

Interpersonal Communication Syllabus

Course Information

Course Number/Section

Comm 3311

Course Title

Interpersonal Communication

Term

Fall 2010

Days & Times & Room

M/W 11:30-12:45am (section 001) ATC 2.602

M/W 2:30- 3:45 (section 002) CB1.3.12

Professor Contact Information

Professor

Kathy Lingo

Office Phone

972.883.4152

Email Address

klingo@utdallas.edu (best way)

Office Location

JO. 3.514

Office Hours

As the Assistant Director of Theatre, I spend many hours at the University. In addition, I will be teaching four courses in three different buildings this semester. If there is any difficulty in contacting me, please check the 1st floor of the Jonnson building (rehearsal hall or main theatre) and always feel free to speak with me before or after class. Making an appointment will make it convenient for both of us. We will always find a time and place.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

College level writing skills are a must.

Course description:

Although we live in a dynamic and complex society that sometimes makes it difficult to communicate with others, it is possible to be motivated, knowledgeable, and skillful to competently interact with a variety of conversation partners. This class is designed to help you communicate in a competent manner in a fast-paced, technology-oriented, and diverse society. Studying interpersonal communication will enable you to create, maintain, and dissolve relationships in an effective and appropriate manner. This class will also help you advance in your chosen profession because people who are skilled in interpersonal communication are more likely to achieve career success. Additionally, studies reveal that learning about and engaging in competent interpersonal communication can positively affect your physical and psychological health.

Student learning objectives/outcomes:

- To learn about the relationship between motivation, knowledge, and skill and the perception of interpersonal communication competence
- To understand communication concepts and theories that explain why and how we engage in interpersonal communication

- To perform communication skills that can enhance our relationships
- To learn how communication is affected by the culture, social (relationships with family, friends, and people with whom we work), gender, and individual contexts
- To gain knowledge about concepts and skills related to the communication of civility
- To understand how emerging media and technology affect interpersonal communication
- To apply ethical principles to real life communication-related situations

Required Textbooks and Materials

Adler and Proctor, “Looking In/Looking Out”, Fourteenth Edition.

Required Materials

You must furnish your own flash drive in order to copy your presentations and for power point slides.

Grading Policy

I do not discuss grades, specific assignments, specific tests or final course grades over the phone or through e-mail; therefore, please make an appointment with me. Your final grade will be determined by the following:

Test #1: 10% (Chapters 1-3)	10%
Test #2: 10% (Chapters 4-7)	10%
Test #3: 10% (Chapters 8-11)	10%
Who Am I? Speech	15%
Media/Advertising Presentation	15%
Concept Comprehension Assignment	15%
Nonverbal Assignment	15%
Participation/Attendance	10%

The participation grade is based upon in-class assignments, attendance, tardiness, general attitude and class behavior. Also, you will be expected to participate in class discussions and experiential exercises. The participation grade will decline ten points for each absence. If you come to every class and participate in all of the classes you will receive a 100 for this portion of your grade. However, five points will be taken off this grade for each class missed and lack of participation. Please read the attendance policy carefully.

Assignments & Academic Calendar

Topics, Reading Assignments, Due Dates, Exam Dates – see below

Monday/Wednesday Schedule Fall 13	Class Activity	Assignment Dates
Mon. Aug. 26	Syllabus Covered	Read Chapter 1 and 2
Wed. Aug. 28	How we communicate	Bring a form of social

	Introduction to Maslow Self Concept Social Media Unit	media (that you are willing to share in class) that has affected you positively and negatively. One that you sent and one that has been sent to you.
Mon. Sept 2		School Closed Labor Day
Wed. Sept 4	Prepare to Speak What you think, what you say and how you behave. Continue Social Media Unit Students must submit a full sentence outline of their speeches, as discussed in class, before they speak.	Begin to prepare "Who Am I?" Speech Choose a television/film character that you feels represents you in some way. Make sure it is from a film that is an American Movie feature film. Be prepared to explain. Read Chapter 3
Mon. Sept 9	Johari Window/ Relationships Stereotyping Perception Checking	
Wed. Sept. 11		
Mon. Sep. 16	Exam 1/Reward for reading exam	Chapters 1-3
Wed. Sep. 18	Emotions Unit/ IQ vs EQ	
Mon. Sep. 23	Language Unit	Read Chapter 5
Wed. Sep. 25		Speech Due
Mon. Sep. 30		Speech Due
Wed. Oct. 2	Language Unit Return	Read Chapter 6
Mon. Oct. 7	Nonverbal Unit/ Advertising Images Assignment Discussed. Paper requirements given.	Nonverbal Assignment given in class. Pair up and have assignment done by next class.
Wed. Oct. 9	Discussion of nonverbal exercise. Listening	Read Chapter 7
Mon. Oct. 14	Build the perfect mate	Read Chapter 8 Nonverbal Paper due
Wed. Oct. 16		

