

SPCM 1500 - INTERPERSONAL COMMUNICATION SYLLABUS- S2008

CRN #47344, 8:00 a.m. – 8:50 a.m., MWF, SLC268

CRN #87346, 9:05 a.m. – 9:55 a.m., MWF, SLC367

CRN #77354, 11:15 a.m. – 12:05 p.m., MWF, Caldwell 105

CRN #20145, 12:20 p.m. – 1:10 p.m., MWF, Caldwell 105

Instructor: Marybeth Callison
E-Mail Address: callison@uga.edu
Office Address: 128 Terrell Hall
Office Phone: 706-542-3253
Office Fax: 706-542-3245
Office Hours: 1:30 – 2:30 p.m., Monday and Wednesday, and by appointment
Departmental Syllabi: http://www.uga.edu/spc/Undergrad/undergrad_syllabi.html (same as on WebCt)
Research Requirement: <http://www.uga.edu/spc/Undergrad/syllabi/research.pdf> (papers by April 21, 2008)
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 you become better communicators. We seek to introduce you to a wide array of perspectives on interpersonal communication and encourage you to increase your understandings of the theory and practice of interpersonal communication.

Course Objectives:

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

Course Policies:

1. **Registration:** You must be officially registered for this course in order to attend. If you are not officially enrolled and wish to add the class, please see Dr. Tina Harris (120 Terrell Hall).
2. **Learning Accommodations:** If you require special accommodations for learning or other particular needs, please let me know as soon as possible. The Office of Disability Services (542-8719, Clark Howell Hall) notifies instructors by written documentation to accommodate specific needs of students (i.e., note taker, extra time for tests). Please contact The Office of Disability Services to notify me if you need modifications to the class to accommodate you better.
3. **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.
4. **Emergencies:** If an emergency arises and you know that you are unable to get to class on an

exam day, please let me know ahead of time by phoning me (706-542-3253), e-mailing me (callison@uga.edu) or leaving a message with the speech communication departmental secretary (Amanda Summerville, 706-542-4893).

5. **Syllabus, Course Assignments, Grading and WebCt:** The course syllabus is a “tentative guide” for the semester. Each student will complete the following assignments for a total of 600 points:
- | | | |
|----------------------|--|---|
| Exam 1 | 100 points | - February 11, 2008 |
| Exam 2 | 100 points | - March 24, 2008 |
| Exam 3 | 100 points | - Final Exam Date for each Class |
| Paper 1 | 100 points | - Increments submitted as noted on syllabus |
| Paper 2 | 100 points | - Due Date(s) per class noted on syllabus |
| Participation | 100 points | - various dates/cumulative assignments |
| Research Requirement | Required to Pass the Class - no points allocated | |

Students must complete all exams, two papers, their own chapter leader activity, and the research requirement to receive a grade for the course.

Grading will use course points and percentages as delineated through the +/- grading system.

A = 93-100%	555-600 points
A- = 90-92%	537-554 points
B+ = 88-89%	525-536 points
B = 83-87%	495-524 points
B- = 80-82%	477-494 points
C+ = 78-79%	465-476 points
C = 73-78%	435-464 points
C- = 70-72%	417-434 points
D = 60-69%	357-416 points
F = <59%	0 – 356 points

WebCt: Course syllabus, study guides for exams, supplemental instructions for formal papers and for the chapter leader activity, as well as miscellaneous assignments and announcements will be posted on WebCt. Grades may not be posted on WebCt, but an area is provided on the syllabus where you can track exam and paper grades, as well as your absences for the semester.

Please check WebCt regularly for course updates and information. You can forward your WebCt e-mails to your UGA e-mail account (e.g., strongly consider doing this to avoid missing messages posted on WebCt).

6. **Attendance:** Attendance will be taken at every class. Absences due to university activities (e.g., debate, sports, etc.) must be discussed with me **before** the relevant class period(s). The sponsoring department/ agency should provide written documentation to me indicating the student name as well as dates of projected absence(s). Arrangements concerning work affected by these absences is entirely at my discretion.

Your attendance is encouraged, however, because examinations cover not only content from the textbook, but also material that is covered in lectures. Additionally, class activities (noted as “participation points” in the grading schema) will occur throughout the semester and cannot be made up regardless of the reason for the absence. Please note that if you should you miss class, it is your responsibility to obtain missed materials from a classmate, not from the instructor.

