

SPCM 1500: Interpersonal Communication Syllabus

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Required Textbook:

West, R., & Turner, L. H. (2006). *Understanding interpersonal communication: Making choices in changing times*. Belmont, CA: Thomson Wadsworth.

Course Goal:

The goal of this course is to help students become better communicators. We seek to introduce students to a wide array of perspectives on interpersonal communication and encourage students to enlarge their understandings of the theory and practice of interpersonal communication.

Course Objectives:

1. The student will understand the need to reflect upon interpersonal communication practices.
2. The student will gain knowledge of concepts, theories, and research findings in interpersonal communication.
3. The student will develop and practice communication skills in a supportive environment.
4. The student will learn the vocabulary of interpersonal communication theory and practice.
5. The student will understand various contexts (friendship, family, etc.) in which interpersonal communication occurs.

Course Policies:

1. **Registration:** If you are not officially registered in this course, you must leave. If you wish to add the course, please see Dr. Tina Harris.
2. **Attendance:** Attendance will be taken for this course based on participation in activities and quizzes. Absences due to university activities (e. g., debate, sports, etc.) must be discussed with the instructor **before** the relevant class period(s). Arrangements concerning absences are entirely at the instructor's discretion.

Your regular attendance is necessary as examinations not only cover material from the book, but also material that is covered only in lectures. Additionally, class activities and

pop quizzes will be scattered throughout the semester. **Such activities will go toward your final course grade and cannot be made up regardless of the reason for the absence.** Please note that if you should miss class, it is your responsibility to obtain missed materials from a classmate, not the instructor. Also, the participation grade will be effected by the amount of class participation you are involved in.

Tardiness is not appropriate and will not be tolerated. Ensure that you allow yourself enough time to be in class before it begins. Additionally, leaving class early is strongly discouraged.

3. Learning Accommodations: Any students who need special accommodations for learning or who have particular needs are invited to share these concerns or requests with me as soon as possible. The Office of Disability Services (542-8719, Clark Howell Hall) provides written documentation that specifies the needed modifications (i.e., note taker, extra time for tests) to the instructor. If you have not contacted The Office of Disability Services to request a letter be sent to your instructor, please do so.
4. Emergencies: If an emergency arises and you know that you will not be able to get to class on an exam day please let me know ahead of time by sending me an email or leaving a message with the department secretary.
5. Exams: Three exams are scheduled on the syllabus. Students are expected to take the exams on the dates assigned. (See also the *Final Exam Policy*).
 - (a) **Make up exams are allowed** for full credit for excused absences with proper documentation. Students may make up their exam when they are absent due to a university sanctioned activity where prior notice has been provided, an emergency which has been documented through their advisor or Student Affairs, or an illness which has been verified in writing from your private physician or the Student Health Center. In the case of illness, you must get a note from either your private physician or from the Student Health Center signed by a clinician (Not a Health Center Nurse) that says something to the effect: "In my opinion, this student should not be in classes today and/or tomorrow (specify the particular date[s] involved)." Typically, a private physician or clinician will write a note for an illness for one or two days. However, if your illness lingers, you will need to recheck with the private physician or clinician and request an additional note to document your absence. The note does not have to indicate the specifics of your illness, but that the physician or clinician does not think you are well enough to attend class.
 - (b) **Make up exams are not allowed** without proper documentation. Make-up exams are not allowed for any type of unexcused absences, including missing class to study for a test, oversleeping, not being ready to take the exam, or having to work at an outside job. You will receive a ZERO for that exam.

6. Turning in Papers: If you are sick the day a paper is due, please have a friend or roommate drop the paper off in my mail box at the Speech Communication Main Office (110 Terrell Hall). Each day a paper is over due, 10% of the grade is deducted (this includes each day of a weekend). Overdue starts at the end of the class period the paper is due. If you do not come to class on the due date, please make sure the secretary in the Speech Communication Main Office puts the time and date the paper was received on your paper before she puts it in my mailbox.
7. Research Requirement: As part of your participation in this class, you must satisfy a departmental research requirement. This requirement may be satisfied in one of three ways: (a) participation in a research project conducted by the Department of Speech Communication, (b) a summary and analysis of a communication research article, or (c) attendance at and a written analysis of a colloquium presentation at the Department of Speech Communication. For information about all three options, see the attached document titled: *The UGA Speech Communication Research Participation: Information for Students*. Failure to fulfill the research requirement will result in a grade of Incomplete (I) for this class. Note: You will need to complete a separate research project or paper for each Speech Communication class that requires or offers research participation.
8. Receiving a Final Grade: Students must complete all exams, papers, and the research requirement to receive a grade.
9. Academic Honesty: “Academic honesty is – defined broadly and simply – the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed” (From the Preamble to “A Culture of Honesty”). The University, the Department of Speech Communication, and I personally take academic honesty very seriously. Every student at the University of Georgia should be familiar with the booklet, “A Culture of Honesty: Policies and Procedures on Academic Dishonesty.” If you are not, please obtain one of these booklets and read it carefully. This document has a thorough presentation of four types of academic dishonesty including plagiarism, unauthorized assistance, lying/tampering, and theft, as well as the procedures that are in place to adjudicate alleged incidents of academic dishonesty. The policies and procedures described in “A Culture of Honesty” will be strictly followed. All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work.
10. Final Exam Policy: The final exam will be given at the assigned time per the official university schedule. The final exam will NOT be given early or at a different time unless changed by the university. There are no exceptions to this policy. Please mark your calendars and make your travel plans based on the final exam times noted below:

July 2, 2:15-4:30

11. Grievance Procedure: Occasionally, students are unsatisfied with some dimension of the course. If you have a concern at any time during the course, please come speak with me directly either during office hours, by appointment, or via email.

