

SPCM 1500: Interpersonal Communication Syllabus

Instructor: Ms. Leslie Abbott

Office Address: 222 Terrell Hall

Office Phone: (706) 542-3270

Office Hours: Tuesdays 11:00-12:30, Thursdays: 11:00-12:30, and by appointment

Email Address: ABBOTTL6@UGA.EDU

Required Textbook:

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

Required Readings:

Any additional readings will be posted on WebCT and announced in class when available.

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: Only students who are officially enrolled in the class may attend. If you are not officially enrolled and wish to add the class, please see Dr. Harris (120 Terrell Hall).

2. Attendance:

Attendance will be taken at every class. Absences due to university activities (e. g., debate, sports, etc.) must be discussed with the instructor no **later than one week before** the relevant class period(s). Written documentation for a university sanctioned absence must be provided. 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 participation points will be awarded during the semester. Participation points will be earned through your involvement in class activities and pop quizzes. During the semester you will be given at least 10 opportunities to earn participation points by completing class activities and pop quizzes. Such activities will go toward your final course grade, and cannot be made up irregardless 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.

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. Student Conduct and Expectations of Students:

It is expected that students will be considerate of the instructor and fellow classmates and act in a professional manner. Once class begins, students should stop talking, working on other class assignments, etc. Cell phones should be turned off and no student should be talking or “texting” on cell phones during class.

Students are responsible for knowing all information contained in the course syllabus and announced during class. Not knowing is not an excuse for late work, missed assignments, etc. This means re-reading the syllabus frequently, checking your UGA e-mail, and asking other students in the class about any missed information.

4. 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 Disability Resource Center (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 Disability Resource Center to request a letter be sent to your instructor, please do so.

5. 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.

6. Exams: 3 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 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.
7. 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. 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.
8. 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.
9. Receiving a Final Grade: Students must complete all exams, papers, and the research requirement to receive a grade.
10. 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.

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 times noted below:

**** SPCM 1500 section 1 (T/TR 8:00am)** – The final exam will be held on Thurs, May 1, 2008, 8:00-11:00am

**** SPCM 1500 section 2 (T/TR 9:30)** – The final exam will be held on Tues, May 6, 2008, 8:00-11:00am

12. 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.

I enforce a “24/7” rule when it comes to grade appeals. There is a 24 hour rule in effect for all papers and tests: you may not contact me regarding the grade you earned until *at least* 24 hours after the assignment is returned. **If you would like to speak with me regarding a grade earned, you must contact me within a week of the assignment being returned to you. After a week has passed I will not be willing to discuss past assignments.**

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. 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. Harris at tmharris@uga.edu . She will also need a written grade appeal in order to help you.

13. Contacting the instructor: The best way to get in touch with me is through e-mail. You must allow a full 48 hours for me to respond.

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 can consist of a combination of true-false, multiple choice, matching and short answer 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. The first will place you in the context of the self; it will ask you to explore some ways in which your particular communicative practices and ideas affect your relationships with others. The second will place you in the context of a relationship; it will ask you to explore some ways in which larger relationships affect your particular communicative practices. 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.

All papers submitted in this course MUST be typed, double-spaced in Times New Roman 12 point font with one-inch margins and page numbers. Papers are to be stapled and include a title page and reference page when appropriate. Your title page should include: title, ID number, course and section, and date. References and citations should conform to the guidelines specified in the *Publication Manual of the American Psychological Association (APA) 5th Edition*. Papers are to be free of spelling and grammar errors, well argued, grammatically sound, insightful, and use specific examples that illustrate the concepts you are trying to explore. I strongly encourage students to make use of the Writing Center. I will stop reading papers at the maximum page limit, therefore points will be deducted

from the paper if it exceeds the page limit. I do not accept papers via e-mail or WebCT.

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.

Grading:

600 – 558 points	93-100 %	A
557 – 540 points	90-92 %	A-
539 – 528 points	88-89 %	B+
527 – 498 points	83-87 %	B
497 – 480 points	80-82 %	B-
479 – 468 points	78-79%	C+
467 – 438 points	73-77%	C
437 – 420 points	70-72%	C-
419 – 360 points	60-69%	D
359 – 0 points	<59%	F

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.

Tentative Schedule

Tentative Schedule: This schedule is tentative and may change due to the needs of the class. Students should be prepared to discuss assigned readings in class (or take a pop quiz on assigned readings) on the assigned day.

