

COURSE SYLLABUS

SOC 325: Interpersonal Communication

Course Description

An exploration of the personal communication process and the effect of personality, temperament, and behavior. Examines the theory and research that explores interpersonal communication, effective methods of problem solving in small group and team, and conflict resolution. Emphasis is placed on the self – awareness, self discloser, relational development. Practical application of the communication best practices and how to improve one's communication skills.

General Course Information

Number of Units/Weeks	4/10
#Hours Lecture/#Hours Laboratory/#Hours ELPs*	40/0/80
Prerequisite(s)	ENG 110
Co-requisites (s)	None
Course Developer(s)	Karen Burr, MEd
Date Approved / Last Review (Dr. Marc Azordegan)	March 2009/ September 2015

*Enhanced Learning Projects

Learning Outcomes

- Practice effective verbal and nonverbal communication in interpersonal relationships
- Recognize the communication style of self and others
- Recognize and enhance the leadership qualities in self and others
- Apply the components of effective problem solving individually and in groups
- Manage interpersonal conflict successfully

Instructional Methods Employed in this Course

- Lecture and reading assignments
- Hands-on exercises
- Research
- Student presentations
- Practical application of theory and skills in authentic design projects
- Build on prior knowledge and experience of students to enhance richness of class activities

Information Resources for this Course



Textbook

DuBrin, Andrew J. (2009). Human Relations: Interpersonal, Job-Oriented Skills, 10th edition. Upper Saddle River, NJ: Prentice Hall. ISBN-13: 978-0135019443.

West, Richard and Lynn H. Turner. (2009). Understanding Interpersonal Communication, 2nd edition. Florence KY: Cengage Learning. ISBN-13: 978-0-495-50246-3.

Table/Topics & Assignments

Types of Assignments:

Lecture: Considered Lecture Hours

Classroom Discussion: Considered Lecture Hours

In Class Critique: Considered Lecture Hours

Delivering Oral Presentations: Considered Lecture Hours

In Class (IC) Exercise: Considered Lecture Hours

Reading: Considered Homework (HW), work done outside of class.

WebClass lesson (non-online courses): Considered HW, work done outside of class

Lab Work: Considered Lab Hours

Quiz, Midterm or Final: Considered Lecture Hours

Week 1						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
LEC 1A	Introduction to Course Materials	1	--	--	--	
LEC 1B	Introduction to Interpersonal Communication	2	--	--	--	
ELP 1A	Read Chapter 1 of <i>Understanding Interpersonal</i>	--	--	3.5	--	
ELP 1B	Read Chapters 1 & 4 of <i>Human Relations</i>	--	--	3.5	--	
ELP 1C	Web Search #1	--	--	2	50	Week 2
Total Week 1		4	--	10	50	
Week 2						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
LEC 2A	Perception and the Self	2	--	--	--	

LEC 2B	Library Workshop	1	--	--	--	
LEC 2C	Multiple Intelligences	1	--	--	--	
ELP 2A	Read Chapters 2 & 7 in <i>Understanding Interpersonal</i>	--	--	6.5	--	
ELP 2B	Read Chapter 2 in <i>Human Relations</i>	--	--	2	--	
ELP 2C	Case Study #1 (Case 2.1) p. 42	--	--	2	80	Week 3
Total Week 2		4	--	10.5	80	
Week 3						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
LEC 3A	Non-Verbal Communication	4	--	--	--	
ELP 3A	Read Chapter 5 in <i>Understanding Interpersonal</i>	--	--	3	--	
ELP 3B	Web Search #2	--	--	2	50	Week 4
Total Week 3		4	--	5	50	
Week 4						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
LEC 4A	Verbal Communication & Listening	4	--	--	--	
ELP 4A	Read Chapters 4 & 6 in <i>Understanding Interpersonal</i>	--	--	6	--	
ELP 4B	Case Study #2 (Case 5.1) p.108	--	--	2	80	Week 5
Total Week 4		4	--	9	80	
Week 5						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
EXAM 5A	Midterm Exam	1	--	--	100	
LEC 5A	Communication, Culture and Identity	1.5	--	--	--	
LEC 5B	Barriers in Effective Communication	1.5	--	--	--	
ELP 5A	Read Chapter 3 in <i>Understanding Interpersonal</i>	--	--	2.5	--	

