

About the Instructor

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Availability: Tues/Thurs 9:00-10:30 am, or appt.

Welcome

I look forward to getting to know each of you through our correspondence. I enjoy reading about your experiences and application of the content. The aim of this course is to help you understand your own attitudes and communicative behavior. My hope is that you not only find the material interesting, but are able to use the content to enhance you're your relationships, both personally and professionally.

Bio

I have been teaching college-level courses since 2000. My area of focus is Organizational Communication, which encompasses courses such as: Introduction to Organizational Communication, Interviewing, Listening, and Training & Development. I have published academic book reviews and presented papers and workshops at conferences. I also serve as a mentor and advisor for an honorary society on campus. In addition to my teaching responsibilities, I work part-time as an Office Administrator managing Human Resources and Marketing initiatives, allowing me to stay abreast of current issues and employee relations. Outside "work" I enjoy spending time with family and friends exploring new places and visiting new countries.

Teaching Philosophy

I feel learning is enhanced when students have an opportunity to use the content they are learning. I attempt to provide applicable exercises and opportunities for students to examine, incorporate, and apply the material in their personal and professional lives. My goal is to help you become more aware of the importance of communication, as well as how to become a better communicator overall.

Communicating with the instructor

Students may contact me via email. I will respond within 48 hours. If you need to meet in person, please email me and we can set up a meeting via Zoom or a time to meet on campus.

About the Course

Course description

This is an introductory course designed to acquaint you with the basic principles and processes of interpersonal communication. This course is designed to help you understand and apply key concepts and skills relating to interpersonal communication, gain a better understanding of the factors that affect communication, as well as provide you with opportunities to improve your communication skills.

Prerequisite knowledge and credit hours

3 Credit Hours, No prerequisites

Course goals and 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

McCornack, S. and Morrison, K. *Reflect and Relate*. Boston: Bedford/St. Martin's. 2018.

Undergraduate students can get a hard copy of the textbook from SIUE. Please visit the [Textbook Service website](#) for more information. There is also an E-BOOK available. You may access the E-BOOK on Blackboard via the LaunchPad Link.

Course requirements

Course activities/assessments

Papers and Projects: Details on Blackboard

You will be required to complete a PowerPoint presentation, journal, participate in discussions and complete chapter quizzes. ALL assignment details are listed on blackboard - be sure to access it, read it and print it out. Get in the habit of checking it DAILY! You are responsible for accessing it to verify grades, read announcements, access additional course reading material and reviewing assignment details. Assignment summaries will be available in the assignment tab and assignment details will be posted in the [weekly agenda](#). Be sure you follow directions carefully. These assignments are designed to enhance your college experience by thinking about your challenges, thought processes and communication with others. You are responsible for timely completion of all assignments. I strongly recommend writing due dates into a planner and begin working on assignments early. **IT IS NOT MY RESPONSIBILITY TO REMIND YOU WHEN ASSIGNMENTS ARE DUE!** Questions about assignments must be asked/emailed at least 48 hours before the due date to allow time for me to provide an answer. Visit the "DiscussionBoard/FAQ" tab to access FAQ.

You may work ahead on the journals, PowerPoint assignment, and extra credit; however, the quiz and discussion items for that week are due DURING that week. I will NOT accept quizzes or discussion items via Blackboard "early" or "late." Please complete the quiz and participate in discussions during the due date timeframe.

Welcome Week Power point (24 pts)

Each student will create a power point presentation introducing themselves to the class. This power point will be uploaded to Blackboard. EVERY student will be required to access and view each power point presentation. This will introduce you to your classmates and get to know who you will be having discussions with and working with on the group project. This should be a fun, enlightening, "icebreaker" assignment. **Details about this assignment, including the submission link, can be found in on Blackboard.**

Communication Journal (60 pts)

Students must complete journal questions each week for each unit that will be covered. You will answer questions related to that week's assigned reading and upload the completed units weekly. This journal is designed to help you relate text concepts to your life experience. You will need to use critical and creative thinking to complete this assignment. You need to prove that you understand the chapter/lecture materials when composing your journal entries by defining all terms, theories, and concepts and applying those terms, theories, and concepts to YOUR life. The journal entries are the only way for me to know that you actually "get" the information you are reading; therefore, make them good. Personal journals entries must be typed, submitted, and uploaded by the due date, electronically to Blackboard.