<u>Week 1</u>	1/8	Course Overview/ Introduction
	1/10	Ch. 1 Introduction to Interpersonal Communication
<u>Week 2</u>	1/15	Ch. 1 Introduction to Interpersonal Communication
	1/17	Ch. 2 Perception and the self

<u>Week 3</u>	1/22 1/24	Ch. 2 Perception and the self Ch. 3 Communication and Identity
<u>Week 4</u>	1/29 1/31	Ch. 3 Communication and Identity Ch. 4 Communication and Emotion
<u>Week 5</u>	2/5 2/7	Ch. 4 Communication and Emotion Ch. 4 Communication and Emotion PAPER #1 DUE
<u>Week 6</u>	2/12 2/14	Library Tutorial Exam # 1
<u>Week 7</u>	2/19 2/21	Ch. 5 Listening and Responding Ch. 5 Listening and Responding
<u>Week 8</u>	2/26 2/28	Ch. 6 Communicating Verbally Ch. 6 Communicating Verbally
<u>Week 9</u>	3/4 3/6	Ch. 7 Communicating Nonverbally (Midpoint Withdrawal Deadline, Tuesday March 4th) Ch. 7 Communicating Nonverbally
<u>Week 10</u>	3/10-3/14	SPRING BREAK- No Class
<u>Week 11</u>	3/18 3/20	Ch. 8 Sharing Personal Information Ch. 8 Sharing Personal Information
<u>Week 12</u>	3/25 3/27	Exam #2 Ch. 9 Communicating Power and Conflict
<u>Week 13</u>	4/1 4/3	Ch. 9 Communicating Power and Conflict Ch. 9 Communicating Power and Conflict
<u>Week 14</u>	4/8 4/10	Ch. 10 Communicating in Close Relationships Ch. 10 Communicating in Close Relationships
<u>Week 15</u>	4/15 4/17	Ch. 10 Communicating in Close Relationships Paper # 2 Due Ch. 11 Technology and Interpersonal Communication
<u>Week 16</u>	4/22 4/24	End of Semester Video End of Semester Video

Final exams are scheduled for:

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**UGA Speech Communication Research Participation:
Information for Students**

Questions? Contact your course instructor.

Your class may require to you satisfy a departmental research requirement or may offer the opportunity to participate in research for extra credit. **Failure to fulfill the research requirement results in a grade of Incomplete (I)**. Note: You will need to complete a **separate** research project or paper for each Speech Communication class that requires or offers research participation. You may choose to do one of the following options.

OPTION 1: PARTICIPATION IN A SPEECH COMMUNICATION RESEARCH STUDY

The Speech Communication Department regards your participation in studies as an educational experience. Participation in a research study will acquaint you with the process of research, as

well as give you hands on experience with what it is like to be in a study much like the ones that you read and learn about in class. The participation of students is appreciated and essential to the research of the Department of Speech Communication. The research contributions made by the students are a lasting part of the body of social scientific knowledge about communication.

GUIDELINES FOR RESEARCH PARTICIPATION OPTION:

Step 1: Sign-Up For One of the Studies Posted on the “Research Opportunities” Bulletin Board in Terrell Hall

Guidelines:

- a. You may choose the study in which you wish to participate.
- b. When signing up for a study, please note what time you chose to participate, what will be expected of you, and the approximate amount of time the study will take to complete. Also, be sure to leave your phone number or email address so the researcher can contact you if he or she needs to reschedule.
- c. It is your responsibility to show up for the study. If you do not show up, you may incur a penalty.

Step 2: Participate in a Study

Guidelines:

- a. It is your responsibility to show up at the designated time and location. If it is necessary for you to miss an appointment because of illness or an emergency, please call the phone number listed on the sign-up sheet.
- b. When you show up for the study, please **sign in** using both your name and your instructor’s name. We need both your name and your instructor’s name to ensure you receive credit.
- c. Make sure that you **keep a copy of the consent form** from the study; this is **your proof of participation**.
- d. If for some reason you do not receive credit later for participating in a study, notify your instructor and ask him/her to check with the researcher. The researcher keeps a copy of the sign-in sheet that you signed and also the list of participants that were given to the instructor. He/she has the responsibility to double check and find out whether you participated.
- e. Research must be completed **before the beginning of final exams week**.