ELP 5B	Web Search #3	--	--	2	50	Week 6
ELP 5D	Read Chapter 7 in <i>Human Relations</i>	--	--	2	--	
Total Week 5		4	--	8.5	150	
Week 6						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
LEC 6A	Communication Styles	2	--	--	--	
LEC 6B	Self Disclosure	1	--	--	--	
LEC 6C	Personal Development	1	--	--	--	
ELP 6A	Read Chapters 8 & 10 in <i>Understanding Interpersonal</i>	--	--	7.5	--	
ELP 6B	Read Chapters 3 in <i>Human Relations</i>	--	--	1.5	--	
ELP 6C	Web Search #4	--	--	2	50	Week 7
Total Week 6		4	--	11	50	
Week 7						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
LEC 7A	Conflict Resolution	3	--	--	--	
IC EX 7A	Peer Review of Rough Draft	1	--	--	--	
ELP 7B	Final paper	--	--	2	200	Week 9
ELP 7C	Read Chapter 9 in <i>Understanding Interpersonal</i>	--	--	3	--	
ELP 7D	Read Chapter 8 in <i>Human Relations</i>	--	--	2	--	
Total Week 7		4	--	9	200	
Week 8						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
LEC 8A	Giving and Receiving Constructive Criticism	4	--	--	--	
ELP 8A	Read Chapter 10 -12 in <i>Human Relations</i>	--	--	6.5	--	
ELP 8B	Case Study #3 (Case 8.2) p.142	--	--	2	90	Week 8

ELP 8C		--	--	--	--	
Total Week 8		4	--	8.5	90	
Week 9						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
LEC 9A	Leadership	1.5	--	--	--	
LEC 9B	Teamwork	1.5	--	--	--	
IC EX 9A	Final Paper Presentation	1	--	--	--	
ELP 9A	Read Chapters 5, 6, & 9 in <i>Human Relations</i>	--	--	5.5	--	
ELP 9B	Read Chapter 11 in <i>Understanding Interpersonal</i>	--	--	3	--	
Total Week 9		--	--	8.5		
Week 10						
Type	Topic/Description	LEC Hours	LAB Hours	ELP Hours	Point Value	Due
LEC 10A	Closing Thoughts/ Course Wrap Up	3	--	--	--	
EXAM 10A	Final Exam	1	--	--	150	
Total Week 10		4	--	--	150	

Guideline for web search and case study:

A- Research the topic thoroughly

B- Define the central issues

C- Analyze all issues

D- Write 1-2 pages of your findings

E- Make oral presentation

Case study textbook:

HUMAN RELATION: INTERPERSONAL Job- ORINTED SKILLS

Suggested Paper Topic:

- 1-Communication and collaboration skills.**
- 2- Effective listening vs. hearing.**
- 3- Communication and conflict.**
- 4- The role of culture and society in perception.**
- 5- Communication and technology.**
- 6- Communication and emotion.**
- 7- Communication and gender.**
- 8- Power and conflict in interpersonal communication.**
- 9- Multigenerational communication.**
- 10- Communication ethics.**
- 11-Methods of giving constructive feedback to the employees and communicating with colleagues.**
- 12- Interpersonal communication in organization.**
- 13-Functions and types of non verbal communication.**
- 14- First impressions and building rapport.**
- 15- Effective use of interpersonal communication.**

**** Paper should be between 8-10 pages, APA style, and must have at least 7-8 citations.**

Course Hours Summary

Week	Topic	LEC Hours	LAB Hours	ELP Hours
1	Introduction to Interpersonal Communication	4	--	10
2	Perception and the Self & Multiple Intelligences	4	--	10.5
3	Non-Verbal Communication	4	--	5
4	Verbal Communication & Listening	4	--	9
5	Communication, Culture, and Identity & Barriers in Effective Communication	4	--	8.5
6	Communication Styles, Self Disclosure & Personal Development	4	--	11
7	Conflict Resolution	4	--	9

8	Giving and Receiving Criticism	4	--	9
9	Leadership & Teamwork	4	--	9
10	Closing Thoughts/Course Wrap Up	4	--	0
Total		40	--	81

Table/Point Breakdown

	Assignment	Possible Points	
	Web Search (4 total worth 50 points each)	200	
	Case Studies	250	
	Communication Style Paper Final	200	
	Final Exam	150	
	Participation	100	
	Midterm Exam	100	
	Total	1000	

Your Grades for this Course

Your final grade for this course will be based on an assessment by the Instructor of your performance on a number of course activities, which may include objective tests, classroom exercises, laboratory demonstrations, project papers, or other types of activities. The chart below indicates in what activities you will engage, how many possible points can be earned for each activity, and the percentage of your final grade that will be accounted for by each activity.

