

# ACS 103: Interpersonal Communication

## Winter Online Session 2022/23

*Virtual Office Hours: Friday 8am – 10am*

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*Text: McCornack, Steven. Reflect and Relate. Boston: Bedford/St. Martin's. 2016. 5<sup>th</sup> edition.*

### Course Description/Objectives

This is an introductory course created 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
- provide you with opportunities to improve your communication skills

### Course Policies and Expectations

#### Attendance Online

Just as attendance is important in an on-campus course, it is important that the student access the Internet 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 may be denied access and possibly 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.

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 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. 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

#### Online Classroom Etiquette

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.

### **Due Dates**

Assignments are due at various times (see calendar). It is your responsibility to look at each assignment, write down due dates and keep track of the due dates. I will not send reminders. Additionally, having a problem with the home computer, internet, or not understanding Blackboard, is not an acceptable excuse for 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 SIUE day/time. 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 "Edwardsville" 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, PDF or as a Rich Text File document is not a reason to submit another document after the due date.

### **Late Assignments**

**Due to the accelerated pace, I will not accept late work.**

### **Written Work**

Students should always keep a copy of all assignments that are turned in. In the case of a piece of written work becoming lost, regardless of fault, it is the responsibility of the student to provide a second copy when requested. Assignments are to be typed and submitted electronically in Blackboard using 12 point type, and free from spelling, grammatical, and typographical errors. All journal assignments must be submitted through the weekly journal link on Blackboard by the due date. All material quoted or paraphrased from another source (including books, journal articles, and Web sites) must be properly cited. 3

### **Plagiarism/Cheating**

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.

### **Online Participation & Discussions**

Interpersonal communication discussions may deal with intimate 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.

## Assignments

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.

### EACH WEEK YOU WILL COMPLETE THE FOLLOWING:

1. **Quiz** over assigned readings (open on Monday, due by Sunday at 11:59pm)
2. **Journal** connecting the reading to a specific topic AND relationship (due by Sunday at 11:59pm)
3. **Discussion** related to various topics from the assigned reading (first post due Wednesday by 11:59pm and two responses due by Sunday at 11:59pm)

### WEEK 2 YOU WILL ALSO COMPLETE THE FOLLOWING:

1. “**Empathy Video Reflection**” (due by 11:59pm Sunday)
2. “**Media Clip Conflict Analysis**” (due by 11:59pm Sunday)

### WEEK 3 YOU WILL ALSO COMPLETE THE FOLLOWING:

1. A **final paper** discussing ANY five elements/concepts/theories within our course you can directly apply to a single primary relationship in your life to improve the quality and health of said relationship.

## WORKING AGENDA

### WEEK 1 (12/19/22 – 12/25/2022)

- Introducing IPC
- Self
- Perception
- Culture

### WEEK 2 (12/26/22 – 1/1/23)

- Listening
- Communicating Verbally
- Communicating Nonverbally
- Managing Conflict/ Power

### WEEK 3 (1/2/23– 1/8/2023)

- Relationships with: Romantic Partners, Family Members, Friends & the Workplace

Assignment	Maximum Points Possible
Journal 1	20 points
Journal 2	20 points
Journal 3	20 points
Discussion Post 1 (includes 1 post and 2 replies) (10 pts for original post and 5 pts for each peer response)	20 points
Discussion Post 2 (includes 1 post and 2 replies) (10 pts for original post and 5 pts for each peer response)	20 points
Discussion Post 3 (includes 1 post and 2 replies) (10 pts for original post and 5 pts for each peer response)	20 points
Quiz 1	50 points
Quiz 2	50 points
Quiz 3	50 points
Conflict Analysis Assignment	30 points
Empathy Video Reflection	30 points
Final Paper	100 points
<b>TOTAL COURSE POINTS</b>	<b>430 points</b>