and Location: 11:00-1:00 MWF, 2:00-3:00 TR, and otherwise by appointment, Academic Building 103I

Textbook:

- *IPC*. Richard West and Lynn H. Turner, eds. Boston: Wadsworth, 2012. (ISBN: 0-495-91454-1)

Catalog Course Description: An introduction to communication as it occurs in a two-person context, emphasizing how individuals use verbal and non-verbal communication to improve social and personal relationships.

Course Objectives: By the end of the semester students should

- be able to define and apply interpersonal concepts to their own lives,
- be able to match concepts to concrete examples, and
- be able to prove mastery of the material through exams as well as classroom activities.

Course Requirements: All students are expected to

- read assigned materials in the text for the course,
- attend class and participate in class discussions and activities,
- complete written assignments as scheduled, and
- complete all other assignments as well as the midterm and final exams as scheduled.

Academic Dishonesty: Gordon College's current Academic Catalog includes detailed descriptions of what actions are academically dishonest and a statement on the purpose of having an academic dishonesty policy in the first place. For the purposes of this class particularly, an act of "Academic Dishonesty" involves passing off someone else's work or ideas as your own. This rule applies to anything turned in for a grade, regardless of how minor or major that assignment is and regardless of the reason for the infraction. Ignorance of the rules for attributing ideas to others correctly is not a valid excuse; students are held accountable for documenting others' ideas correctly, so they should make certain to be present on the days the class discusses documentation or to get the notes from a classmate who was there on that date. We will discuss documentation on August 29 and September 12. The entirety of Gordon College's Academic Dishonesty policy is available in the Catalog on pp. 275-76 and online at <http://www.gdn.edu/admissions/catalog/conductcode.asp#dishonesty>.

The Academic Catalog also outlines, among other things, the possible penalties for academic dishonesty and the process by which these penalties can be repealed. This information can also be found in the Catalog on pp. 60-61 and online at <http://www.gdn.edu/admissions/catalog/academic.asp#dishonesty>. In most cases of Academic Dishonesty for this course, a student can expect to receive no better than an F on

the assignment in question. In more severe cases the student may receive a 0 for the assignment grade or expulsion from the class.

Attendance: Material covered in class may or may not be covered in the textbook, so a good attendance record is important to have. We also have a lot of material to cover over the course of the semester, so we will not be able to go over material again once it has already been covered. If you miss a class meeting, you are encouraged to go over any handouts you might have been given the day you missed and to ask one or more of your classmates for their notes, but your teacher will politely decline to answer any questions about work that has already been covered in class that you missed. There is no attendance penalty otherwise, but it is important to note that your teacher will answer no questions, in class or out of class, about material that has already been covered. If there was a handout given on the day that you missed class, then your teacher will give that to you when you ask for it.

There is also no further penalty for tardiness, except that if a student misses a daily participation assignment because he or she was tardy, then that assignment cannot be made up. Students who find that tardiness will be a problem for them will be encouraged to take a seat along the wall nearest the door so that their late entry will not be a distraction to the rest of the class.

Make-up Work: The four Response Essays and perhaps certain elements of the Group Project will be accepted late, but with a five-point penalty for each day they are past due. (This includes holidays and weekends.) To be considered on time, these documents need to be printed out and submitted any time before the conclusion of the class meeting during which they are due. Submission after the conclusion of that class meeting makes that assignment one day late, two days late twenty-four hours later, and so on.

For differing reasons, there are certain elements of the course grade that cannot be made up. Class Participation activities are always group-based, so there is no way for these activities to be made up. Quizzes are standard, so they cannot be made up once they have been taken by the rest of the class.

Exams can be made up, but only after students establish valid excuses for having missed the exam and then make arrangements for making them up. Note: If a student has three or more finals scheduled on the same day, he or she can go to the office of Academic Affairs and fill out a petition to take one or more exams on alternative days.

