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Theater Arts / Speech  
SPCH 101 – Interpersonal Communication  
Spring 2018**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor and Communication Information**

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| Instructor | Dr. Jason Scott Andrews |
| Office | 168 Moss Performing Arts Center |
| Email | [ssandrews@coloradomesa.edu](mailto:ssandrews@coloradomesa.edu) |
| Phone | 970-248-2036 |
| Office Hours | MW 12:00-1:00 pm  TR 11:00 am-1:00 pm  Or by appointment |
| Communications Policy | Email is typically the best way to contact me, even if to set up an office appointment. I will check and respond to email within 48 hours. ALL email must come through your MAVS account. Should you choose to call, please be sure to leave your name, complete phone number, course number or title they are calling about, and information needed. Office hours are be best for issues and questions that are more complex. |
| Assignment Grading and Feedback | All work will be graded within 1 week of the assignment or speech due date. |

**Course Information**

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| Course Title | SPCH 101 – Interpersonal Communication (Sec. 007, 41952) |
| Class Time | MW 9:00 – 9:50; F online |
| Classroom | Escalante Hall 230 |
| Prerequisites | None |
| Essential Learning Requirements | Fulfills a Social and Behavioral Sciences Course Requirement |
| Drop Date | January 31, 2018 |
| Credit Hours | 3 cr. An undergraduate student should expect to spend on this course a minimum of two hours outside the classroom for every hour in the physical and online classroom. The outside hours may vary depending on the number of credit hours or type of course. More details are available from faculty members or department offices and in CMU’s *Curriculum Policies and Procedures Manual*. |

**Course Overview**

This course examines how we perceive self and others, how we use information we gather about self and others to guide our interactions, and the essential role of communication in the development and maintenance of human relationships. Our goal is to better understand—through activities, projects, discussions, and quizzes, some of the factors affecting communication in relationships and to appreciate the impact of communication on our relational lives. In this course, we will work to develop a theoretical and practical understanding of human communication processes and to improve interpersonal communication skills.

**Course Catalog Description**“Exploration of multiple aspects of human behavior including the communication process, perception, verbal and nonverbal communication, diversity, and adapting to others, conflict, culture, and relationships in personal and professional settings.” (Hybrid)

**Essential Learning Outcomes**Interpersonal Communication is a part of CMU’s Essential Learning Curriculum, making it an important element in your pursuit of a CMU degree. In addition to improving your knowledge of the course’s content, this class will be helpful in improving your ability in the Humanities to:

* Produce effective arguments and summaries in written English
* Critically examine and evaluate an argument
* Demonstrate investigative and analytical thinking skills to solve problems.

These Essential Learning student outcomes are specifically achieved in the following manner:

* Writing – Students will produce numerous reflective written assignments on interpersonal concepts and applications throughout the course.
* Examine Argument - Students will examine and evaluate a variety of argument types in interpersonal communication conflict contexts.
* Investigation/Analytical Thinking: Students will examine interpersonal relationship dynamics, communication patterns, and perception concepts through observation and exploration of human behavior in order to develop theoretical and practical solutions for solving problems.

**Course Learning Outcomes**Upon satisfactory completion of this course, the student should be able to:

1. Identify interpersonal communication skills.
2. Investigate interpersonal communication skills.
3. Apply interpersonal concepts to relationships.

**Required Text and Supplies***REVEL* e-book for *Interpersonal Communication: Relating to Others, 8th ed.* (Beebe, Beebe, and Redmond, 2017)

Loose-leaf textbook **optional**.

**Lesson/Instructional Materials**All other materials—including documents, videos, websites, and important links—will be available on the course D2L page.

**Class Format**

This section of Interpersonal Communication is an online-hybrid course. It is critical that you keep up with the weekly assignments, quizzes and presentation preparations throughout the semester. We'll be in the classroom on Mondays and Wednesdays for lectures, activities, and presentations, and online through Desire2Learn for other coursework. Desire2Learn (D2L) - this is the CMU online learning management system where you submit everything weekly for grading purposes. These include chapter quizzes, discussions, and an assignment dropbox. D2L is most easily accessed through your MavZone. Contact the CMU Helpdesk for assistance with issues relating to D2L and/or your personal computer (see specific contact info below).