Journal questions can be found in the specific week they are due. Upload the completed journal via the link available in the Weekly Agenda section on Blackboard.

Chapter Quizzes (50 pts each = 150 pts)

Students will randomly be assigned quiz questions each week for the assigned chapter. The questions must be answered within the time span specified for each quiz. Quiz questions will be true/false and multiple choice. Quizzes may be taken any time during the dates / times specified. **Once the quiz is activated, you must complete it. All quizzes are timed. You will have 40 minutes to complete each quiz.** Because the testing periods span a several days, make-up quizzes will not be permitted. Please be sure you have a solid internet connection! The #1 problem with quizzes is a failed wifi connection. If your wifi becomes sporadic, it automatically kicks you out of the quiz, and you cannot re-enter to complete it. Any additional attempts for a quiz must be authorized by me. **Details about this assignment, including the quiz link, can be found on Blackboard. Access the week to access the quiz.**

NOTE: The Blackboard Learning System software randomly selects chapter test questions from your assigned reading sections.

Discussion Board (36 pts)

Threads posted - Sunday 1:00am – Wednesday 11:59 pm CST / Replies Posted – Thursday – Sunday 11:59 pm

Students will create a thread for each week's communication topic, offering his/her opinion and providing outside sources to enhance learning. Do not repeat a previous student's post topic or use another student's sources. Quality is paramount to these discussions. The thread will be evaluated and are due by Wednesday each week. Students will also be required to respond to the posted threads. Responses will be evaluated each week and have a word count minimum that must be achieved. **Details about this assignment, including a discussion board rubric, can be found on Blackboard.**

OPTIONAL Extra Credit (5 pts)

If you are interested in extra credit, please visit the page in the assignment section of Blackboard. Students can only earn extra credit once during the semester. No late submissions allowed.

Online class behavior

I expect you to commit yourself to the learning process. Online behavior must not interrupt or interfere with the education process and learning atmosphere for the class. It is of utmost importance that we create and maintain an environment where all students feel welcome to share their ideas. If students feel threatened by any of your verbal behavior, you will be warned to stop. Unacceptable behavior includes but is not limited to **disrespectful or disruptive behavior and comments**. I reserve the right to remove any student who is disruptive if I believe it to be in the best interest of the class. Policies will be strictly enforced, and students who violate such policies may receive a grade of "F" for the assignment or for the course and will be reported to the University.

Discussions

Discussion posts may deal with sensitive topics. At times, students may disclose personal information. I expect students to treat all class members with respect and to keep confidential all personal information discussed in class. Respect for yourself and others is mandatory. It is important that the class atmosphere be a safe, comfortable, and supportive place for all to feel free to share and learn. Differences of experience, attitude, and values can be discussed meaningfully as long as we agree to respect the norms of civil discussion.

*Utilize your critical thinking skills: Remain open-minded and rational, consider alternatives, be aware of your own bias, beware of your own assumptions, and withhold judgment until you have adequate information. Be skeptical, ask questions. Ask for clarity of situation/problem, consider other points of view. Seek as much information as possible and ensure the information is relevant, timely, credible, accurate, and reliable. Be aware of biased information. Formulate conclusions and take a position when you have sufficient basis and evidence.

Technology requirements

At a minimum, you will need the following software/hardware to participate in this course:

- Computer with an updated operating system (e.g. [Windows](#), [Mac](#), [Linux](#))
- Updated Internet browsers ([Apple Safari](#), [Google Chrome](#), [Mozilla Firefox](#)). See [Blackboard's Browser Checker page](#) to see if your browser and operating system are compatible with Blackboard.
- DSL or Cable Internet connection or a connection speed no less than 6 Mbps.
- Media player such as, QuickTime or Windows Media Player.
- [Adobe Reader or alternative PDF reader](#) (free)
- [Java plugin](#) (free)
- Any other specialized software or basic software (e.g., Microsoft Office, Adobe Photoshop). SIUE students can [download MS Office](#) at no charge.