No assignment will be accepted via email or by any other method of electronic submission. If a student must miss class on the day an assignment is due, and if email is the only means by which the assignment can be submitted on time, then an exception can be made if the student requests and receives permission to do so beforehand. If the student emails the assignment on time, but without receiving permission beforehand, the assignment will be accepted, but with a five-point deduction from the assignment grade.

Electronic Devices and Other Distractions: There is no penalty for using electronic devices, talking, or sleeping in class other than the information students miss because they were distracted. In this class students are expected not to distract their teacher or their fellow classmates with these electronic devices and disruptive behaviors, so in cases where a student's use of an electronic device or inattention to class

discussion becomes a distraction, the teacher reserves the right to ask that student to stop that behavior privately, after class, or publicly, in the middle of class.

Course Assignments: The following is a list of the specific assignments for this course section. Each assignment name is accompanied by a short description of its requirements. Where noted, see the corresponding supplementary materials for more detailed information.

Response Essays: On four separate occasions this semester you will write an essay in response to a movie we will watch or an article we will read for class, and you will have six opportunities to do so. The particular requirements for these assignments will be discussed on August 29, September 12, September 26, October 12, October 24, and November 7, but they do all share a few things in common. Each is required to be typed, at least one page in length (double-spaced), stapled if more than one page long, written in Times New Roman 12-point font, and with margins that are no more or less than one inch on each side. Though there will be six opportunities to write response essays, you cannot write more than that with the hope or expectation of dropping lower grades. The first four will be graded and recorded.

Final Exam: This exam will account for twenty percent of your semester's final grade, and it will cover all topics addressed in class after the midterm. The particulars of this exam will be discussed in class on Monday, December 5.

Group Project: This project will require you to work in a group on a project that will account for twenty percent of your semester's grade. There will be several options for the direction your group can go with this project, and they all will be discussed in class on Wednesday, November 9. Regardless of the option, however, each group will be required to deliver a fifteen- to twenty-minute presentation on their work. The important thing to note is that each member of each group will get nearly the same grade as the other members of the group, so in most ways the objective of this project is to encourage students to communicate effectively in groups. Students will have the opportunity to evaluate their other group members' performance as a portion of the project grade.

Midterm Exam: This exam will account for twenty percent of your semester's final grade, and will cover all topics addressed in class up until that point. The particulars of this exam will be discussed in class on Friday, September 23.

Participation: This being an interpersonal communication class, the expectation is that you will contribute productively to class discussion. Participation accounts for ten percent of your semester's grade, and that grade will be determined by rating your contributions at the end of the semester on a scale of one to ten. This grade is not linked to attendance, so sitting quietly in your seat all semester will get you a grade of zero for Participation. Speaking in class occasionally improves your Participation grade, but distracting the discussion from its intended purpose or drowning out the ideas of others will drive your participation down to a number as low as zero also.

Quizzes: Ten times this semester there will be quizzes given in class, and the best eight of those will factor into ten percent of your semester's grade. Class meetings on which quizzes are given are noted in the Course Calendar.

Grade Distribution: Each assignment will factor into the course grade by the following percentages:

Response Essays (4)	20%
Final Exam	20%
Group Project	20%
Midterm Exam	20%
Participation	10%
Quizzes	10%

Grading Scale: All essays, the Group Project, and both exams will be graded on a ten-point scale. A score of 90 and above will be an A, 80 to 89 will be a B, 70 to 79 a C, 60 to 69 a D, and 59 and lower an F. This will be the same scale your teacher will use when assigning final grades for the semester. The Participation and Quiz components of your grades will be factored into your final grade by dividing the points you received for those assignments by the maximum number of points you could have received and then multiplying that number by ten, which is the percentage that both the Participation and Quiz grades account for in your final grade. So, for example, if there were three quizzes counting 25 points apiece, and you got a 24 on each of them, then you got 72 out of a possible 75 points, a 96 quiz average, and 9.6 points toward a possible 10 points on your final grade.