Tardiness is not appropriate; arriving late and/or leaving class early is strongly discouraged.

You are allowed 5 absences for the semester (e.g., this is the cumulative number of absences). *I do not differentiate between excused and unexcused absences – except in extenuating circumstances, at my discretion* (see section entitled Exams). For each absence exceeding the 5 allowed, you will be penalized

five points toward your final grade (e.g., absence number six will be -5 points from your total points earned for the semester). **At the tenth absence, you will fail the class.** Please note that it is not appropriate to be absent on Chapter Leader Days, Exam days, or Paper-due days. Class will be held as noted on the syllabus and as provided by the university, and final exams will be taken according to the university schedule as established by the Registrar's Office.

7. **Formal Papers and Written Assignments:** Two formal papers will be required for the semester, each worth one-hundred (100) points. *Each paper must be typed and stapled, have a title page, page numbers and student name on each page, and references* (where required). Research sources for research-based papers will **exclude** Wikipedia, Encarta encyclopedia, and any pre-packaged research materials that accompany your computer (e.g., these sources will not be allowed).

The first paper will be a traditional format focused on culture; it will ask you to explore some ways in which your particular communicative practices and ideas affect your relationships with others. The second paper will place you in the context of reflection regarding the textbook. It will be written and submitted in segments, according to chapters. This paper will ask you to reflect on the chapter content (e.g., such as what you learned; wished you'd known before; will use in future encounters, etc.). This paper will also ask you to provide an example of application of the chapter material. In other words, in the first paper, you will work from your particular stance out toward the larger communicative context; in the second paper, you will work from the larger communicative context back toward your particular stance.

Instructions for each paper will be supplemented and posted on WebCt. Please refer to the instructions on WebCt for specific criteria for each paper.

Papers and written assignments are due at the beginning of class. All assignments must be typed (unless otherwise noted). Make sure your name is noted on each page of multiple-page assignments, and staple pages together (do not submit loose pages or dog-eared assignments). Spelling errors, messiness, improper grammar and excessive use of informal language will negatively affect your grades. Please refer to the style manual for your academic discipline to determine specific guidelines for formal papers.

If you are sick on the day an assignment is due, please have a friend, roommate, or someone drop off the assignment at the Speech Communication Office (110 Terrell Hall) and ask the departmental secretary (Amanda Summerville) to place the assignment in my mailbox. Please make sure she marks the time and date on the assignment before placing it in my mailbox.

Each day an assignment is overdue, 20% of the grade is deducted. "Overdue" begins at the end of the class period the assignment is due, and is computed for each calendar day (e.g., counting weekend days). Once an assignment reaches zero points, it cannot be submitted.

All papers and homework assignments must be submitted in paper format to receive a grade. E-mail copies of assignments will be accepted only in extenuating circumstances at the discretion of the instructor (and the student must still submit a paper copy for the assignment to be graded).

8. **In-class assignments for participation points:** You will complete a variety of miscellaneous assignments, including pop quizzes, in-class activities, take-home assignments, in-class workday(s), and Chapter Leader activities, to earn participation points. You must attend class and complete the in-class assignments to receive allocated points, or be present in class when a take-home assignment is given, in order to receive participation points. Such activities and points earned will contribute to your final course grade, and cannot be made up regardless of the reason for the absence. Student athletes with appropriate documentation, and students participating in UGA-sponsored activities with proper documentation, *may* be exempted from penalty for missing in-class activities constituting participation points.

The instructor will periodically update you as to cumulative participation points, but is not responsible to update you daily or as participation points are accrued. You can check with the instructor during office hours to verify accrued points, but ultimately it is your responsibility to keep track of your points.

Participation points will not be posted on WebCt due to the number of students and individual assignments involved

9. **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

<http://www.uga.edu/spc/Undergrad/syllabi/research.pdf>
(or http://www.uga.edu/spc/Undergrad/undergrad_syllabi.html
and click at the departmental research notation)

Note #1: You will need to complete a separate research project or paper for each Speech Communication class that requires or offers research participation.

Note #2: If you opt to satisfy the written analysis of the colloquium presentation or communication research article, you must submit it on or before **Monday, April 21, 2008**, to allow enough time for me to read your written analysis and to allow you enough time to correct any potential problems with your paper.

