

Syllabus for ACS 103

Interpersonal Communication (Online)

Department of Applied Communication Studies

Semester: Winter Session 2023

Dates: 12/18/23 – 1/7/24

# About the Instructor

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## Welcome

Welcome to ACS 103 Interpersonal Communication! I am excited to have you as a member of my interpersonal communication course this semester! My goal is to help you become a more effective, intentional interpersonal communicator; provide you with the interpersonal communication skills and knowledge you need in order to succeed in your relationships and professions, etc. My objective is to not only educate you with the fundamental principles of interpersonal communication, but also to help you incorporate the skills you learn in everyday life!

You will be expected to communicate more effectively, professionally, and with focus and intention. This course will prepare you for future interactions in the academic, professional, and personal world.

## **Communicating with the instructor**

Email me any time, but I will answer questions between the hours of 9am – 9pm, Monday through Friday. If you’re trying to contact me outside of that time frame, I will get back to you as soon as possible within a 24–48-hour time period.

# About the Course

## **Course description**

Principles and practices of oral communication emphasizing message formation and delivery; listening; perception; awareness of verbal and nonverbal codes; and managing conflict.

Access course content on Blackboard.

Complete assignments, presentations, exams, and other assignments, online.

## **Course goals and objectives**

The purpose of this class is to teach you theories and skills related to successful communication in interpersonal contexts and to discuss vital concepts that are quite simple in theory, but complex in practice. This course is designed to accomplish the following primary objectives:

* Learn various theories which provide the basis for understanding and managing your interpersonal experiences
* Engage in self-reflection pushing you to think about long-held assumptions and taken-for-granted interpersonal
practices in light of the presented theory and skills
* Enhance your communication competence through assessment and practice of particular interpersonal skills

## **Course textbooks**

The main textbook we will be using for this course is an Open Educational Resource (OER), which is a resource that resides in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others. We are using *Interpersonal Communication: A Mindful Approach to Relationships*, published by Milne Publishing. This is available electronically (<https://milnepublishing.geneseo.edu/interpersonalcommunication/>) and is linked through the Blackboard course.

A student workbook created by Milne Publishing is available.

# Course requirements

## **Course activities/assessments**

All activities and assessments will be uploaded to Blackboard.

**Keep a copy of all your coursework.**

## **Assignments and coursework**

Details for all assignments and coursework, presentations, quizzes, and exams are outlined in the weekly folders in Blackboard under the Content section.

## **Submitting work**

All assignments, presentations, quizzes, and exams will be submitted online through Blackboard.

## **Online learners**

An online course will require more time management and organizational skills for the student than the traditional classroom courses. Plan for at least 10-12 hours of course work per week. Per Federal Guidelines (http://edocket.access.gpo.gov/2010/pdf/2010-26531.pdf), the amount of student work should reasonably approximate 37.5 hours per credit hour!

Online learners should:

* Take advantage of all the resources available
* Be self-motivated and self-directed
* Manage time efficiently by creating and following the course schedule
* Keep up with assignments and course requirements
* Pursue the information you need
* Know how to use the technology

Additional guidance for taking online courses can be found through this link: https://www.siue.edu/online/planning-preparation/index.shtml. The amount of coursework required for this online course is similar to that of a traditional classroom course. In other words, you will not have less work just because this is an online course. You do the same amount of work, although you are utilizing an electronic medium. For example, in a traditional classroom, we have discussions and activities with each chapter – you will also have discussions and activities to complete for the chapters, along with semester assignments, but via an online environment.

## **Online discussions**

Discussion board grades with rubric feedback will be posted within 48 hours of the discussion due date. Other assignments may take longer to grade. You can find your grade by clicking the My Grades link on the left menu of the Blackboard course. If there is a rubric attached to the assignment, you can click your score to see my personal feedback on the rubric.

Discussion of Graded Assignments: Success in this course requires thoughtful self-evaluation of your performance. When you discuss grades with your instructor, be prepared to make a well thought out case regarding the evaluation. Presentations must be viewed on tape before beginning this discussion. Your argument must be related to your assignment as presented and based on how it compares with the criteria for the assignment (not how you think it compares with someone else’s work or how it will affect your GPA). Discussions about assignments should occur within ONE WEEK of receiving the evaluation.

