

COM 170 Syllabus

Interpersonal Communication Online – Winter 2021

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Section 1: Course Overview

Instructor

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Office hours & location: Available in the online format, by appointment

Course Information

COM 170 OL A, B, and C: Interpersonal Communication

Winter 2021

Monday, January 11 – Monday, May 3, 2021

Course Overview

This course will provide you with an in-depth look at the field of communication. What is most interesting about our course is that it will all take place via computer-mediated communication, in the virtual classroom! I look forward to “meeting” each and every one of you and learning more about you as the weeks progress.

Course Objectives

This course is designed to explore and develop an individual's communication skills within the context of interpersonal relationships, small groups, and society as a whole. After completing this course, you should be able to do the following:

- Explain the models of communication, distinguish between ethical, appropriate and effective communication behaviors, and practice self-monitoring behaviors.
- Identify the role of self-esteem, self-concept and self-awareness in the construction of one's self.
- Distinguish how different attributions impact perceptions and describe how perceptions influence communication with others.
- Describe the impact of emotions on communication and practice emotion management.
- Identify the characteristics and functions of language.

- Identify the types of nonverbal communication and assess which type is appropriate given the communication interaction.
- Identify types of interpersonal relationships and evaluate strategies to maintain and improve relationships.
- Identify the basic aspects of the listening process and ineffective listening behaviors; select the appropriate listening responses.
- Identify conflict strategies, common conflict topics and practices, and apply effective strategies in managing conflict within interpersonal relationships.

Course Prerequisites

None.

Section 2: Course Material and Tech Requirements

Course Textbook and Materials

Required:

DeVito, J.A. (2018). *The Interpersonal Communication Book*. (15th ed.)
ISBN 13: 9780134624440

You have three options for this textbook, either through the Pearson website or anywhere you can find the 15th edition. This class does **NOT** utilize Revel, so it is not necessary to purchase that version unless it is your preference to have the extra online tools it offers. This page shows your three options:

<https://www.pearson.com/store/p/revel-for-the-interpersonal-communication-book---access-card/P100002443366> So, you can either purchase the eBook, access to Revel, or rent a printed copy.

If you choose to gain access to it online via Revel for The Interpersonal Communication Book:

1. Go to: <https://console.pearson.com/enrollment/ala0lt>
2. Sign in to your Pearson Account or create one.
3. Redeem your access code or purchase instant access online.

Online Course Requirements

Internet

This course is entirely online, which means we will not be meeting in a traditional classroom. All interactions and activities will utilize internet technologies. *You are responsible for having a reliable computer and high-speed internet connection throughout the course.*

Learning Management System (Brightspace)

This course uses Brightspace as its learning management system (LMS). You must be able to use Brightspace to download and view documents, review and submit assignments, post to discussion boards, interact with others in the class, and view posted grades. For tutorials on how to use Brightspace, please click the *Learn How to Use Brightspace* link on the Brightspace home page or the *Get Help* link on the course menu.

Email

You must check your North Central student email account daily. Any course correspondence outside of Brightspace will be sent to your North Central student email account. If you would like assistance accessing your student email account on your personal computer, smartphone, or other devices, you may contact the IT Help Desk (contact information in Section 6).

Computer Requirements

This course requires that you have reliable, high-speed access to the internet and computer/laptop with updated software. You need to have access to and must be able to use:

- High-speed Internet access (i.e., cable modem, DSL)
- Web browser (Free) – the latest version of Firefox, Chrome, or Safari is recommended
- Microsoft Office - Free to North Central students as part of your tuition. To download Microsoft Office365, login to the North Central portal and select the My Office365 link.
- Adobe Acrobat Reader (Free)
- *NOTE: Online courses CANNOT be completed on mobile phones.*

Additionally, this course requires that you:

- Understand that all due dates and times refer to Eastern Standard Time (EST)
- Understand that all paper/assignment uploads must be attachments in .doc, .docx, or .rtf format only, to be eligible to earn credit
- Work independently
- Follow written instructions
- Devote a minimum of 5-7 hours per week to this course
- Keep up with reading the chapters, watching the films, and completing the assignments and exams
- Are open to learning about and discussing various aspects of interpersonal communication, including your personal relationships, family, workplace communication, conflict, and self-reflection

Section 3: Communication Policy

Communication Policy

I have a “3 before me” policy. If you have questions regarding this course, you must review these resources before asking me to respond to individual questions of a non-personal nature:

- Syllabus, Announcements in Brightspace, General Questions discussion board

If you cannot find the answer to your question, please *post your question* in the General Questions discussion, which I monitor closely. Just as in a traditional classroom, your question will be answered and benefit your fellow classmates. *You are encouraged to subscribe to this forum and to answer questions from other students – this not only allows us to support each other but also helps provide timely assistance if I am away from my computer.*

Instructor Response Expectations

I do my best to respond to General Questions posts within 24-48 business hours but typically respond much sooner. If you have issues or questions of a personal nature, such as notifying me of a personal emergency or have questions regarding your grades, you are welcome to email me. Please allow 24-48 business hours for a response.

