

ACS 103 **SIUE**

**Interpersonal Communication Winter Session –
Online
Department of Applied Communication Studies**

Instructor: Komie Bumpers
Office: Alumni Hall RM. 3306
Phone: 650 – 3081
Cell: 618-691-9324
Email: kbumper@siue.edu
Office Hours: By Zoom Appt

Course Syllabus

Text:

McCornak, Steven. (2019). Reflect and Relate 5th edition. Bedford: St. Martins.

REQUIRED COURSE MATERIALS

Requirements

1. You must have access to a computer that connects to the Internet. The course materials are only accessible online by logging in to <https://bb.siue.edu/> - your student identification number is required. If you do not own a computer, the computer labs on campus will be open during this semester.
2. You must have a working e-mail account. Your first assignment will be to update your e-mail address on the course Web site. Instructions are online at <https://bb.siue.edu/> - you must log in to see the course materials. Please note:
3. Because of e-mail viruses, Prof. Bumpers does not accept e-mail from unknown sources. Therefore, you must use the subject ACS 103 and your full name typed in the message, or the e-mail may be ignored.
4. It's impossible for Prof. Bumpers to be familiar with every e-mail software application on the market, so please don't ask for technical assistance.

5. You must check your e-mail account regularly throughout the semester. Official announcements will be made by e-mail, and on the course Web site at <https://bb.siue.edu/>
6. You should 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! It is important to create and follow a schedule.

You are responsible for saving all assignments correctly, so you can turn them in electronically. You should be comfortable using word processing software, and have reasonable keyboarding skills. All assignments will REQUIRE you to use word processing or text editing software.

Course Description

The interpersonal communication course is designed to focus on the development of the skills necessary for effective communication. The course will examine basic communication behaviors, both verbal and nonverbal, in effort to illustrate how meaning is generated between two individuals. Communication is often thought of as instinctual. However, there are many skills discussed in this course that will help students increase understanding, reduce conflict, and strengthen relationships.

Course Purpose

1. The course seeks to raise student awareness. Students should understand that the quality of our communication affects the quality of our lives.
2. The course seeks to increase behavior flexibility. Students should understand that flexibility allow us to communicate effectively in a variety of situations with a variety of people.
3. The course seeks to encourage students to exhibit behaviors that facilitate competent communication and improves student and community life. Improved communication skills lead to improved citizens of the world.

Course Competencies and Objectives

Students will be able to identify, apply, and demonstrate their understanding of:

1. The transactional nature of communication.
2. The role of interaction in the development of the self-concept and the role of self-concept in one's perceptions of the world
3. Effective listening
4. Communication as a vehicle for relationship improvement
5. The ethical dimensions of communication.
6. The benefits of diversity among individuals, relationships and lifestyles.
7. Interpersonal theories
8. Destructive communication patterns and relationships.
9. The role of non-verbal communication in interpersonal relationships
10. The uniqueness of perception
11. Conflict management
12. The influence of power
13. Intercultural communication
14. The role of the current cultural milieu on human communication

Course Behavioral Requirements

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 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.

Attendance and Participation Policy

Committed participation in each "class session" is essential for this course. You will be counted as "present" for a class week if you participate in that week's Discussion Board questions. If you do not post to the proper

discussion board forum during the class week, you will not be counted as attending class that week and will not receive the points.

Questions to consider:

1. Have you completed the discussion exercises and posts by the deadline?
2. Do you respond in the appropriate manner?
3. Are you respectful of others in your written responses?
4. Do you ask questions and provide in-depth answer to discussion prompts?

Expectations

1. **Please read and complete all elements of each unit. Each unit will consist of a reading assignment, a PowerPoint, a discussion, journal and a quiz.**
2. **Reading:** It is expected that all reading assignments be completed prior to the week we cover it.
3. **Papers:** Late papers will be penalized 10% per weekday. Papers should be type written, double spaced, and stapled. It is expected that papers will be proofread before submission. Excessive spelling, typing, and grammatical errors are not acceptable. Failure to comply with the abovementioned guidelines will adversely affect the grade for that assignment.