## **Online class behavior**

Because an effective discussion depends on the classroom environment it is always a good idea to announce ground rules before a discussion! This way, you can be assured of student support and students can feel free to express themselves. Here are some ground rules for online discussion:

1. Personal stories or issues are to be kept confidential
2. Demonstrate respect even if you do not agree with someone
3. No put-downs
4. No sarcastic comments
5. Reflect before you post an emotional response and reread what you have written to be sure it is professional.
6. Do not use all caps or multiple punctuation marks (!!!, ???, etc.).
7. Be sure to define or explain acronyms, jargon, or uncommon terms so everyone can understand and participate in the discussion.
8. Take responsibility for your comments to build a strong classroom community
9. Share your ideas and contribute to ongoing discussions. Make comments that add to, not detract from, a positive learning environment for the course.
10. Be constructive. Challenge ideas and the course content but do so in positive ways. It’s fine to disagree, but when done politely you stimulate and encourage helpful discussion, and you maintain positive relationships with fellow students.
11. Keep the conversation on topic. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, start a new thread.
12. *Avoid hate speech against any group of people based on ethnicity, sex, sexual preference, or any other group affiliation. Hate speech will NOT be tolerated.*

*Note: The Department of Applied Communication Studies will not tolerate disruption of a class, discourtesy to or harassment of anyone in the classroom. Students who violate student civility and classroom decorum will be subject to University sanctions for student civility listed in the Student Conduct and Student Grievances: Rights and Responsibility Policy. Students who violate appropriate student conduct code will be asked to leave the classroom to protect the rights and safety of all students. If asked to leave the class, you will be counted absent. In some extreme cases or repeated offenses, students will be subject to an immediate failure of the assignment or course OR permanently withdrawn from the course.*

## Technology requirements

Technical requirements for students can be found in this [ITS Knowledge Base article](https://kb.siue.edu/104656).

## Technology capabilities

Students in an online course should be able to:

* Use a word processor, such as MS Word, to compose assignments and communicate with others in class
* Attach files to emails or course areas
* Navigate websites and course materials
* Reach out to tech support staff when issues arise and troubleshoot to resolve problems

Additional guidance for taking online courses can be found on the [Online at SIUE site](https://www.siue.edu/online/planning-preparation/index.shtml).

[**ITS iPad and Laptop Rentals**](https://www.siue.edu/its/students/software-hardware-new.shtml)

Students can check out an iPad or laptop for the semester. To learn more, email help@siue.edu.

[**Lovejoy Library Equipment Check-Out**](https://www.siue.edu/lovejoy-library/services/equipment-lending.shtml)

The library has digital equipment available for check out, ranging from laptops and digital voice recorders to mini-LED projectors and digital cameras.

See more info at this link: [Basic Needs Resources](https://www.siue.edu/student-affairs/dean-of-students/faqs.shtml) or copy and paste this link into your web browser on your phone: https://www.siue.edu/student-affairs/dean-of-students/faqs.shtml

# Course and University policies

## Attendance Policy

This class is fully online. However, to keep up with assignments / presentations, students will need to access the course site at *least three times per week.* Students will be denied access to the course if student fails to check in on the course for two consecutive weeks.

Absences may be excused with PRIOR notification in extreme situations. Further, excused absences will be subject to a 20% deduction on assignments and exams. You have the means for contacting me for your absence including email and a phone call.

Unexcused absences on presentation OR exam days will earn a grade of zero; no make-ups will be granted.

## Deadlines

Deadlines are listed in your course schedule. These deadlines are important since this is an 8-week class! Hence, it is your responsibility to be aware of your schedule both in this class and for all the other classes you are enrolled. Please realize that our busy course schedule does not allow flexibility in rescheduling presentations / assignments. Assignments must be turned in at the on the day they are due. No assignments will be accepted after one week beyond the due date. Changesto the schedule may be made at your instructor’s discretion and if circumstances require. It is your responsibility to note these changes when announced.

## University Class Attendance Policy - 1I9

Upon registration, students accept the responsibility for attending classes and completing coursework or officially withdrawing from classes in which they are not in attendance. It is the responsibility of students to ascertain the policies of instructors with regard to absence from class, and to make arrangements satisfactory to instructors with regard to missed coursework. Students should understand that it is particularly important to attend the first meeting of a course. Failure to attend the first session of a course may result in the student's place in class being assigned to another student.