Section 4: Other Course Policies

Attendance/Participation

Attendance in an online course means *logging into Brightspace regularly, with regular and timely participation* in course activities and assignments.

Student Code of Conduct / Netiquette

Students are responsible for obeying municipal, state, and federal laws, as well as North Central policies. The complete Student Code of Conduct, including the guidelines for netiquette in electronic communication, can be found in the North Central Student Handbook ([available online here](#)).

Covid-19 On-Campus Safety Policy

To best protect the safety of students, faculty, staff, and their families during the COVID-19 pandemic, masks that cover the nose and mouth are required. Any violation of this policy may be considered a violation of the Student Code of Conduct and may result in dismissal of the student and/or class and possible further sanctions.

Faculty, librarians, and counselors may dismiss individual students if they refuse to comply with mask use, social distancing, and hand sanitizer requirements. If the non-compliant student does not comply with the safety request, the faculty member may dismiss the rest of the class, maintain appropriate social distance between him or herself and the non-compliant student, and call 911 for a trespass complaint. Again, such non-compliance may be considered a violation of the Student Code of Conduct.

Students who are not able to comply with safety mandates, such as the mask requirement, due to a certified medical condition are to schedule an appointment with Learning Support Services to request an accommodation prior to attending any in person class or campus event, or be subject to the rules above regarding non-compliance.

Late Work Policy

Late work isn't accepted without due cause in this class. If I am going to accept anything that is late, I need to know the (emergent/valid) reason (in advance of the due date when possible) and we will discuss a plan for your late submission. If you submit an assignment after the due date/time, and you and I have not spoken regarding your late submission, the assignment will earn zero credit. *However, nothing be submitted for credit once class has ended, regardless of the reason.*

Academic Integrity

North Central holds its students to high standards of academic integrity in all areas of college life, including the distance education environment. **Any form of academic dishonesty will not be tolerated and can have serious consequences, including automatic failure in the course and/or dismissal from the college.** By taking any form of course assessment, you agree that:

- You are the person registered in this course who has participated in and will receive academic credit for this class and will not receive unauthorized assistance from any other person or source during this assessment.
- Acknowledge that unauthorized sharing of information about an assessment with others is strictly prohibited and could result in serious consequences.
- All work submitted/presented must be your own, original work, prepared specifically for THIS class. **Turning in work from previous semesters or classes is not acceptable; this is a form of plagiarism.** Doing this will result in a "0" on that assignment, at a minimum, and possible failure of the class.
- **Submitting any work from a student who has previously taken this class will lead to failure of the assignment, at a minimum, as well as possible failure of the class and/or disciplinary action.**
- **By accessing assessments in this course, you are acknowledging your compliance with North Central's standards of academic integrity and that any violation will be dealt according to the [Academic Dishonesty Process outlined in the North Central Student handbook.](#)**

Accessibility Statement

In compliance with the Rehabilitation Act of 1973's Section 504 and 508, and the Americans with Disabilities Act of 1990, North Central's department of Learning Support Services (LSS) provides students with documented disabilities access to professional disability specialists, support staff, and specialized services.

For more information about services provided or to request an accommodation for a disability, please [visit LSS on the web](#), on campus in Room 533 of the SCRC, or call 231-348-6682 from 8:30 am to 5 pm Monday–Friday (summer hours may vary, so please check the website).

Copyright

All materials and content in this course were created by the instructor, unless otherwise specified.

Student Appeals

North Central's student complaint and appeals processes begin with a student's direct communication with the faculty/staff member in an attempt to work together to resolve the matter. For complete information on North Central's student policies and processes regarding appeals & complaints, please see the [North Central Student Handbook](#).

Subject to Change

All materials, assignments, and deadlines are subject to change. It is your responsibility to read course announcements and other communications.

Section 5: Grading and Assignments

Grades and Grading Scale

Grades in this course are based on the number of points earned.