Failure to complete the research requirement will result in a grade of Incomplete ("I") for this class. You will have one semester to complete the research requirement, otherwise the "I" will become an "F" for the class.

10. **Exams:** Three examinations will be given during the semester, each counting 100 points. Each exam will use an objective format and consist of a combination of true-false, multiple choice, and matching questions. Exams cover material from lectures and from the textbook. I will not discuss all of the material in your text, so make sure you have completed the readings before exams. The final exam will not be cumulative (*refer to section entitled Grade Sheet for chapters to be included in each exam*).

Exam dates (including the final exam) are clearly scheduled on the syllabus. Students are expected to take exams, in their respective classes, on the dates assigned. (*See, also, the Final Exam Policy*).

- (a) **Make up exams are allowed** for full credit for absences on exam dates with proper documentation. (*Please try to notify the Speech Communication Department secretary or me ahead of time, if you will be absent due to illness or emergency on an exam day; refer to course policy #4 above entitled "Emergencies"*). Make up exams may NOT be the same format as the original exam (e.g., the exam may be objective, but the make up exam may consist of short-answer questions).

Students may make up their exam when absent due to a university-sanctioned activity where prior notice has been provided (*e.g., students also may opt to take exams prior to the activity*).

Students may also make up their exam following an emergency that has been documented through their advisor or Student Affairs; or following an illness that has been verified in writing from their private physician or the Student Health Center.

Note #1: In the case of absence due to illness on an exam day, you must get a note from either your private physician or from the UGA 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)." (*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*). This type of note will cover an illness that lasts 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 extended absence.

Note #2: Documented absences will allow you to make up the exam without any penalty; however, your absence on the exam day will be counted toward the 5 absences allowed for the semester (*see section entitled Attendance*).

(b) **Make up exams are not allowed** for absences without proper documentation. Makeup exams are not allowed for absences due to not being ready to take the exam, missing class to study for another test, oversleeping, having to work at an outside job (as opposed to your "job" as a student), or for any other equivalent reason. (*Equivalent reason is at the discretion of the instructor*). You will receive a ZERO for the exam that you missed.

11. **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 time noted below:

CRN #47344, 8:00 a.m. – 8:50 a.m., MWF, SLC267 – Final Exam is Friday, May 2, 8:00 – 11:00 a.m.
CRN #87346, 9:05 a.m. – 9:55 a.m., MWF, SLC367 – Final Exam is Monday, May 5, 8:00 – 11:00 a.m.
CRN #77354, 11:15 a.m. – 12:05 p.m., MWF, Caldwell 105 – F/E is Friday, May 2, noon – 3:00 p.m.
CRN #20145, 12:20 p.m. – 1:10 p.m., MWF, Caldwell 105 - F/E is Monday, May 5, noon – 3:00 p.m.

12. **Classroom Decorum and Dress Code:** *Classroom decorum must be conducive to a learning atmosphere for all students.* Therefore, cell phones may not be used in the classroom (either before, during, or after class) to call or text message. You can use your cell phone in the hallway outside of the classroom. Please turn off your phones during class to preclude ringing or vibrating. If you are expecting an important phone call that you feel you will need to answer, please consider missing class and using one of your absence days.

In addition, do not bring Blackberries to class to take notes or text message. Laptop computers will be allowed for note-taking (e.g., not for sending, receiving, or checking e-mails; or for using WebCt., or for surfing Facebook, MySpace, or equivalent sites). Be sure to check with the instructor to verify that using a laptop during class is acceptable.

Do not read newspapers (e.g., Red & Black, Athens Banner Herald, Atlanta Journal-Constitution, etc.) or complete the sudoku or crossword puzzle; do not read magazines, textbook(s) for other classes, notes for other classes, or materials unrelated to this class. Conduct personal conversations before and after class so as not to distract other students or interrupt me. Do not sleep during class. If you are tired or not feeling well, strongly consider using one of your absence days.

Attending class means that you are able to listen, pay attention, interact, and participate in class discussions and class activities ... you must be attentive mentally and physically. Sleeping, laying your head on your desk, hiding behind sunglasses, or napping with the bill of your cap pulled down over your eyes, do not constitute attending and being fully functional in class. If you are too tired to be attentive, use one of your absence days. Attending also means being involved and not distracting others

Please do not wear pajamas (tops or bottoms) to class. Do not wear caps on days that you are taking exams, giving presentations, or leading in-class activities.