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

Course and University policies

Course Guidelines

An online course will require more time management and organizational skills for the student than the traditional classroom courses. You should plan for at least eight to ten hours of course work per week. The amount of coursework required for this online course is similar to that of a traditional classroom course, but in a compressed format. 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 completed in half the time. Create and follow a schedule.

Online learners should:

Take advantage of all the resources available,
Be self motivated and self directed,
Manage time efficiently,
Follow the course schedule,
Keep up with assignments and course requirements,
Pursue the information you need, and
Help others.

Academic integrity/plagiarism

Plagiarism/cheating will **NOT** be tolerated. Any instance of academic dishonesty will result in a grade of “0” for that assignment and University action will be taken. According to the University, plagiarism can result in an "F" for the course, academic probation and/or expulsion from school.

Grading

Points Summary (270 possible):

Chapter Quizzes (50 pts each)	= 150 pts
About Me Power Point	= 24 pts
Discussion Boards-Participation	= 36 pts
Communication Journal	= 60 pts
Optional Extra Credit	*5 pts

Grading Scale:

270-243 = A
216-242 = B
189-217 = C
162-188 = D
163-0 = F

A general note about grades:

A = Work that is outstanding and exceeds (goes beyond) all assignment requirements.

B = Work that is good in most areas and exceeds some assignment requirements.

C = Work that is average and meets the stated/minimum expectations of the assignment.

D = Work that does not sufficiently meet the minimum expectations (missing elements) of the assignment.

F = Work that fails to meet any of the assignment requirements.

Feedback and grading timeline

Quizzes and discussion board grades with rubric feedback will generally be posted within a week of the 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.

Due Dates

Assignments are due at various times. It is your responsibility to look at each assignment, write down due dates and keep track of the due dates. Additionally, having a problem with the home computer, internet, not understanding Blackboard or submitting the wrong document, is not an acceptable excuse for additional submissions, late assignments, or missing quizzes. Students are advised to have access to a backup computer or to be prepared to use the on-campus computers or public library computers. Never wait until the last minute to submit assignments in case you have trouble. The due dates are for Central Standard Time (CST). If you live in another geographical location or time zone, you will need to be aware of that so you complete and submit your work on time.

***If you send a file that I cannot open, you will receive a zero for the assignment. Submitting an assignment in a format other than Microsoft Word or as a Rich Text File document is not a reason to submit another document after the due date.**

Late or Missed Assignments

Papers will not be accepted after 24 hrs from the due date and will incur a 5 pt penalty. Discussion boards and quizzes will not be accepted after the due date. You cannot access the discussion link after it closes; no makeup quizzes are allowed.

Participation

Your attendance/participation will be based on weekly discussion postings. Just as attendance is important in an on-campus course, it is important that the student access the course at least 3 times per week, to keep up with the assignments and to communicate with me and your classmates. Your attendance/participation grade will be based on weekly discussion postings. Students who have not accessed the course site the first week of the semester will be denied access and dropped from the course (a computer problem is not an excuse for not checking the course or not keeping-up with the course work and assignments). A student will be denied access to the course if they fail to check in on the course for two consecutive weeks.

Written Work

Students should always keep a copy of all assignments that are turned in. Assignments are to be typed and submitted electronically in Blackboard using 12 point type, and free from spelling, grammatical, and typographical errors. All papers / chapter activities must be submitted through the weekly link on Blackboard by the due date (see consequences for late work above). Multiple submissions of an assignment are not allowed. Please ensure you upload the right assignment the first time. Paper citations must be prepared in accordance with APA (American Psychological Association). All material quoted or paraphrased from another source (including books, journal articles, and Web sites) must be properly cited. The "Turn It In" software is designed to detect plagiarism.