Category	Points Per Item	# of Items	Total for Category
Introduction Discussion	10	1	10
Chapter Assignments	20 or 25	7	165
Chapter Discussions	35	5	175
Midterm & Final Exams	100	2	200
		TOTAL:	550

North Central Letter Grades

The North Central letter grades corresponding to final percentages achieved are:

Letter	Points	Letter	Points
A	94% – 100%	C	74% – 76%
A-	90% – 93%	C-	70% – 73%
B+	87% – 89%	D+	67% – 69%
B	84% – 86%	D	64% – 66%
B-	80% – 83%	D-	60% – 63%
C+	77% – 79%	E	Below 60%

Return of Graded Work

Grades will typically be posted within one week after the assignment's due date. Therefore, if you submit work early (when applicable), you'll need to wait longer for feedback and a score. Additionally, please note

that I do not reconsider grades, unless you can demonstrate a mathematical error. At the end of the semester (or during, if applicable), **any requests to round grades to the next higher level, requests for additional assignments, etc. will go unanswered.** Your grade for the course is based solely on the work produced during the semester.

Assignment Requirements

- 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. Yes, this even applies to online classes! In my first semester of teaching online for NCMC, the IT department inadvertently wiped out the first discussion and several students who hadn't saved a copy of their discussion response post had to rewrite the entire thing.
- All written work submitted in this course must meet a **word count minimum**. Your total word count must **always** be included at the end of your assignment, discussion posts, etc. All work must be in APA formatting, including Times New Roman 12-point font, double-spacing, 1" margins, etc. You must follow the proper guidelines for writing, which includes correct spelling, use of grammar, formatting, etc. All work must be submitted through the appropriate paper/assignment "drop box" on Brightspace; do not email me with an attachment of your assignments.
- All assignments submitted **MUST be either .doc or .docx attachments**. You do not need Microsoft Word to save your document as a .doc; simply select this option when "Saving As." If you send any other type of document/word processing attachment, I cannot open it. If I cannot open it, I cannot read it. If I cannot read it, and therefore not know whether you completed it in time, you will receive a "0" for the assignment. Ask me or the HelpDesk if you have any questions.

Exam Information

- There are two exams, covering six chapters each, and worth 100 points each. These are given to ensure that you have gained an understanding of the reading for those chapters.
- **Exams will be open for two days only.** (More information about this will be available as we approach exam times.) You need to take each exam at some point during that time frame and you will only get one chance to take each exam. Exams will be timed and you'll be unable to make further changes at the end of the time allowed. Before you begin the exam, you should ensure you know the material well enough to complete it successfully in the allotted time. While you can certainly use any notes you have - as well as your book - on the exam, there will not be time to look up every question. As such, it's imperative you know the material well! **No late exams** will be offered, so plan ahead now to ensure you can take the exams on the days they're open. Be sure you have a reliable internet connection before you take each exam, as you will only have one chance to do so.

Section 6: Student Resources & Support

Brightspace Support Portal

If you are experiencing technical issues inside Brightspace, please visit the 24/7 Brightspace Help Portal by going to the *Need Help With Brightspace?* found in the right-hand column of the Brightspace home page. If you would like more information about using Brightspace tools, visit the *Learn to Use Brightspace* link on the main navigational menu of the Brightspace home page.

The Brightspace Support Portal offers 24/7/365 access to:

- Live chat
- Phone support (1-877-325-7778)
- Email ticketing system

- Searchable database of solutions to common issues

Note: The Brightspace Support Portal and the IT Help Desk cannot grant you access to course materials or assist you with accessing/retaking quizzes or viewing grades without my authorization.

If you have trouble accessing materials or experience an issue with tests in the course, please post to the General Questions discussion in the course first. For other technical issues or questions, such as logging into the portal, contact the IT Help Desk using the contact information listed below.

IT Help Desk

Submit an IT Help Desk ticket through the “My Help Desk” button in your [student portal](#).

ADCL 63

231-348-6617

helpdesk@ncmich.edu

Monday – Thursday 8:30 am – 7 pm EST

Friday – 8:30 am to 12 pm EST

**Summer hours may vary – check the [North Central website](#) for up-to-date information.*

Library

North Central’s library staff can assist with learning how to use online databases, finding primary resources, using citations, navigating peer-reviewed sources, and more.

231-439-6345

Visit the [North Central Library](#) online

library@ncmich.edu

Monday – Thursday 8 am – 7 pm EST

Friday – 8 am to 5 pm EST

**Summer hours may vary – check the [North Central website](#) for up-to-date information.*

Writing Center

The [North Central Writing Center](#) offers FREE writing help for all students. Services include developing writing ideas, guiding research, assistance with organization, coaching in grammar and punctuation, learning APA and MLA formatting, and more.