13. **UGA E-Mail Account:** Please use your UGA e-mail account when corresponding with me, and I will address e-mails to your UGA e-mail account (as noted on my student roster provided by the Registrar's Office). I will not respond to e-mails initiated from other accounts such as Hotmail, G-Mail, Yahoo, AOL.

14. **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. My personal request is 1) that you wait 24 hours after receiving a grade before addressing your concern with me; 2) that you use my office hours to discuss your grade (rather than trying to discuss this with me before or after class in the classroom); and 3) that you dispute your grade within one week of receiving it (e.g., I will not discuss a grade at the end of the semester that you received early in the semester).

If you want to appeal a grade, the speech communication 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. Turn in the appeal 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 has not been 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.

15. **Final Thoughts about the Class:** Write your name in your book; textbooks are TOO EXPENSIVE to lose! Points are earned in this class (e.g., everyone begins with zero and accumulates points based on assignments and exams; points are not “deducted” for assignments, as in “how did I lose points on this paper?” or “why didn’t I get full credit for this assignment?”). The course is “vocabulary” oriented (as are all academic classes), so you need to become familiar with and use the terminology. The absence policy is an integral part of the class; it is easier to be “interpersonal” when you are contributing and interacting (e.g., it is not an online course). Recycle (papers, drink cans, water bottles) or dispose of your trash when you leave the room ... the floor is not your receptacle for garbage. And, finally, have fun and enjoy the course. SPCM1500 is interactive; it will be as interesting as your input and as fulfilling as your contributions!

Tentative Schedule for SPCM 1500 for FALL 2007

Tentative Schedule: This schedule is tentative and may change due to the needs of the class. Any changes or adjustments will be announced in class. You are responsible for any revisions to the syllabus/course/due dates whether or not you were in class when these announcements were made. You should be prepared to discuss assigned readings in class, or participate in activities related to the readings, or take pop quizzes on the days for the assigned readings (e.g., read the chapters before coming to class and be ready to discuss them).

Week 1

M., Jan. 7	General overview of course
W., Jan. 9	Ice-breaker; get to know each other
F., Jan. 11	In-depth explanation of syllabus, policies, course expectations, etc.

Week 2

M., Jan. 14	Chapter 1 - Introduction to Interpersonal Communication
W., Jan. 16	Chapter 1 - Introduction to Interpersonal Communication
F., Jan. 18	Group activity to discuss FTF vs. CMC aspects of interpersonal communication; syllabus quiz.

Week 3

M., Jan. 21	<i>Martin Luther King Holiday – no class in observance of holiday</i>	
W., Jan. 23	Chapter 2 – Communication, Perception, and the Self	<i>Chapter 2 Segment Due</i>
F., Jan. 24	Chapter 2 – Communication, Perception, and the Self	

Week 4

M., Jan. 28	Chapter 3 – Communication, Culture, and Identity	<i>Chapter 3 Segment Due</i>
W., Jan. 30	Chapter 3 – Communication, Culture, and Identity	
F., Feb. 1	Chapter 3 – Communication, Culture, and Identity	

Week 5

M., Feb. 4	Chapter 11 – Technology and Interpersonal Communication	<i>Chapter 11 Segment Due</i>
W., Feb. 6	Chapter 11 – Technology and Interpersonal Communication	

