

Texas A&M University Central Texas

Interpersonal Communication COMK 304

Fall 2017

Instructor: Laura Mallonee, M.A.

Email: laura.mallonee@tamuct.edu

(The preferred method of communication is through TAMCT email or Canvas Inbox)

Virtual Office Hours: Tuesdays 10:00 am-11:00am, Wednesdays 9:00 pm-10:00 pm and by appointment

I. Course Information:

Course Communication/Student-instructor interaction:

As your instructor I am committed to responding to your questions and concerns in a timely manner. You should receive a response from me to your Canvas Inbox and emails within twenty-four hours of when the message was sent (with the exception of weekends as it may take a bit longer to receive a response). I will be directly available to you during my virtual office hours through Canvas Chat and email.

Course mode of instruction and course access: This course is a 100% online course and uses TAMUCT Canvas Learning System (<https://tamuct.instructure.com/>). You will use your individual Canvas username and password to logon to this system.

UNILERT: Emergency Warning System for Texas A&M University – Central Texas
UNILERT is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in UNILERT through their myCT email account.

Connect at [Unilert](https://www.tamuct.edu/departments/security/unilert.php) [<https://www.tamuct.edu/departments/security/unilert.php>] to change where you receive your alerts or to opt out. By staying enrolled in UNILERT, university officials can quickly pass on safety-related information, regardless of your location.

Course Required Textbook:

Mottet, T. P., Vogl-Bauer, S., & Houser, M. L. (2012). *Your Interpersonal Communication*. Boston: Pearson.

II. Course Description and Objectives:

A study of communication, focused on research and theories about interpersonal communication in a variety of communication contexts. It can be argued that interpersonal communication is the building block or foundation of all other areas of communication. This course should lead to a broad understanding of interpersonal communication. We will explore communication in interpersonal relationships. Although interpersonal relationships can involve more than two

people, this course focuses on dyadic relationships and the communication process that drives relational development, maintenance, and disengagement. Throughout the semester, we will review social scientific research and theory that attempts to explain human communication in the interpersonal context.

As a result of this course, students will be able to:

- *Define* interpersonal communication in relation to various communication contexts (e.g. group communication, public communication, family, friendship, professional, and intercultural).
- *Recall, describe, and explain* at least three interpersonal communication theories and apply the theories to your own relationships.
- *Describe and apply* principles of self-concept, interpersonal perception and cultural sensitivity to your own interpersonal behavior.
- *Describe and appropriately apply* the following interpersonal communication skills to your own interpersonal communication behaviors: listening, paraphrasing, perception checking, empathy, self-disclosure, assertiveness, managing conflict, nonverbal responsiveness, and supportive verbal messages.

II. Course Requirements, Evaluation and Grading:

Requirements

The learning goal of this course is a thorough understanding of the course content as presented throughout the textbook, online lessons, other resources, online discussions, and as demonstrated through personal written and verbal presentation. Points will be deducted for failure to follow grammatical, syntactical rules for college level writing, proper appearance, and class instructions. It is incumbent on the student to seek out the instructor for assistance or clarification of course requirements should the student feel overwhelmed, confused, or frustrated. Students need to stay focused and timely in their class preparation.

Evaluation and Grading

Assignment	Points
Lesson Two Quiz	40
Lesson Three Quiz	40
Lesson Four Quiz	40
Lesson Five Quiz	40
Lesson Six Quiz	40
Lesson Seven Quiz	40
Week One Forum	7

Week Two Forum	7
Week Three Forum	7
Week Four Forum	7
Week Five Forum	7
Week Six Forum	7
Week Seven Forum	7
Current Event Interpersonal Communication in the News	25
Conflict Analysis Paper	100
Interpersonal Reflection Report	100
TOTAL	514

Percentage Earned Letter Grade Assigned

514-463	A
462-412	B
411-360	C
359-309	D
308-0	F

Overview

Quizzes

Students will take six timed lesson quizzes. In order to effectively prepare for the quizzes, students should read the assigned chapters, complete the assigned corresponding lesson and review personal notes from pertinent chapters. It is important to note that the quizzes will be timed, taken in a one-time seating and will not be reset. Therefore, it is imperative students have a sufficient and reliable internet connection before sitting to take the quiz.

Forum Discussion Board Questions

Students will need to post to the discussion board on the assigned weeks. An initial forum post is due on Thursday and a response to at least one fellow classmate's discussion post is due by the following Sunday on the assigned weeks. The expectations for the discussion posts are found in the Discussion Forum Guidelines posted to the Pages tool on Canvas. The requirements for each forum post can be found in the 'Discussions' tool for the corresponding week on Canvas.