## Failure to Attend, Participate Actively or Withdraw Properly

If a student fails to attend or stops attending class(es), he/she is expected to officially withdraw from the class(es) by following the University's procedures for withdrawing from a course.

## Academic integrity/plagiarism

**Academic Integrity**

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siue.edu/policies/3c2.shtml>.

**Plagiarism**

Plagiarism is the use of another person’s words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, or dismissal from the University, per the [SIUE academic dishonesty policy](http://www.siue.edu/policies/1i6.shtml). Students are responsible for complying with University policies about academic honesty as stated in the [University’s Student Academic Conduct Code](http://www.siue.edu/policies/3c2.shtml).

**Unless expressly allowed by the instructor, the use of artificial intelligence (AI) tools and applications (including ChatGPT, DALL-E, and others) to produce content for course assignments and assessments is a violation of SIUE’s academic policy and is prohibited.**

### Turnitin

This course will utilize the Turnitin plagiarism detection software. A Turnitin link will be available anywhere written work is to be submitted in the course. [Find out more about using Turnitin](https://kb.siue.edu/page.php?id=62087).

## Grading

Grades are determined on a straight percentage scale based on the number of points earned out of a maximum total course point. There will be no further rounding or curving of grades. Grades will be posted on Blackboard.

## Grading rubric[s]

Rubrics are checklists that are used to evaluate a major class assignment. Rubrics for presentations, outlines, and other assignments can be found in the Course Packet. Rubrics for any journal assignment or online class discussion may be used but will be announced online on Blackboard.

## Feedback and grading timeline

Discussion board grades with rubric feedback will be posted within 48 hours of the discussion due date. Other assignments may take longer to grade since there are many parts to one assignment. You can find your grade by clicking the My Grades link on the left menu of the Blackboard course. If there is a rubric attached to the assignment, you can click your score to see my personal feedback on the rubric.

Discussion of Graded Assignments: Success in this course requires thoughtful self-evaluation of your performance. When you discuss grades with your instructor, be prepared to make a well thought out case regarding the evaluation. Your argument must be related to your assignment as presented and based on how it compares with the criteria for the assignment (not how you think it compares with someone else’s work or how it will affect your GPA). Discussions about assignments should occur within ONE WEEK of receiving the evaluation.

## Late or Missed Assignments

Deadlines are listed in your course schedule and will be announced by your instructor. Assignments must be turned in or submitted on the day they are due. There are no considerations for late assignments since this is an 8-week course. Changes to the schedule may be made at your instructor’s discretion and if circumstances require. It is your responsibility to note these changes when announced.

Participation

It is vitally important that our classroom environment promote the respectful exchange of ideas, including being sensitive to the views and beliefs expressed during online or class discussions. Your success in this course will depend on your communication, consistent engagement, and active participation in all course activities. Success in this course requires that adhere to the deadlines given in the tentative schedule as you complete assignments, discussions, and other course activities. Timely participation in online discussions is very important and is not optional. You are expected to post and reply to discussions in a timely manner consistent with the requirements contained within the course syllabus and discussion rubric.

## Privacy

All student grades will be kept confidential. If you have a question about your grade, we will need to “meet” privately. This can be done via Zoom. If a parent or family member calls or emails requesting your grades, I must follow the guidelines in FERPA for disclosures.

Specific details about FERPA can be found at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Regular and Substantive Interaction

Regular and substantive interaction (RSI) is required as part of new U.S. Department of Education regulations for distance (online) education and it supports student learning in all learning environments (online, face-to-face, hybrid, hyflex, etc.). SIUE faculty participate in RSI by initiating frequent and timely opportunities to engage with students. Because there are several ways to implement RSI, such as facilitating online discussions, scheduling a Zoom conference with a student, or holding regularly scheduled review sessions before tests, RSI may look different in every class. To learn more about RSI, use the Online Tips links for Faculty and Students in your Blackboard course websites or visit the Faculty Resources for Regular and Substantive Interaction webpage.

## Services for Students Needing Accommodations

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. Students who believe they have a diagnosis, but do not have documentation, should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is in the Student Success Center, Room 1203. You can also reach the office by emailing myaccess@siue.edu or by calling 618-650-3726.

If you feel you would need additional help in the event of an emergency, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

## Diversity and Inclusion

SIUE is committed to respecting everyone’s dignity at all times. In order to learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and social justice, where racism, sexism, classism, ableism, heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code.