F., Feb. 8	Chapter 11 – Technology and Interpersonal Communication <i>Online Study Guide for First Exam (Chapters 1 – 3 and 11)</i>	
Week 6		
M., Feb. 11	<i>First Exam (Chapters 1 – 3 and 11)</i>	
W., Feb. 13	Chapter 4 – Communication and Emotion	<i>Chapter 4 Segment Due</i>
F., Feb. 15	Chapter 4 – Communication and Emotion (<i>OOCA</i>)	
Week 7	<i>Paper #2 Due for 8:00 a.m. Class</i>	
M., Feb. 18	Chapter 4 – Communication and Emotion	
W., Feb. 20	Chapter 4 – Communication and Emotion	
F., Feb. 22	Chapter 4 – Communication and Emotion	
Week 8	<i>Midterm of Semester</i>	
M., Feb. 25	Chapter 5 – Effective Listening	<i>Chapter 5 Segment Due</i>
W., Feb. 27	Chapter 5 – Effective Listening	
F., Feb. 29	Chapter 5 – Effective Listening	
Week 9	<i>Paper #2 Due for 9:05 a.m. Class</i>	
M., March 3	Chapter 6 – Communicating Verbally <i>UGA Semester Midpoint Withdrawal Deadline – Tuesday March 4th</i>	<i>Chapter 6 Segment Due</i>
W., March 5	Chapter 6 – Communicating Verbally	
F., March 7	Chapter 6 – Communicating Verbally	
Week 10		
March 10 - 14	<i>Spring Break – No Class</i>	
Week 11	<i>Paper #2 Due for 11:15 a.m. Class</i>	
M., March 17	Chapter 7 – Communicating Nonverbally	<i>Chapter 7 Segment Due</i>
W., March 19	Chapter 7 – Communicating Nonverbally	
F., March 21	Chapter 7 – Communicating Nonverbally <i>Online Study Guide for Second Exam (Chapters 4 - 7)</i>	
Week 12		
M., March 24	<i>Second Exam (Chapters 4 - 7)</i>	
W., March 26	Chapter 8 – Sharing Personal Information	<i>Chapter 8 Segment Due</i>
F., March 28	Chapter 8 – Sharing Personal Information	
Week 13	<i>Paper #2 Due for 12:20 p.m. Class</i>	
M., March 31	Chapter 9 – Communicating Power and Conflict	<i>Chapter 9 Segment Due</i>
W., April 2	Chapter 9 – Communicating Power and Conflict	
F., April 4	Chapter 9 – Communicating Power and Conflict	
Week 14		
M., April 7	Chapter 10 – Communicating in Close Relationships	<i>Chapter 10 Segment Due</i>
W., April 9	Chapter 10 – Communicating in Close Relationships	
F., April 11	Chapter 10 – Communicating in Close Relationships	
Week 15		
M., April 14	<i>Discuss Culture papers – in-class presentations</i>	
W., April 16	<i>Discuss Culture papers – in-class presentations</i>	
F., April 18	<i>Discuss Culture papers – in-class presentations</i>	
Week 16		
M., April 21	In-class video pertaining to interpersonal communication	
W., April 23	In-class video pertaining to interpersonal communication	

F., April 25 In-class video pertaining to interpersonal communication

Week 17

M., April 28 Final Day of Class – Course Evaluations
Online Study Guide for Final Exam (Chapters 8 - 10)

Final Exam Schedule (Exams will take place in same rooms as during the semester)

Friday, May 2 8:00 – 11:00 a.m. for CRN #47344, 8:00 a.m. – 8:50 a.m., MWF, SLC268

Friday, May 2 noon – 3:00 p.m. for CRN #77354, 11:15 a.m. – 12:05 p.m., MWF, Caldwell 105

Monday, May 5 8:00 – 11:00 a.m. for CRN #87346, 9:05 a.m. – 9:55 a.m., MWF, SLC367

Monday, May 5 noon – 3:00 p.m. for CRN #20145, 12:20 p.m. – 1:10 p.m., MWF, Caldwell 105

Record your absences in order not to exceed the five allowed:

Absence #1 _____ Absence #2 _____

Absence #3 _____ Absence #4 _____

Absence #5 _____ Additional Absences: _____

Record the option you have chosen to complete your Departmental Research Requirement:

Experiment Date and Time: _____ -OR-

Colloquium Date: _____ -OR-

Journal Article to be submitted by April 21, 2008: _____

Evaluative notes/Constructive comments to use toward course/instructor evaluations:

Grade Sheet for SPCM 1500 for S2008

Research Requirement (Required to Pass the Class)	_____ (Pass/Fail)
Exam #1 (<i>Chapters 1 – 3 and 11</i>)	_____ (100 points)
Exam #2 (<i>Chapters 4 – 7</i>)	_____ (100 points)
Exam #3 (<i>Chapters 8 – 10</i>)	_____ (100 points)
Paper #1 - Ten-part Paper	_____ (100 points)
Paper #2 - Culture	_____ (100 points)
Participation Points	_____ (100 points)
	600 POINTS AVAILABLE