



Syllabus for ACS 103  
Online Interpersonal Communication  
Department of Applied Communication  
Fall 2021

## About the Instructor

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Office Hours: There are no set hours; however, I am available to meet on Zoom.

Welcome to SPC 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 interpersonal communicator; provide you with the interpersonal communication skills and knowledge you need in order to succeed in your professions, relationships, 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!

### *Communicating with the instructor*

You can contact me via email or by first emailing me at [cskelly@siue.edu](mailto:cskelly@siue.edu). You may email me at any time, but I will answer questions between the hours of noon and 8pm Monday through Friday.

## About the Course

### *Overview*

The introductory course is designed to examine your awareness of your communication skills through discussions and activities to help you understand and apply key concepts and processes in interpersonal communication. This course is taught as an online format (<https://www.siue.edu/registrar/class/>). Students access course content on Blackboard in an asynchronous manner, and complete assignments, exams, and other assignments, online.

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.

### *Objectives*

- Enable you to be well-informed of interpersonal communication concepts and processes
- Evaluate and understand the application of selected interpersonal concepts
- Develop and sharpen your interpersonal communication abilities during interactions
- Further educate you of scholarly research in the field of interpersonal communication
- Demonstrate knowledge and analysis of interpersonal concepts
- Cultivate and encourage healthy interpersonal relationships

### *Textbook*

McCornack, S. (2019). Reflect and Relate. Boston, MA: Macmillan Learning.

The textbook is available through LaunchPad in ebook and downloadable book format. Students access LaunchPad through Blackboard. Initial registration is required.

### *Assignments / Assessments*

Read and take notes from the chapters. The chapters are noted on the course calendar and must be completed before class. It is good practice to take notes while reading. It is also good practice to take notes during lectures. Lectures and online facilitations are intended to compliment (not duplicate) information provided in the book. Any additional readings will be posted on Blackboard or given in class. Materials from various sources may be incorporated to enrich your understanding / comprehension of the particular concepts in interpersonal communication.

### *Submitting Work*

Work must be submitted via Blackboard and in Microsoft Word. If you send a file that I cannot open, you will receive a zero for the assignment.

#### 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.](#)

### Online 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.

#### Online Class Behavior

- Reflect before you post an emotional response and reread what you have written to be sure it is professional. Communicate as if your comments are printed in a newspaper.
- Communicate effectively.
- Do not use all caps or multiple punctuation marks (!!!, ???, etc.).
- Be sure to define or explain acronyms, jargon or uncommon terms so everyone can understand and participate in the discussion.
- Sign your name. Take responsibility for your comments in order to build a strong classroom community.
- Foster community. Share your ideas and contribute to ongoing discussions. Make comments that add to, not detract from, a positive learning environment for the course.
- 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.
- 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.

## Coursework

#### Welcome Week Powerpoint

Each student will create a power point presentation introducing themselves to the class. This power point will be uploaded to Blackboard through the Discussion Board. EVERY student will be required to access and view each power point presentation. This is how your classmates will get to know you. This should be a fun, enlightening, "icebreaker" assignment. Details about this assignment can be found in on Blackboard.

#### Discussion Board Facilitation

Each student will be assigned a concept from the book on the first day of class. You are required to write the book definition of the concept, give a brief description of the concept in your own words, come up with an example to describe the concept and create a thoughtful question to pose to your classmates to lead the class discussion. More details to follow.

#### Journal

This is an easy way to accelerate personal growth and encourage critical thinking. On a regular basis you will write a journal entry about what you learned either in class or in an interpersonal encounter applying

concepts that you learned. You can look at this like an autobiography of your life. You may also be asked to watch a short video clip and answer questions. Instructions will be given at a later date.

#### Unit Quizzes

There will be three-unit quizzes during the course of the semester. Refer to the course schedule for quiz times and material covered. See the Course Calendar for your exact dates. All quizzes will be online.

#### Tips for taking online exams / 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

#### Extra Credit

We feel it is important to your education that you experience the kinds of events and research that are critical to our university's mission. Thus, you will be given 3 points of extra credit for each activity you complete with a maximum of 6 points. *If* these opportunities become available, they will be announced in class. Opportunities are first-come, first-served.

## Grading

Grades are determined on a straight percentage scale based on the number of points earned out of a maximum of 305 points. There will be no further rounding or curving of grades. Final grades are calculated as follows:

A	=	90-100%
B	=	80-89.9%
C	=	70-79.9%
D	=	60-69.9%
F	=	below 59.9%

Use the following chart to keep track of your grades:

<b>Course Work</b>	<b>Maximum Points</b>	<b>My Points</b>
Attendance / Participation Check-ins	25	
Welcome PowerPoint	25	
Concept Review (Discussion Board Facilitation)	60	
Journal	60	
Unit One Quiz:	50	
Unit Two Quiz:	50	
Unit Three Quiz:	50	
Optional Extra Credit if any (no more than 2)	6 points max (3 points each)	
<b>TOTAL COURSE POINTS</b>	<b>320</b>	

### *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. 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.

### *Late or Missed Assignments*

Deadlines are listed in your course schedule. Because this course is a 4-week course, late assignments will not be accepted. 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.