Academic Accommodations: Students at Gordon College with mental or physical impairments that may negatively affect their academic performance are encouraged to contact Kristina Henderson at the Counseling Center by telephone at 678-359-5585, or via email at kristinah@gdn.edu. For further information about the scope and requirements of this service, look in the Academic Catalog on pp. 73-74, or go to this center's web page at <http://www.gdn.edu/studentlife/ADA.asp>.

Daily Calendar

Week 1 (August 15 – August 19): Interpersonal Communication			
Mon.	Introduction to the Course		Homework: For August 17, read Chapter 1, “Introduction to Interpersonal Communication”
Weds.			Homework: For August 19, prepare for quiz on Chapter 1
Fri.	Discuss Interpersonal Communication	Chapter 1 Quiz	Homework: For August 22, read Chapter 2, “Communication, Perception, and the Self”
Notes: Drop/Add and Payment Deadline for Late Registration ends Wednesday, August 17, 4:00 p.m.			

Week 2 (August 22 – August 26): Communication, Perception, and the Self			
Mon.			
Weds.			Homework: For August 26, prepare for quiz on Chapter 2
Fri.	Discuss Communication, Perception, and the Self	Chapter 2 Quiz	Homework: For August 29, read Chapter 3, “Communication, Culture, and Identity”
Notes: Bookstore charges end Friday, August 26, 12:00 p.m.			

Week 3 (August 29 – September 2): Rocky, Communication, Culture, and Identity			
Mon.	Discuss Communication, Culture, and Identity ~ Screen <i>Rocky</i> ~ Discuss Response Essay 1 and Documenting Multimedia Sources		
Weds.			
Fri.	Discuss Communication, Culture, and Identity ~ Screen <i>Rocky</i>		Homework: For September 7, prepare for quiz on Chapter 3 and finish work on Response Essay 1
Notes: Response Essay 1 is due at the end of class on Wednesday, September 7			

Week 4 (September 5 – September 9): Communicating Verbally			
Mon.	Labor Day Holiday ~ Class Does Not Meet		
Weds.	Response Essay 1 Due ~ Discuss Communication, Culture, and Identity	Chapter 3 Quiz	Homework: For September 9, read Chapter 4, “Communicating Verbally”
Fri.	Discuss Communicating Verbally		
Notes:			

Week 5 (September 12 – September 16): Communicating Verbally and Nonverbally			
Mon.	Discuss Communicating Verbally ~ Discuss Response Essay 2 and Documenting Print Sources		Homework: For September 14, prepare for quiz on Chapter 4
Weds.	Discuss Communicating Verbally	Chapter 4 Quiz	Homework: For September 16, read Chapter 5, “Communicating Nonverbally”
Fri.	Discuss Communicating Nonverbally		Homework: For September 19, finish work on Response Essay 2
Notes: Response Essay 2 is due at the end of class on Monday, September 19			

Week 6 (September 19 – September 23): Communicating Nonverbally			
Mon.	Response Essay 2 Due ~ Discuss Communicating Nonverbally		
Weds.	Discuss Communicating Nonverbally		Homework: For September 23, read Chapter 6, “Effective Listening”
Fri.	Discuss Effective Listening ~ Review for Midterm Exam		
Notes:			

Week 7 (September 26 – September 30): Effective Listening and Midterm			
Mon.	Discuss Effective Listening ~ Discuss Response Essay 3		Homework: For September 28, prepare for quiz on Chapters 5 and 6
Weds.	Discuss Effective Listening	Chapters 5-6 Quiz	Homework: For September 30, bring a pencil or pen to take the Midterm Exam
Fri.	Midterm Exam		Homework: For October 3, read Chapter 7, "Communication and Emotion" and finish work on Response Essay 3
Notes: Response Essay 3 is due at the end of class on Monday, October 3; Tuesday, October 6 is Midterm and the last day to withdraw from classes without an automatic WF			