The [Inclusive Excellence, Education, and Development Hub](https://www.siue.edu/diversity/the-hub/) is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Lindy Wagner, Assistant Vice Chancellor for Inclusive Excellence, Education and Development at (618) 650-3179 or linwagn@siue.edu.

## Pregnancy and Newly Parenting Policy

This policy and procedure are established to ensure the protection and equal treatment of pregnant students, students with pregnancy-related medical conditions including as a result of the termination of pregnancy, and students who become new parents including parents adopting or fostering to adopt for the first 12 weeks a child is in the home, in accordance with Federal and State guidelines and regulations. "New Parents" refers to a parent who has recently welcomed a newborn or adopted a child or is fostering to adopt a child and needs support to mitigate the disruption in academic progress within the first 12 weeks of parenting or a parent that needs support due to medical necessity attributed to pregnancy or delivery of a child; care of newborn; or lactation within the first year of child's life or legal adoption/fostering. Visit [Policies & Procedures - Student Rights and Conduct - Newly Parenting Policy - 3C15](https://www.siue.edu/policies/3c15.shtml) to view the full policy and learn how to request accommodations through the Office of Equal Opportunity, Access, and Title IX Coordination (EOA).

## Technology Privacy Information

We will be using Blackboard in this course. View the [Anthology Blackboard Privacy Statement](https://www.anthology.com/trust-center/privacy-statement) to review how your data is being used and stored.

# Additional Support

## Academic and Other Student Services

As an enrolled SIUE student, you have a variety of support available to you, including:

* [Lovejoy Library Resources](http://www.siue.edu/lovejoylibrary/)
* [Academic Success Sessions](https://www.siue.edu/retention/programs/sass.shtml)
* [Tutoring Resource Center](https://www.siue.edu/lss/tutoring-resource-center/)
* [The Writing Center](http://www.siue.edu/lss/writing/index.shtml)
* [Academic Advising](http://www.siue.edu/advising/)
* [Financial Aid](https://www.siue.edu/financialaid/)
* [Campus Events](http://www.siue.edu/events/)
* [Counseling Services](https://www.siue.edu/counseling/)
* [ACS Skill Center](https://www.siue.edu/artsandsciences/acs/SpeechCenter/index.shtml)

## Applied Communication Studies Skill Center (ACSSC)

The ACS Skill Center is an available resource to assist you with your presentations! Appointments can be scheduled through [Starfish](https://www.siue.edu/its/starfish/).

They offer several resources to students:

* one-on-one guided sessions from trained tutors
* assistance with research of presentation topics
* advisement with the development of presentation outlines
* help with the organization of presentation content
* assistance with delivery skills
* video recording of student presentations and feedback
* help with visual aids, including PowerPoint presentations
* overall general assistance with presentation assignments

## Cougar Care

Dealing with the fast-paced life of a college student can be challenging, and I always support a student's decisions to prioritize mental health. Students have access to counseling services on campus (Student Success Center, 0222). Make an appointment by visiting [cougarcare.siue.edu](http://cougarcare.siue.edu/) or by calling 618-650-2842.

## Student Success Coaches

[Student success coaches](https://www.siue.edu/retention/about/meet-us.shtml?section=coaches) work across campus to serve the SIUE student population with the tools and resources to adjust to and meet the demands of the college experience. Success coaches provide direct services such as time management support and referrals to campus resources. If you find yourself in need of academic or personal support, or in a situation that is preventing you from being successful in the classroom, please utilize [Starfish](https://www.siue.edu/its/starfish/) to connect with a coach as soon as possible. The sooner you engage, the sooner you can access the information or tools you need that may help you get back on track.

## Technical Support

Since this is an online course, you are expected to have reliable Internet access on a regular basis. It is your responsibility to address any computer problems that might occur. Such problems are not an excuse for delays in meeting expectations or for missing course deadlines.

Contact ITS at 618-650-5500 or at help@siue.edu with any technical concerns. You can also check the functionality of University systems, including Blackboard, at the [ITS System Status page](https://status.siue.edu/), or search the [ITS Knowledge Base](http://kb.siue.edu) for various how-to and troubleshooting guides.

Tips for taking online assessments:

* Set up a wired (Ethernet) Internet connection on your computer
* Do not use a mobile device, such as a phone or tablet
* Read the instructions and directions carefully
* Be prepared to complete the assessment in the allotted time

If you find that you need additional support, please reach out and let me know.