Students in this course should be graded following Coleman University assessment practices and policies. A point system is used in the University to indicate student performance on various required activities or projects. For this course, it is recommended that points be distributed as follows:

Grading Structure

The following table lists the Coleman University grading structure. All grades listed will count as units attempted.

For each unit in which the student is enrolled, he or she will receive quality points as follows:

Letter Grade	Percentage	Grade Points
A	94% - 100%	4.00
A-	90% - 93%	3.67
B+	87% - 89%	3.33
B	84% - 86%	3.00
B-	80% - 83%	2.67
C+	77% - 79%	2.33
C	74% - 76%	2.00
C-	70% - 73%	1.67

D+	67% - 69%	1.33
D	64% - 66%	1.00
D-	60% - 63%	0.67
F	0% - 59%	0.00
I	N/A	0.00
W	N/A	0.00
CR	70% or above	0.00
NC	69% or below	0.00
AU	N/A	0.00
TR	N/A	0.00
WV	N/A	0.00

Note: I = Incomplete, W = Withdraw, CR = Credit, NC = No Credit, AU= Audit, TR= Transfer, WV= Course Waiver

Requirements

Assignments: All assignments (including projects, lab work, quizzes and exams) must be completed as scheduled. The following will apply to late assignments:

- 1-24 hours after due date = 20% off point value
- 25-48 hours after due date = 60% off point value
- 49+ hours after due date = No points given

If an assignment equals less than 5 points, no points will be given for late work. If there are extenuating circumstances, the student must submit a written explanation to the department Senior Instructor. Upon evaluation, points will be given according to the Senior Instructor's discretion.

Attendance: Classes begin and end as indicated in the published schedule. It is required that students be present at the beginning of each class session and stay until class is dismissed, including lab periods. Excessive tardiness, leaving early and/or absences (from either lecture or lab sessions) are causes for dismissal from the course. A student that arrives in class beyond 30 minutes late may be considered absent. A student that leaves over 30 minutes before the end of class may also be considered absent. Excused absences will be determined by the instructors and approved by the Dean of Academics & Director of Student Services. Students may be removed from the course(s) based on the following absence guidelines:

4 Unit Course – Allowed 2 absences per 10-week MOD (3rd absence may be excused by DOA & DOSS)

5 Unit Course – Allowed 2 absences per 5-week MOD (3rd absence may be excused by DOA & DOSS)

8 Unit Course – Allowed 5 absences per 10-week MOD (6th absence may be excused by DOA & DOSS)

Conduct: Students are expected to conduct themselves in a professional manner while on campus. Rules of conduct are outlined in the University Catalog and students are required to adhere to such policies. Students who are in violation of the Student Code of Conduct Policy can be suspended.

Coleman University Policy on Academic Dishonesty:

Academic dishonesty is cause for dismissal from Coleman University. Presenting another person's ideas, methods, course work, or test answers with the intention that they be taken as one's own is theft of a special kind. It defrauds the originator of the work, the institution, its graduates, its students, and its future students.

The student has full responsibility for the authenticity of all academic work and examinations submitted. A student who appears to have violated this policy must submit to a hearing with the reporting instructor and the associate dean. If it is determined that a violation occurred, the matter will be referred to an Officer of the University with recommendations for an appropriate penalty. The student may be dismissed, suspended, or given another penalty.

Coleman University employs the plagiarism software known as Turnitin. Students are expected to use this tool in an appropriate manner with the sole purpose to support their own academic endeavors at Coleman University. Turnitin account information cannot be shared with anyone. Contact your instructor if you have any questions about plagiarism related issues.

Academic Accommodation / Adjustment Policy:

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to offer equal educational opportunities to qualified disabled individuals.

To qualify for an academic accommodation under ADA, the student must provide adequate documentation of a disability. Students seeking academic accommodations should contact the campus ADA Coordinator, Ariana Marron, at 858-966-3953 or via email at ada@coleman.edu. The ADA Coordinator will review the documentation provided and verify ADA coverage. Students covered under ADA must meet with the ADA Coordinator at the beginning of every term to determine the appropriate academic accommodations. Failing to meet with the ADA Coordinator at the beginning of every term may impact the availability of accommodations.

After the academic accommodations have been determined, the students' instructors will be notified by the ADA Coordinator. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator. If the student feels accommodation is not being made appropriately, the student may follow the published Student Grievance Procedures.