**Methods of Evaluation/Grading Policy**

A total of 1000 points will be possible this semester. The following is a general overview and breakdown of the requirements:

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| **Grade Items** | **Percent (points) of Final Grade** |
| Assessments | 70% (700 pts.) |
| Projects/Presentations/Participation | 30% (300 pts.) |

**Assessments**

* Chapter Quizzes – 10 online quizzes @ 60 points each = 600 pts.
* Final Examination –Comprehensive Written (in class) = 100 pts.

**Projects/Presentations**

* Self-Concept Project = 60 pts.
* Listening Project = 60 pts.
* Conflict Project = 60 pts.
* Life Project = 60 pts.

**Participation**

* Attendance (See Attendance Policy below) = 30 pts.
* Preparedness, Willingness, Enthusiasm, Contribution = 30 pts.

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| **GRADING** | **SCALE** |
| A | 89.50 -100% |
| B | 79.50 – 89.49% |
| C | 69.50 -79.49% |
| D | 59.50 – 69.49% |
| F | Under 59.50% |

**Assignments**Assignments are due to D2L or in class on the dates specified in the class schedule. Late work (e.g. papers, speeches) will be **penalized at the rate of one letter grade for that assignment**, and will be accepted only if prior arrangements have been made with the instructor. **Late work for which no such arrangements have been made will not be accepted.**

Specific details will be provided for all assignments in class.

**Attendance Policy**Students enrolled in this course learn through several modes, including assigned readings, lectures, discussion, individual performances, and observation of other students' performances. Consequently, **attendance at all class sessions is expected of all students**. Because emergencies arise that make attendance in class impossible, **a maximum of two absences is permitted without penalty**. *Continued absences will affect a student's grade independently of other course work*. In general, I **do not distinguish between “excused” and “unexcused” absences**, except in cases where a documented serious illness or family emergency prevents a student from attending class. But even then, excessive absence will have an adverse—including failing—impact on a student’s final course grade.

**Testing Statement**You will have **two** attempts to take online quizzes, which contain multiple choice, fill-in the blank, and true/false questions. Once you begin, you will have 30 minutes to complete each quiz. The Final Exam will be graded manually and your score will appear in My Grades on D2L.

**Course Correspondence  
Check your email regularly** throughout the semester for last-minute updates or something new you should know about. Email is typically the best way to contact me, even if to set up an office appointment. I will check and respond to email within 48 hours. ALL email must come through your MAVS account. Should you choose to call, please be sure to leave your name, complete phone number, course number or title they are calling about, and information needed. Office hours are be best for issues and questions that are more complex.

**Supplemental Help**If you wish to discuss academic accommodations, please contact me as soon as possible. Specific information about Educational Access Services and the Tutorial Learning Center is included under General Student Services in this Syllabus.

**Plagiarism and Academic Integrity**Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Academic dishonesty also includes, but is not limited to: (1) Forgery/fabrication/falsification/plagiarism of academic documents; (2) Intentionally impeding or damaging the academic work of others; (3) Assisting others in acts of academic dishonesty; (4) Cheating in the classroom; (5) Unauthorized attendance; (6) Multiple submissions; and (7) Unauthorized collaboration. Any academic misconduct may be reported to the Department Head and Office of Academic Affairs and may result in a failing grade, suspension, or dismissal.

These policies are outlined at: [Student Code of Conduct and Conduct System](http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf" \l "page=82)

**Because it is the cardinal sin of education, it will be treated as such in this class. Once “TurnItIn” locates your work as unoriginal, the “facts” will leave me no choice but to report them to the Office of Academic Affairs.**

**Netiquette**“Netiquette” refers to the etiquette by which you should abide when using online services for your classes and campus communications. This includes email, social media, online chat, blogs, online discussions or message boards, instant messages, etc. Although you are participating in course activities and using course materials online, the [CMU Student Code of Conduct](http://www.coloradomesa.edu/studentservices/conduct.html) still applies. Online participants are expected to behave in a respectful manner that is supportive to other learners, participants, and faculty.