OPTION 2: COMMUNICATION ARTICLE SUMMARY

This option is designed primarily for students who are not able or do not wish to participate in speech communication research studies. You must adhere to the following guidelines carefully; shoddy work will not be accepted. **Note: Any paper that is entirely or partly copied word-for-word from a research article (or from another student) is not acceptable.** This is plagiarism, which is a very serious academic offense. Both your instructor and the research pool coordinator will check to make sure that your work is original.

GUIDELINES FOR THE RESEARCH ARTICLE SUMMARY OPTION:

Step 1: Select an article from one of the following journals:

Communication Quarterly
Communication Research Reports
Southern Communication Journal

Communication Reports
Communication Studies
Western Journal of Communication

Guidelines:

- a. The article must have been published **within the last year**. **Note: It is your responsibility to locate a hard copy of the journal in the library (check in the current periodicals section first).**
- b. The article must describe a research study (hint: look for headings such as “Method,” and “Results”)
- c. Check with your instructor to make sure the article is one that is suitable before you write your paper.

Step 2: Write a 2-Page Summary and Analysis of the Article

Guidelines:

- a. Your summary and analysis of the article should be 2 pages. The purpose of the paper is to demonstrate that you have read and have understood the research article. It should be partly a summary and an astute description of what you learned from the article. Papers that contain simple phrases like "I didn't like the article" or "it didn't make much sense" will be not be accepted for credit. You need to critically evaluate the material. The paper should contain at least two full pages of text.
- b. Include a title page for the paper that includes the following:
 1. Your name
 2. Your instructor's name & class time
 3. The title of the article you read and the author of the article
 4. The name of the journal
 5. The date and/or volume number of the journal
 6. The page numbers of the article

- c. A photocopy of the article stapled to the back of your paper.
- d. The paper must be typed and double-spaced. You must use a standard 12 point font size. Failure to heed these guidelines will result in the paper not being accepted for credit.

Step 3: Turn In Your Paper

Guideline:

Submit your paper to your instructor **before final** exam week. Any papers turned in during final exam week will not be accepted for credit, nor will any unacceptable papers receive credit.

OPTION 3: PARTICIPATION IN A SPEECH COMMUNICATION COLLOQUIUM

This option is also designed primarily for students who are not able or do not wish to participate in speech communication research studies. A colloquium is similar to a speech; each speaker takes about 1 hour and talks about his or her most recent communication research. In addition to attending the colloquium, you must write a 2-page summary of the talk in order to receive course credit. **Note: Any paper that is entirely or partly copied from another student is not acceptable.** This is plagiarism, which is a very serious academic offense. Both your instructor and the research pool coordinator will check to make sure that your work is original.

GUIDELINES FOR THE COLLOQUIUM OPTION:

Step 1: Select a Speech Communication Colloquium To Attend

Guideline:

The colloquium schedule is posted in the department; your instructor may also notify you of upcoming colloquia. Most of the colloquia take place on many Tuesdays at 12:30 in Terrell 214.

Step 2: Attend a Speech Communication Colloquium

Guidelines:

- a. Make sure that you are able to attend the entire colloquium (usually an hour).
- b. Make sure your instructor verifies you are there or get another instructor to write down

your name.

- c. Take notes during the colloquium so that you are able to write an analysis of the talk.

Step 3: Write a 2 Page Summary & Analysis of the Colloquium Presentation

Guidelines:

- a. Your paper should contain at least 2 full pages of text (not including title page, headers, and references).
- b. The purpose of the paper is to demonstrate that you have carefully listened to and understood the talk. It should be partly a summary and an astute description of what you got out of the talk. Papers that contain simple phrases like "I didn't like his/her research" or "it was confusing" will be not be accepted for credit. You need to critically evaluate the research content of the talk.
- c. Your paper should be prefaced with a **cover page**, which must list the following (in order):
 1. The title of the speaker's talk
 2. The speaker's name
 3. The date of the colloquium
 4. Your name
 5. Your instructor's name
- d. The paper must be typed using a 12-point font and double-spaced.

Step 4: Turn In Your Paper

Guideline:

Submit your paper to your instructor **before final** exam week. Any papers turned in during final exam week will not be accepted for credit, nor will any unacceptable papers receive credit.