231-439-6345

Located in the Library

writingcenter@ncmich.edu

Monday – 10 am – 5 pm EST

Tuesday – 10 am – 7 pm EST

Wednesday – 10 am – 7 pm EST

Thursday 10 am – 5 pm EST

**Summer hours may vary – visit the [Writing Center website](#) to make an appointment online.*

Personal Online and On-Campus Tutoring

Learning Support Services offers online and on-campus tutoring in many subjects. For detailed tutoring information, visit the [tutoring area of the North Central website](#) or the Get Help link in the top navigational menu of any page in Brightspace.

231-348-6682

Located in the SCRC

Monday – Friday, 8:30 am – 5 pm EST

**Hours may change – check the [North Central website](#) for up-to-date information.*

Advising & Financial Aid

To schedule an appointment with an advisor or to get assistance with financial aid, please contact Student Services at 231-348-6605 (Petoskey); 989-705-3775 (Gaylord); 231-597-0322 (Cheboygan).

Monday – Thursday 8:30 am – 5 pm EST

**Summer hours may vary – check the [North Central website](#) for up-to-date information.*

Complete Listing of Resources & Support

For a complete listing of student resources & support, please visit the [Student Services area of the North Central website](#), call 231-348-6605, or visit the Student & Community Resource Building on campus. The Student Services office is open Monday through Friday from 8:30 am to 5 pm EST.

Section 7: Course Schedule

Please note that for the purpose of this course, our schedule is organized by “modules.” Be sure to plan ahead and get assignments submitted ahead of the due date – **last-minute emergencies, illnesses, or technological issues are not justifications for submitting work late.** Remember, late work is not accepted in this class, so plan ahead to get work submitted and ensure you can take the exams on the two days each will be available.

Module(s)	Module Dates	Module Topics and/or Chapters to Read	Assignments and Discussions
1	1/11 - 1/17 (7 days)	Introduction to Course	Introduction Discussion (all) Posts due Sunday, 11:00 p.m. EST
2	1/18 - 1/24 (7 days)	Chapter 1	Chapter 1 Assignment due Sunday, 11:00 p.m. EST
3	1/25 - 1/31 (7 days)	Chapter 2	Chapter 2 Discussion Response Post due Thursday, 11:00 p.m. EST Peer Posts due Sunday 11:00 p.m. EST
4	2/1 - 2/7 (7 days)	Chapter 3	Chapter 3 Assignment due Sunday, 11:00 p.m. EST
5	2/8 - 2/14 (7 days)	Chapter 4	Chapter 4 Discussion Response Post due Thursday, 11:00 p.m. EST Peer Posts due Sunday 11:00 p.m. EST
6	2/15 - 2/21 (7 days)	Chapter 5	Chapter 5 Discussion Response Post due Thursday, 11:00 p.m. EST Peer Posts due Sunday 11:00 p.m. EST
7	2/22 - 2/28 (7 days)	Chapter 6	Chapter 6 Assignment due Sunday, 11:00 p.m. EST
8	3/1 - 3/7 (7 days)	Midterm Exam	Midterm will be open on 3/4 and 3/5 ONLY Due Friday, 3/5/21, 11:59 p.m. EST
9	3/8 - 3/14 (7 days)	Chapter 7	Chapter 7 Assignment due Sunday, 11:00 p.m. EST
10	3/15 - 3/21 (7 days)	Chapter 8	Chapter 8 Discussion Response Post due Thursday, 11:00 p.m. EST Peer Posts due Sunday 11:00 p.m. EST
11	3/22 - 3/28 (7 days)	Chapter 11	Chapter 11 Assignment due Sunday, 11:00 p.m. EST
<i>SPRING BREAK</i>	<i>3/29 - 4/4 (7 days)</i>	<i>SPRING BREAK</i>	<i>SPRING BREAK</i>
12	4/5 - 4/11 (7 days)	Chapter 12	Chapter 12 Assignment due Sunday, 11:00 p.m. EST

13	4/12 - 4/18 (7 days)	Chapter 9	Chapter 9 Assignment due Sunday, 11:00 p.m. EST
14	4/19 - 4/25 (7 days)	Chapter 10	Chapter 10 Discussion Response Post due Thursday, 11:00 p.m. EST Peer Posts due Sunday 11:00 p.m. EST
15	4/26 - 5/3 (8 days) Class ends 5/3/21	Course Summary & Final Exam	Final Exam will be open on 4/29 and 4/30 ONLY Due Friday, 4/30/21, 11:59 p.m. EST Final Thoughts Discussion due Monday, 5/3/21

****This schedule is subject to change. Any changes to this schedule, if needed, will be announced in Brightspace.*