If you want to appeal a grade, the department policy is that you must make the grade appeal in writing to me. Prepare and submit a typed argument indicating what your specific appeal is and what grade you believe you deserved. You must have a legitimate argument for the grade change. This is essentially asking for a regrade if the appeal is on a paper and I reserve the right to take more points off the paper if the argument is not legitimate and more problems are detected. Turn in the appeal before or after class, during office hours, or at a scheduled appointment within one week of the grade being returned. If you have employed these measures and are still dissatisfied, or feel that an appropriate resolution may not be reached by working with me, then I encourage you to contact the Basic Course Director Dr. Tina Harris at tmharris@uga.edu . She will also need a written grade appeal in order to help you.

Course Assignments & Evaluation:

Assignments:

Each student will complete the following assignments for a total of 600 points:

Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Paper 1	100 points
Paper 2	100 points
Class Activities/Pop Quizzes	100 points
Research Requirement	Required to Pass the Class

Exams:

Three examinations will be given throughout the semester with each counting for 100 points. Each examination may consist of a combination of true-false, multiple choice, and some essay format items. Exams cover material from lectures and the textbook. I do not lecture on all of the material in your text so make sure you have done the readings before exams.

Papers:

Two writing assignments will be required, each worth one-hundred (100) points. Each will be based on a key communication concept or theory and you will have to build on that topic relating to your personal experience. Details will be provided later in the semester. The papers must be double spaced, typed and stapled. Each paper should have a title page and also page numbers on each page.

Class Activities:

Throughout the semester, you will complete various class activities (including pop quizzes) that are worth a total of 100 (100) points. These activities may involve individual or group assignments, may occur in or outside of class, and will vary in total point value. You will be informed if a class activity is being graded and the total points available for each assignment. Such activities will go toward your final course grade, and **cannot** be made up regardless of the reason for the absence. Additionally, some of the points will come from participating in class (ie- answering questions, offering insight, giving examples). This class is a discussion class and **everyone** will be expected to participate on a daily basis.

Research Requirement

As part of your participation in this class, you must satisfy a departmental research requirement. For information about the three options for completing the research requirement, see the attached document titled: *The UGA Speech Communication Research Participation: Information for Students*.

Please read and be aware of the choices you make. Failure to fulfill the research requirement will result in a grade of Incomplete (I) for this class. Note: You will need to complete a separate research project or paper for each Speech Communication class that requires or offers research participation.

<u>Grading:</u>	<u>Percentage</u>		<u>Points</u>
	93-100 %	A	558-600
	90-92%	A-	540-557
	88-89 %	B+	528-539
	83-87%	B	498-527
	80-82%	B-	480-497
	78-79 %	C+	468-479
	73-77%	C	438-467
	70-72%	C-	420-437

Please NOTE: The Basic Course Director's Policy in Speech Communication is that no extra credit is allowed. Therefore, I can give no extra credit to anyone. Also, once the +/- system went into effect a C- is not considered passing. Finally, it is your responsibility to keep all tests, papers, quizzes and activities until final grades are posted. This is necessary for any grade disputes. **Additionally, you must reach the point requirement in order to get a specific grade- do not ask if I round up because I don't.**

**Summer 2008 -- Tentative Course Schedule
(Subject to Revision if Necessary)**

<u>Days</u>	<u>Lecture</u>	<u>Topics</u>	<u>Readings & Assignments Due</u>
June 5		Introduction to Course/Syllabus	
June 6			Chapter One *Bring paper 1 assignment to class*
June 9		Communication Culture	Chapter Three
June 10			Communication Competence
June 11		Perception and the Self	Chapter Two
June 12		Emotion	Chapter Four
June 13		Emotional expression in Relationships/Review **Paper One Due**	Aune, Aune and Buller
June 16		Test One	Chapters 1-4, Communication Competence, emotions in relationships
June 17		Nonverbal	Chapter 7
June 18		Verbal	Chapter 6
June 19		Self-disclosure	Chapter 8
June 20		Listening	Chapter 5
June 23		Test Two	
June 24		Relationships	Chapter 10
June 25		Sex	Edgar & Fitzpatrick
June 26		Sex	Dreznick & Cronin
June 27		Paper Two Due	Chapter 9
June 30		Technology	Chapter 11
July 1		Review	
July 2		Final Exam	