Assignments

Papers and Projects: Details on Blackboard

You will be required to complete one power point presentation, 3 journals, 3 discussion boards, 1 reflection activity and 3 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. All assignment

details will be available in the course content area. 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/posted online in Blackboard at least 48 hours before the due date to allow time for me and your classmates to provide an answer. Visit the "Discussion" link to access FAQ and post your question there.

Individual Assignments:

You may work ahead on the journals, PowerPoint assignment and reflection activity; 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." Please complete the quiz and participate in discussions during the due date time frame.

Welcome Week Power point Presentation (24 pts): DUE - 12/23 @ 11:59 pm CST

Each student will create a PowerPoint 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. This should be a fun, enlightening, "icebreaker" assignment check **WEEK 1 folder in Blackboard for details.**

Communication Journal (60 pts):

DUE: Weekly - 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

Reflection Activity (15 pts): DUE – 1/7/23 @11:59pm CST

You will be asked to watch a video and based on the information covered in the course discuss how the media has played a role in the recent crackdown on sexual harassment in the work place. **Click WEEK 3 in Blackboard for details.**

Participation / Discussion (36 pts):

DUE: Weekly -

Active weekly participation in the discussion area is a graded assignment. Students must create an initial thread (by Tuesday), then post replies to DIFFERENT peers each week. EVERYONE must read every student post (Blackboard notifies me of access). Your effort in the discussions will be evaluated (see Discussion Rubric on Blackboard to know how points will be earned). If you fulfill the minimum requirements, the grade will reflect it. If you want more points, increase your participation, bring in outside sources of information and provide intellectual comments for thought. Do not repeat a previous student's post. Quality not quantity is paramount to these discussions. Lastly, failure to participate in discussion will result in a zero for that week. Follow the netiquette rules listed below for threads and responses.

IMPORTANT Netiquette Note:

- 1. Always include a salutation and close with your full name in all discussion postings and email.**
- 2. Be respectful of me and your classmates in all of your communication.**

Quizzes (50 pts each):

DUE: Weekly -

CHAPTER QUIZZES

Quizzes will be given each week for the chapters assigned for that week. All quizzes must be completed within the time span specified for each test. Quizzes may be taken any time during the days / times specified above. Once the quiz is activated, you must complete it. All quizzes are timed. You will have 30 minutes to complete each quiz. Quiz questions will be true/false, and multiple choice. Each quiz is 25 questions so you should have read the chapter before beginning the test or you will run out of time.

Points Summary (285 possible):

Chapter Quizzes (50 pts each) = 150 pts
About Me Power Point = 24 pts
Discussion Boards-Participation = 36 pts
Communication Journal = 60 pts
Reflection Activity = 15 pts

Grading Scale:

256 - 285 = **A**
228 - 255 = **B**
199 - 227 = **C**
171 - 198 = **D**
170 - 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 all of the minimum expectations (missing elements required) of the assignment.

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

ACS 103 - TENTATIVE AGENDA

WEEK	TOPIC/ASSIGNMENT	READING
1 (12/19/22- 12/24/22)	Getting to know	
	Introducing Interpersonal Communication	Ch 1
	Considering Self	Ch 2
	Perceiving Others	Ch 3
	Understanding Culture	Ch 5
	*Quiz, Discussion, Journal due 12/23@ 11:59 pm	
	**All About ME Power Point presentation by 12/21 @ 11:59 pm	
2 (12/26/22- 12/31/22)	Listening Actively	Ch 7
	Communicating Verbally	Ch 8
	Communicating Nonverbally	Ch 9
	Managing Conflict/ Power	Ch 10
	*Quiz, Discussion, Journal due	
	*Due by 12/30/22@ 11:59 pm	
3 (1/2/23- 1/7/23)		
	Relationships with Romantic Partners	Ch 11
	Relationships with Family Members	Ch 12
	Relationships with Friends	Ch 13
	Relationships in the Workplace	Ch 14
	*Quiz, Discussion, Journal due 1/6 @11:59pm	
	**Reflection Activity due by 1/7 @ 11:59 pm	

NOTE on WEEKLY assignments:

Quizzes must be completed weekly (by Friday at 11:59pm)

Discussion Boards must be completed weekly (Friday @ 11:59pm)

Journals are completed and uploaded weekly (Friday @ 11:59 pm) – You CAN complete and submit journals in advance

Note:

At the end of the course you will be asked to fill an evaluation. The evaluation will allow you to express your opinion about the course and the instructor. The evaluation is confidential. I will not have access to the information until after grades are posted. Please give the matter careful consideration because your opinion affects the course.