Online behavior should foster an environment that is productive and thoughtful. Netiquette provides guidelines for facilitating this positive atmosphere. Some basic principles of netiquette include:

* **Be respectful.** Remember that you are communicating with actual people. Be courteous and show respect, even if you have differences of opinion. Remember to treat others as you’d like to be treated. Good manners apply online as well as in the traditional classroom.
* **Think before you post.** Follow posting directions and examples. Be aware of who may be able to view your posting, and how your post may be interpreted. Try to maintain a fair and objective tone.
* **Stay on topic.** Make sure your communication is related to the subject and does not wander off-topic. Ask questions that are appropriate and relevant to the topic. Keep academic discussions free of “chit-chat”.
* **Write clearly.** Even though the online environment may seem more informal than your face-to-face class, you are still in an academic course and mature communication is expected. Correct spelling and grammar are required. Proper sentence structure and punctuation should be used. Avoid abbreviations and “text speak.”
* **Use appropriate language and style.** Profanity or offensive wording is not acceptable. ALL CAPS and repeated punctuation (???? or !!!!) is considered rude and should be avoided. While it is okay to have robust discussions and differences of opinion, avoid inflammatory wording ‘flaming’ that might start arguments. To disagree, use language that encourages intelligent discourse and discussion. Ignore statements by others that appear inflammatory.
* **Be considerate of others.** Do not make derogatory, condescending, or harassing remarks. Communication should be well-intentioned and well-articulated. It should foster a positive learning environment. Be aware of how sarcasm may be misinterpreted by your readers. Bullying, threatening, or abusive language will not be tolerated.
* **Allow for misunderstandings.** Keep in mind that writing can often convey the incorrect tone or intention. Make allowances for unintended rudeness or misunderstanding.
* **Cite your sources.** If you post work that is not your own or contains work that is not your own, be sure to reference your sources.
* **When in doubt, do not send or post.**

**Technology & Technology Skill Requirements**You will need basic computer skills and should be comfortable using a word processing program, browsing for files, and copying and pasting between programs. You will need a computer that connects to the Internet. Your username and password are required for access. If you do not own a computer or if your computer malfunctions during the term, you will be expected to identify a computer to use. Technology issues are not an excuse for missed or late work.

Colorado Mesa University strongly prefers students use the following technology minimums: DSL/Cable modem and high-speed Internet connection, Microsoft Windows XP or later, Microsoft Office 2003 or later, and Java Runtime Environment 7.

**Technical Help**If you experience a technical problem, call the Help Desk at (970) 249-2111 to receive technical support in the following areas:

* Usernames and passwords
* Desire2Learn
* MavZone
* Microsoft Office products
* Connecting to the wireless network
* Desktop computer hardware installation and troubleshooting
* Desktop software installation and troubleshooting
* Network file storage

For more information, visit the CMU Help Desk website at: <http://coloradomesa.edu/it/helpdesk.html>

**Withdrawal Statement**Regular class attendance is expected. CMU is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. CMU is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first week of a semester, instructors will report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class. However, it is the student's responsibility to withdraw, using the appropriate CMU form, from any class which she/he is no longer attending or risk receiving a failing grade in that class. Student's wishing to withdraw must complete and submit the appropriate CMU form by the established withdrawal deadline.

**General Student Services**

* **Educational Access Services**: If you are a student with a documented physical or learning disability and need an accommodation for this class, you must contact the Educational Access Services Office, 248-1801, at the start of the semester.
* The **Tutorial Learning Center** (TLC) is a **FREE** academic service for all Colorado Mesa University students. Tutors are available on a walk-in basis for many courses. Do you have a quick question? Do you need homework clarification or feedback on a paper? Are you reviewing for a test? Help is available at the TLC!   
  At the main campus, come to Houston Hall 113 to meet with one of our friendly peer tutors. We are open on Monday through Thursday from 8am-6pm and Fridays from 8am-5pm. We are also open Sundays from 1pm-6pm! Tutoring at branch campuses and distance tutoring is also available. Check out the website for schedules and locations at [www.coloradomesa.edu/tutoring](http://www.coloradomesa.edu/tutoring) or call (970) 248-1392 with any questions.
* **Research Assistance at the Tomlinson Library:** CMU’s professional librarians are an excellent resource for helping you to find the best research to support your academic work, evaluate articles and electronic information, and cite the articles and images that you use in your papers. We are here for you!