*If you are unfamiliar with APA, please look it up. The Purdue Owl website is a great resource (internet search). I also uploaded sample citations in APA format in the course document section for your review.

Services for Students Needing Accommodations

It is the policy and practice of Southern Illinois University Edwardsville to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content or the use of non-captioned videos—please contact Accessible Campus Community and Equitable Student Support (ACCESS) as soon as possible. In order to properly determine reasonable accommodations, students must register with ACCESS either online at siue.edu/access or in person in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling [618-650-3726](tel:618-650-3726).

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](#)
- [Academic Success Sessions](#)
- [Tutoring Resource Center](#)
- [The Writing Center](#)
- [Academic Advising](#)
- [Financial Aid](#)
- [Campus Events](#)
- [Counseling Services](#)

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

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 or by calling [618-650-2842](tel:618-650-2842).

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](tel: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](#), or search the [ITS Knowledge Base](#) 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

COVID-19 Pandemic Policies Related to Classroom Instruction (Winter 2021)

Health and Safety

Consistent with the Illinois Board of Higher Education guidance contained in “Safely Launching Academic Year 2020” released on June 23, 2020 and guidelines established by Governor J. B. Pritzker and *Restore Illinois*, Southern Illinois University Edwardsville has implemented a new policy to help ensure the safety of all students, faculty and employees during the pandemic. The measures outlined below are required and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University’s *Student Code of Conduct*.

The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here:
<https://www.siu.edu/policies/Covid.shtml>.

Classrooms, Labs, Studios, and Other Academic Spaces

While in the classroom, lab, studio, or other academic spaces, students shall practice social distancing measures by maintaining a distance of at least six feet from others in the classroom and wearing a face covering. Extra care should be taken upon entering and leaving the classroom spaces. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face mask or face shield will be reminded of their obligation to comply with SIUE’s *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and myaccess@siue.edu).

General Health Measures

At all times, students should engage in recommended health and safety measures, which include:

- Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842. More information is available on the [SIUE COVID-19 website](#).
- Frequent washing or disinfecting of hands.
- Social distancing by maintaining a distance of at least six feet from others.

- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain social distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.
- Adhere to directional signs and traffic flow patterns in buildings and offices. Doors for entering and exiting buildings will be designated. Where multiple doors exist, in and out doors will be marked with “Entrance” and “Exit” signs.
Plans that consider traffic flow in and out of buildings, and within buildings (i.e. stairs, hallways, etc. where possible) will be marked.

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.siu.edu/policies/3c2.shtml>.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University’s Student Conduct Code (3C1), linked here: <https://www.siu.edu/policies/3c1.shtml>.

Potential for Changes in Course Schedule or Modality

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.

Course Schedule:

Week	Content	Assignments	Due Dates All due at 11:59 pm CST
Week 1 Introducing Interpersonal Communication, Considering Self, Perceiving Others, Understanding Culture Gender	<ul style="list-style-type: none"> View welcome video Read syllabus Read Chapters 1, 2, 3, 5, 6 	Quiz 1 Journal 1 Discussion Board – Ch 1, 2, 3, 5, 6 Welcome Week PowerPoint Assignment	12/27 12/27 Thread 12/23, Replies 12/27 12/27
Week 2 Listening Actively, Communicating Verbally, Communicating Nonverbally, Managing Conflict / Power	<ul style="list-style-type: none"> Read Chapters 7, 8, 9, 10 	Quiz 2	1/3
		Journal 2	1/3
		Discussion Board - Ch 3, 5, 6	Thread 12/30, Replies 1/3
Week 3 Relationships with Romantic Partners, Relationships with Family Members, Relationships with Friends, Relationships in Workplace	<ul style="list-style-type: none"> Read Chapters 11, 12, 13, 14 	Quiz 3	1/10
		Journal 3	1/10
		Discussion Board - Ch 7, 8 *NO late journal submissions allowed in Week 3	Thread 1/6, Replies 1/10

Subject to change notice

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.