## Course Schedule

Week	Content	Assignments	Due Dates
1	View Welcome Video	Read Syllabus	12/16/2021
		Welcome Week PowerPoint	12/17/2021
	Read and take notes on Chapters 1, 2, 3, 5, 6	Journal 1	12/17/2021
		Discussion Board Facilitation for Chapters 1, 2, 3, 5, 6	
		Replies to Discussion Board Facilitation	12/23/2021
		Unit Quiz 1	12/23/2021
2	Read and take notes on Chapters 7, 8, 9, 10	Journal 2	12/24/2021
		Discussion Board Facilitation for Chapters 7, 8, 9, 10	
		Replies to Discussion Board Facilitation	12/30/2021
		Unit Quiz 2	12/30/2021
3	Read and take notes on Chapters 11, 12, 13, 14	Journal 3	1/7/2022
		Discussion Board Facilitation for Chapters 11, 12, 13, 14	
		Replies to Discussion Board Facilitation	1/13/2022
		Unit Quiz 3	1/15/2022

## Course Policies

### *Attendance*

Even though the learning in this course occurs online during class discussion and activities, your attendance is important. Just as attendance is important in an on-campus course, it is important that the student access this course site 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 he or she fails to check in on the course for two consecutive weeks.

### *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 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 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.

### *Academic Integrity*

University standards regulating academic integrity (e.g., cheating, plagiarism, etc.) are strictly enforced. Infractions may result in a zero for the assignment or a failing grade in the course. 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 a serious offense in this course. 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. Students are responsible for complying with University policies about academic honesty as stated in the University's Student Academic Conduct Code.

Putting your name on a piece of work in which any part is not yours, is plagiarism – unless the borrowed thought or wording is clearly marked and the work is fully identified. Taking words, phrasing, or sentence structure, or any other element of another person's ideas, and using them as if they were your own is stealing. Simply paraphrasing the work of another without acknowledging the information source is also plagiarism. Merely restating another individual's ideas in different words does not make the ideas yours either. Please note that serious infractions of these rules will result in a failing grade in the course.

Keep in mind that using the words and ideas of others for your work is borrowing something from those individuals. It is always necessary to identify the original source of supporting information for your speeches. You must cite the source of any material, quoted OR paraphrased, used in your essays and in your presentations. Proper documentation requires a bibliography of any outside texts you have consulted including both traditional sources and online sources. Be careful to document sources within your papers and bibliography as well as orally during your presentations. The absence of this documentation constitutes plagiarism – a serious academic and professional offense. For more information on SIUE's plagiarism policy, visit <http://www.siue.edu/policies/1i6.shtml>.

### *Classroom Civility*

People and ideas must be treated with respect. While freedom of speech is an important privilege, it is also important that we create a safe environment for all individuals in this class. Please avoid disruptive behavior that makes it difficult to accomplish our mutual objectives.

We want to build a sense of classroom community and an atmosphere that is comfortable for all. In a communication class, it is especially important that we:

display respect for all in the classroom community (students and the instructor)

pay attention to and participate in all class sessions, activities, and presentations

remain thoughtful, fair, and balanced when providing peer feedback to others' presentations

eliminate racist, sexist, homophobic, or other negative language that may unnecessarily exclude members of our campus and classroom community.

This is not an exhaustive list of behaviors; rather they represent the minimal standards that help make the classroom a pleasant place for all concerned and a safe learning environment.

### *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>.

## Student Support

### *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](mailto: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.

### Technology capabilities

Technical requirements for students can be found in this [ITS Knowledge Base article](#).

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](#).

### *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 located in the Student Success Center, Room 1203. You can also reach the office by emailing us at [myaccess@siue.edu](mailto:myaccess@siue.edu) or by calling [618-650-3726](tel:618-650-3726).

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

### *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.

### *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 Center for Student Diversity & Inclusion <https://www.siue.edu/csci> is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Ms. Jamie Ball, Director in the Office of Equal Opportunity, Access and Title IX Coordination at (618) 650-2333 or [jball@siue.edu](mailto:jball@siue.edu). There is also an online form for reporting bias incidents at [https://cm.maxient.com/reportingform.php?SIUEEdwardsville&layout\\_id=10](https://cm.maxient.com/reportingform.php?SIUEEdwardsville&layout_id=10).

### *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](tel:618-650-2842).

# COVID-19 Pandemic Policies Related to Classroom Instruction (Fall 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.siue.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](mailto: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.

*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.

These policies are also located in the ITS Knowledge Base at: <https://kb.siue.edu/104655>