Find us**:** in the Library at the Research Help Desk Mon-Thurs 8am-9pm, Fri 8am-5pm, Sat 10am-5pm, and Sun 1-9pm; via online chat 24/7 at [coloradomesa.edu/library](http://coloradomesa.edu/library); by email at [library@coloradomesa.edu](mailto:library@coloradomesa.edu); or by calling 970.248.1860.

* **Student Services**: The Office of Student Services works to support CMU students in all aspects of college life, by offering a vast array of services, resources and programs that make each student's time at Colorado Mesa University as exciting and successful as possible. Student Services works collaboratively with faculty, students, and staff to create a campus community that fosters the growth of students as strong individuals and productive citizens. To learn more, go to <http://www.coloradomesa.edu/studentservices>.
* **Financial Aid**: Financial aid staff is dedicated to assisting you in sorting through the various forms of student financial aid. We believe that by helping you take advantage of a variety of available resources, you will find an education at Colorado Mesa University is attainable. Our office is located in the lower level of Lowell Heiny Hall, Room 116. Our phone number is (970)248-1396, or you may contact us via email at [financialaid@coloradomesa.edu](mailto:financialaid@coloradomesa.edu)
* **Advising Center:**  Advisors can assist students with course selection and registration, major exploration, and identifying strategies for academic success. The Advising Center is committed to promoting academic success and in facilitating students to attain their educational goals. We are located in Lowell Heiny Hall, on the lower level, room 127. Our phone number is (970)248-1177, or toll free at 1-800-982-6372 (option #7 or extension 1177). Our FAX number is (970)248-1267. You can also reach us via email at [advising@coloradomesa.edu](mailto:advising@coloradomesa.edu) Appointments are scheduled from 9:00 to 4:00, Monday through Friday. Please call a week or two in advance of your desired appointment date to schedule. Bring your picture ID, as failure to do so may result in a rescheduled appointment.
* **Business and Financial Services Office:**  The Business and Financial Services Office is located in the lower level of Lowell Heiny Hall. Our staff is available to assist you Monday through Friday from 8:00 am to 5:00 pm, MST. Our phone number is (970)248-1567, our FAX number is (970)248-1136, or you may contact us via email at [businessoffice@coloradomesa.edu](mailto:REGISTRAR@coloradomesa.edu)

**Course Schedule**

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| **MONDAY** | **WEDNESDAY** | **FRIDAY** |
|  | 1/17 Syllabus / Textbook / Reading / D2L | 1/19 Introduction to IntComm  **Chapter 1 Quiz (trial)** |
| 1/22 IntComm & Self | 1/24 …applied | 1/26 **Chapter 2 Quiz** |
| 1/29 IntComm & Perception | 1/31 …applied | 2/2 **Self Concept Project** |
| 2/5 **Self Concept Presentations** | 2/7 **Self Concept Presentations** | 2/9 **Chapter 3 Quiz** |
| 2/12 Listening & Responding Skills | 2/14 …applied | 2/16 **Chapter 5 Quiz** |
| 2/19 Verbal Comm Skills | 2/21 …applied | 2/23 **Chapter 6 Quiz** |
| 2/26 Nonverbal Comm Skills | 2/28 …applied | 3/2 **Listening Project** |
| 3/5 **Listening Project Presentations** | 3/7 **Listening Project Presentations** | 3/9 **Chapter 7 Quiz** |
| 3/12 **SPRING BREAK** | 3/14 **SPRING BREAK** | 3/16 **SPRING BREAK** |
| 3/19 Understanding Int Relationships | 3/21 …applied | 3/23 **Chapter 9 Quiz** |
| 3/26 Conflict Management Skills | 3/28 …applied | 3/30 **Chapter 8 Quiz** |
| 4/2 Managing Relationship Challenges | 4/4 …applied | 4/6 **Conflict Project** |
| 4/9 **Conflict Project Presentations** | 4/11 **Conflict Project Presentations** | 4/13 **Chapter 10 Quiz** |
| 4/16 Interpersonal Relationships:  Friendships & Romance | 4/18 …applied | 4/20 **Chapter 11 Quiz** |
| 4/23 Interpersonal Relationships:  Family & Workplace | 4/25 …applied | 4/27 **Life Project** |
| 4/30 **Life Project Presentations** | 5/2 **Life Project Presentations** | 5/5 **Chapter 12 Quiz** |
|  | 5/9 **Final Exam** |  |