Week 8 (October 3 – October 7): Communication and Emotion			
Mon.	Response Essay 3 Due ~ Discuss Communication and Emotion		
Weds.	Discuss Communication and Emotion		Homework: For October 7, prepare for quiz on Chapter 7
Fri.		Chapter 7 Quiz	Homework: For October 12, read Chapter 8, "Sharing Personal Information"
Notes:			

Week 9 (October 10 – October 14): Sharing Personal Information			
Mon.	Fall Break ~ Class Does Not Meet		
Weds.	Discuss Sharing Personal Information ~ Discuss Response Essay 4		
Fri.	Discuss Sharing Personal Information		Homework: For October 17, prepare for quiz on Chapter 8 and finish work on Response Essay 4
Notes: Response Essay 4 is due at the end of class on Monday, October 17			

Week 10 (October 17 – October 21): Communicating Conflict			
Mon.	Response Essay 4 Due ~ Discuss Sharing Personal Information	Chapter 8 Quiz	Homework: For October 19, read Chapter 9, "Communicating Conflict"
Weds.	Discuss Communicating Conflict		
Fri.			Homework: For October 24, prepare for quiz on Chapter 9
Notes:			

Week 11 (October 24 – October 28): Communicating in Close Relationships, <i>Top Gun</i>			
Mon.	Discuss Communicating Conflict ~ Discuss Response Essay 5	Chapter 9 Quiz	Homework: For October 26, read Chapter 10, “Communicating in Close Relationships”
Weds.			
Fri.	Discuss Communicating in Close Relationships ~ Screen <i>Top Gun</i>		Homework: For October 31, prepare for quiz on Chapter 10 and finish work on Response Essay 5 (if necessary)
Notes: Response Essay 5 is due (if necessary) at the end of class on Monday, October 31			

Week 12 (October 31 – November 4): Technology and Interpersonal Communication			
Mon.	Response Essay 5 Due (if necessary) ~ Discuss Communicating in Close Relationships ~ Screen <i>Top Gun</i>	Chapter 10 Quiz	Homework: For November 2, read Chapter 11, “Technology and Interpersonal Communication”
Weds.			
Fri.	Discuss Technology and Interpersonal Communication		Homework: For November 7, prepare for quiz on Chapter 11
Notes:			

Week 13 (November 7 – November 11): Introduction to Group Project			
Mon.	Discuss Technology and Interpersonal Communication ~ Discuss Response Essay 6	Chapter 11 Quiz	
Weds.	Discuss Group Projects		
Fri.	Group Project Work		Homework: For November 14, come prepared to perform your part in all tasks of Group Project work and finish work on Response Essay 6 (if necessary)
Notes: Response Essay 6 is due (if necessary) at the end of class on Monday, November 14; Group Projects are Due at the end of class on Monday, November 21			

Week 14 (November 14 – November 18): Group Project Work			
Mon.	Response Essay 6 Due (if necessary) ~ Group Project Work		Homework: For November 16 and 18, come prepared to perform your part in all tasks of Group Project work
Weds.	Group Project Work		
Fri.			
Notes:			

Week 15 (November 21 – November 25): Group Projects Due and Presentations			
Mon.	Group Projects Due ~ Discuss Group Project Presentations		Homework: For Week 16, come prepared to do your part for your Group Presentation and to listen intently and respectfully to others' presentations
Weds.	Thanksgiving Holiday ~ Class Does Not Meet		
Fri.			
Notes:			

Week 16 (November 28 – December 2): Group Project Presentations			
Mon.	Group Project Presentations		
Weds.			
Fri.			
Notes:			

Week 17 (December 5): Review for Final Exam			
Mon.	Review for Final Exam		
Notes: Book Buy-Back at Bookstore occurs from Monday, December 19 to Monday, January 2			

Final Exam: Thursday, December 8, 10:15 a.m. to 12:15 p.m.