Mon. Oct. 21	Exam 2	
Wed. Oct. 23	Conti Chapter 8	Read Chapter 9
Mon. Oct. 28	Concept Comprehension Assignment Explained	
Wed. Oct. 30		Read Chapter 9
Mon. Nov. 4	Communication Climates	Read Chapter 10
Wed. Nov. 6		
Mon. Nov. 11		Advertising Images Presentations
Wed. Nov. 13		Advertising Images Presentations
Mon. Nov. 18		Advertising Images Presentations
Wed. Nov. 20	Conflict	Read Chapter 11
Mon. Nov. 25		
Wed. Nov. 27		
Mon. Dec. 2		Concept Comprehension Assignment Due
Wed. Dec. 4		
Mon. Dec. 9	Exam 3	
Wed. Dec 11	Winding it up	Last day of class

This schedule can change with student/class needs and at the discretion of the instructor.

Course Policies

Make-up exams

If a make-up test is given it will be significantly more difficult than regularly scheduled tests, and only ONE make-up test may be taken during the semester (in other words, you will receive "0" credit for any missed test). Make-up tests will be given only in the case of extreme emergency or illness. Documentation must be provided to the instructor. Make-up day will be announced in class.

Extra Credit

There is no extra credit work given in this class. Do your best work on all assignments and submit them on time.

Late Work

You will receive a thorough description of requirements for all formal assignments before they are due. A copy of all turned-in assignments should be kept since I will not be responsible for any lost or missing assignments. If this should occur, a copy of the assignments will be needed. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE!!!** All of your written assignment will be turned in through elearning and turn-it-in.com, so make sure you keep your confirmation notice that it was turned in on time. Electronic errors do occur and this will validate your position. If your assignment is not received and you cannot provide the confirmation notice I will not be able to reevaluate your grade. If you cannot make it to class when an assignment is due, you may always submit assignments to me early through email.

Special Assignments

BASIC PAPER SPECIFICATIONS:

1. All papers must be typed and submitted in hard copy and electronically sent to my email (klingo@utdallas.edu) and/or elearning. Handwritten papers will not be accepted.
 - a. A 12 font is necessary on all papers. I will not attempt to read a paper that is difficult to read in terms of smaller print, faded print, mangled pages or other such difficulties.
 - b. Aesthetics and formal rules of writing are imperative
2. Single space all on-line submissions.
3. Check your printer ink and make sure anything you submit in hard copy is legible and clear. Faded print strains the eyes and grade.
4. Use proper forms of outlining and writing. You must turn in a formal outline of all presentations electronically before you speak and you must turn in your hard copy before you speak. These outlines should contain a min. of 85% of what you are planning on saying in the actual presentation. Formal outlines only!! The outline can seriously affect the total presentation grade.
6. You must have references and/or works cited on all main points. Always prove your point using a credible source and quote the source. Papers maybe submitted to "Turn-it-in" before grading. If your work is deemed plagiarized, in any manner, the student will be immediately reported to the Dean of Students.
7. Place all communication terms in "bold text".

Class Attendance

You will learn from lecture, class discussion, and from actively participating in experiential exercises. We will cover a lot of material in a short period of time; absences are strongly discouraged. It is your responsibility, when absent, to keep up with information discussed in class (do not call me for the missing information). For each of the first three absences 5 points will be taken off the participation grade. After three absences, each consecutive absence will receive a ten point penalty. After three absences the instructor has the right to give the student a grade of "F" unless there has been an extreme emergency by medical and/or emergency documentation only.

TARDY POLICY

A student may enter the classroom up to 10 minutes late and will receive a "tardy." After 10 minutes, the student is welcome to enter class, but will be marked as absent. It is the student's responsibility to contact the instructor after class to ensure a corrected roll count. If the student does not notify the instructor the day the infraction occurs, the absent mark will remain on the records.

Classroom Citizenship

1. You may not be excused for printer problems and such. You must plan ahead of time. Please print all materials needed for class before class time. Printers are not available to use.
2. You are responsible for acquiring your NetID and setting up your account immediately. You must make sure that you can log on to elearning to access all the information you will need for this course. This is your responsibility and must be done by the second day of class.
3. ***Do not enter the room late when students are giving presentations.*** If the door is open, stand by the door or if a seat is available next to the door you may sit down. Do not walk across the room to find your seat or disrupt the presentation in any way. If the door is closed please do not knock. Wait until you hear the applause before trying to enter. If you upset or disrupt another person's presentation in any way ***10 points will be taken off your presentation.***
4. Do not use computers to check your email or do any assignments we are not working on during class time. You must participate in class.

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.

Field Trip Policies / Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address

http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD printed publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000, Board of Regents, The University of Texas System*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are

attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see

<http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm>

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to

ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)
disabilityservice@utdallas.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Instructor.