Grade Disagreement: If a student disagrees with a grade given on an assignment, s/he must prepare a written argument that provides a clear explanation of why the student disagrees along with evidence illustrating the validity of the claim. The written argument must be turned within seven days following the distribution of the grade. Careful consideration will be given to each case.

Plagiarism:

Plagiarism is a serious offense in this course. 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 speeches 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.

***What to expect in an online course**

- **Expect** to learn the same material that you would in a full-time face-to-face (F2F) class.
- **Expect** to receive a full syllabus at the start of the class that includes any orientation, quiz, exam, and assignment due dates

- **Expect** to have clear instructions for each phase of the course: what to read, what to do, what to turn in and how to submit it.
- **Expect** to spend on average 6 hours per week per course unit. Just because classroom time is greatly reduced, it does not mean that learning time is similarly reduced. It will generally increase depending on your reading and writing skills.
- **Expect** to have assistance from your instructor. Distance Learning does not mean that you are on your own. Your instructor is available to assist and guide you in your learning and answer your questions throughout the course.
- **Expect** to receive information and feedback from your instructor weekly.

1) Distance education courses are exactly the same as face-to-face courses in quality, objectives, credits and learning outcomes. They use a different methodology by using the Internet, instead of or in addition to a classroom.

2) Distance education courses are Student Centered rather than Teacher Centered, so you will not sit and listen to lectures and generally will not be required to log into your course at any specific time. Your teacher is a facilitator and will assist you in learning the material required; explain details clearly in writing; provide you with information links, CD Roms and web materials and references; answer all email questions usually within 24 hours; correct all required work, papers, projects and quizzes in a reasonable time; and post your grade in your grade book on a regular basis.

3) You must be an active learner not passively waiting for your teacher to remind you to do your homework, checking on your progress every day and telling you what you are missing each week. A successful online student will take the responsibility for his or her own learning: completing work on time; emailing the instructor for assistance; keeping the instructor informed of any personal issues and learning assistance you need; communicating with other students in the class; keeping up with readings, case studies and web links; logging into the course daily for updates, emails and information concerning the course; and completing the course on time.

4) Expect to be graded on the value, content and timeliness of your work - not on other issues such as number of emails and questions, class dominance, or past course performance. You can expect your teacher to give you as much of an opportunity to improve throughout your course, but all work must be completed by the timeline on the syllabus.

5) You will find that you learn more than you expected in these courses. By being an active learner, you will remember more of the course and feel more of an accomplishment upon completion. Expect a distance education course to take you more time and energy than a traditional face-to-face course, but the results are often that you learn more, too!

6) Students are often surprised to find that they feel they get to know their teachers and classmates better online than in a classroom, due to the number of emails and contacts, more active class discussions and interactions online than in a traditional classroom setting. (Shy students often comment that they participate more online than in any previous college classroom courses)

DO's

Do manage your time. You will need to stay on top of your assignments and keep current with any interaction required in your classes. You'll find that managing your time wisely will be critical in a Distance Learning class. But, be aware that it is very easy to spend either far too little time, or far too much time on your class.

Do start your work as soon as the semester begins and pay close attention to any schedules or guidelines that your instructor has given you. They will help you to keep yourself on-task and on-time. Since assignments can be completed from virtually anywhere in the world, at least anyplace you can find a computer with an Internet connection, there are very few excuses for late work. Plan ahead.

Do ask for help if something isn't going right or if you don't understand something. Even though you do not see your instructor on a regular face-to-face basis, you are entitled to regular contact with him/her. Most instructors have regular face-to-face office hours as well as online office hours.

Do take the time to learn more about your online learning space (if used), such as Blackboard. Learn how to navigate through it and how to use the course tools your instructor has included. Find out what everything is for. Review any help files you find along the way.

Do expect the first week or two of your online class to be an adjustment period. By the third week, you should feel much more comfortable with the program. Any technical problems should be worked out, and the rhythm of your class should take over.

*Information adapted and modified from the Sacramento City College.