Current Event Interpersonal Communication in the News

Students will select a current event related to interpersonal communication and write a two page paper over this current event. The current event must have been published within the last two months. You may find your current event on The Today Show or other talk shows, in any major

newspaper, articles from magazines, online dating websites, etc. The requirements of the assignment can be found on the Current Event Rubric posted to Canvas.

Conflict Analysis Paper

Students will be required to examine an instance of conflict in one of their own interpersonal relationships (a conflict with a family member, friend, significant other, co-worker, etc). Students will then complete an analysis paper of this conflict. This analysis paper provides an opportunity for students to reflect on the conflict processes and how to manage interpersonal conflict in the future. The requirements of the assignment can be found on the Conflict Analysis Paper Rubric posted to Canvas.

Interpersonal Reflection Report

Students will be required to complete an interpersonal reflection report at the end of the course. This analysis report provides an opportunity for students to reflect on the concepts and theories they have learned throughout the course. Students will have the opportunity to apply what they have learned throughout the course to their personal lives. The requirements of the assignment can be found on the Interpersonal Reflection Report Rubric posted to Canvas.

It is important to note all assignments should be submitted via Canvas.

III. Course and University Procedures and Policies

Policy on Grades

Records of grades will be available on Canvas gradebook and students should monitor their grade status using this tool. Students should expect to receive returned graded work with feedback within a week from when the assignment is submitted. Feedback will always be provided on all assignments and can be found on the returned assignment through Canvas.

Policy on Late Work

All assignments are due on the dates specified in the class schedule. Late work will not be accepted. However, the instructor reserves the right to accept late assignments for a lesser point value based on extenuating circumstances.

Policy on Granting an Incomplete/ Drop Policy

It is the student's responsibility to withdraw from the course before the drop deadline if something occurs and prevents them from completing the course. Students should check the academic calendar for official drop dates. An 'Incomplete' will only be granted if an extenuating circumstance should arise after the drop deadline.

If you discover that you need to drop this class, you must go to the Registrar's Office and complete a Drop Request Form. Professors **cannot** drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be returned, completed and signed. Once you return the signed form to the Registrar's Office and wait 24 hours, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for

absence. Should you miss the deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid.

Technology Requirements

For this course, you will need reliable and frequent access to a computer and to the Internet. You will also need speakers to be able to listen to online resources and a web camera to be able to record a video presentation. If you do not have frequent and reliable access to a computer with Internet connection, please consider dropping this course or contact me (laura.mallonee@ct.tamusc.edu) to discuss your situation. Your ability to function within the Canvas system will facilitate your success in this course. ***Technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly and address issues well in advance of deadlines.***

This course will use the new Canvas learning management system for class communications, content distribution, and assessments.

Logon to TAMUCT Canvas [<https://tamuct.instructure.com>] Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address) Password: Your MyCT password

Technology Support

For help logging into Canvas or technology issues, you should contact Help Desk Central. 24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): <http://hdc.tamu.edu>

When calling for support please let your support technician know you are a TAMUCT student.

For specific Canvas issues, you can select “chat with Canvas support,” found inside of Canvas using the “Help” link, submit a support request to Canvas Tier 1 - available from inside of Canvas using the “Help” link, or select call the Canvas support line: 1-844-757-0953, also found inside of Canvas using the “Help” link.

Academic Integrity/Plagiarism

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in

doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

In this course specifically, the first offense will result in a zero for the plagiarized assignment. The second offense will result in a failing grade for the course and the incident will be reported to the Associate Director of Student Conduct.

Access & Inclusion

At Texas A&M University – Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to an education that is barrier-free. The Office of Access & Inclusion is responsible for ensuring that students with a disability enjoy equal access to the University's programs, services and activities. Some aspects of this course or the way the course is taught may present barriers to learning due to a disability. If you feel this is the case, please contact Access & Inclusion at (254) 501-5831 in Warrior Hall, Ste. 212. For more information, please visit their website at: <https://www.tamuct.edu/departments/access-inclusion> Any information you provide is private and confidential and will be treated as such.

Tutoring

Tutoring is available to all TAMUCT students, both on-campus and online. Subjects tutored include Accounting, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, contact information, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Kim Wood at k.wood@tamuct.edu

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables TAMUCT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in Mathematics, Chemistry, Physics, Biology, Spanish, Calculus, and Statistics. To access Tutor.com, click on <https://www.tamuct.edu/departments/academicsupport/tutoring.php>

University Writing Center

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 11am-6pm Monday-Thursday. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available). Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work

independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at TAMUCT are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the TAMUCT main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our homepage: <https://tamuct.libguides.com/>