

EASTERN WYOMING COLLEGE
Communication Department
Spring 2013

Course Title: Interpersonal Communication
Course Number: CO/M 1030, Section 40/90
Credit Hours: 3 semester hours
Meeting Times & Location: INET

Instructor: Heidi Edmunds, MAE, LPC
Office Location: Faculty Office Link, Room 209
Telephone: (307)532-8296 or 1-800-658-3195, ext. 8296
Email: Please utilize the Journal tool in LancerNet to contact me in regards to this course.

Office Hours:

Monday	9:00 am—10:00 am
Tuesday.....	10:00 am—11:00 am
Wednesday.....	9:00 am—10:00 am
Thursday.....	2:00 pm—3:00 pm
Friday.....	9:00 am—10:00 am

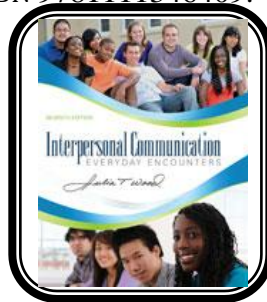
Please contact me by phone, via the Journal tool in LancerNet, or in person to schedule appointments outside of regular office hours. Drop-ins are welcomed.

COURSE DESCRIPTION AND RATIONALE:

An introduction to oral communication in interpersonal group and audience situation and brief survey of communication rhetoric, principles, and techniques. This course introduces the student to the theories, principles, and concepts associated with the study of interpersonal communication. It serves to increase the effectiveness of the student’s own communications and creates a framework for further study in this and related disciplines. Interpersonal Communications satisfies the general transfer Social Science requirement.

INSTRUCTIONAL RESOURCES:

- Wood, J.T. (2013). *Interpersonal Communication: Everyday Encounters (7th ed.)*. Thompson/Wadsworth. ISBN 9781111346409.



COURSE OBJECTIVES:

Upon successful completion of this course, the student should be able to accomplish the following tasks:

1. Understand the theories, principles, and concepts associated with the study of interpersonal communications.
2. Be able to articulate the role and functions of language in the communication process, both from a speaking and listening perspective.
3. Understand and be able to apply concepts of non-verbal communications.
4. Have an understanding and the ability to apply communication principles to various types of relationships.

ATTENDANCE/WITHDRAWAL POLICY:

This class is offered online therefore there will not be any required class meeting dates. However, it is the responsibility of each student to sign on to *LancerNet* regularly and complete and submit assignments, quizzes, exams, etc. on time.

Please note EWC's attendance policy in the *Eastern Wyoming College Catalog*, which authorizes an instructor to withdraw a student from a course when: a) the student is absent for more than 20% of scheduled sessions, b) the student has been absent for six consecutive class hours, or c) the student has not completed 20% of assigned learning activities.

Students may choose to withdraw from this class and receive no credit with a grade of **W** before 4 pm on **Thursday, April 25**. While I am authorized to withdraw students who fail to attend and participate in class, be aware that **I will not necessarily withdraw a student who abandons this class**. It is your responsibility to initiate the withdrawal process if you wish to be removed from the class. *Any arrangements to receive a W in the class must be made prior to the last day to drop regular classes*. Please refer to the EWC Catalog for more information regarding the withdrawal procedure. Any changes to this policy will be made on an individual basis, and will be agreed upon by the instructor and student prior to the last day to withdraw from individual classes.

CLASS EXPECTATIONS:

It is expected that students conduct themselves with respect for fellow students, faculty, and the institution at all times. You are to complete all reading and assigned activities, participate actively in discussions, and submit work on time.

Guidelines for instructor communication:

Please note that I will be employing the Journal tool within LancerNet, and I will be using this system to contact you as well. Any correspondence initiated by me will be to through this tool, so please begin checking it immediately and continue frequently. You will receive notification from LancerNet when you have new Journal messages.

Please indicate the assignment, exam, or other material that you are referring to in the Topic line of each Journal entry (e.g. Unit 3 Assignment or Unit 5 Video). It is essential that you use proper capitalization, spelling, and grammar when contacting me. You should consider any correspondence you have with me to be professional and conduct yourself accordingly. If you do not use the Journal tool as means of communication with me, I cannot guarantee my response.

You can access the Journal tool in LancerNet by clicking on the "My Journal" link in the Student Tools menu along the left side of your screen when on the course homepage.

Academic Dishonesty

Academic dishonesty of any type including but not limited to plagiarism and cheating will not be tolerated. The instructor reserves the right to not accept assignments that do not reflect the work of each individual student. Students may receive a grade of zero for a specific assignment or an F in the class depending on the type of offense. Each occurrence will be dealt with on an individual basis and at the discretion of the instructor. Please refer to the EWC Student Handbook for more information on EWC's policy on Academic Dishonesty.

COURSEWORK:

Course material will be delivered and assessed by various means including lecture; multimedia presentations; reading assignments; threaded discussion, journaling, or blogging; videos; assignments; written papers and projects; and exams. It is expected that each assigned task be completed within the designated timeframe; full credit will not be awarded for late assignments. Extra credit may take the form of selected questions on exams or special assignments available to all students.

Reading Quizzes

Reading quizzes will be administered via *LancerNet*. They will correspond to each chapter in your textbook and are designed to insure that you are reading thoroughly and comprehending information from your book. The quizzes are untimed and it is acceptable to use your book when completing the quizzes. You will have the opportunity to take the reading quizzes 2 times before the final due date. The highest score from all attempts will be retained. Quizzes are located under the "My Assessments" tab. **Late or missed submissions will not be accepted.** If you have technical difficulties, it is your responsibility to contact the instructor and make proper arrangements prior to the due date. One of your lowest quiz scores will be dropped when calculating your final grade.

** As with all technology, there is a potential for problems. Please do not wait until the last minute to submit assignments or complete quizzes. Technical difficulties will not be accepted as an excuse for missed assignments or missed quizzes.

Examinations

Exams will be administered on *LancerNet*. There will be four mandatory exams during the semester and an optional final exam. The score on the final exam can be used to replace your lowest score on one of the earlier exams. You may choose not to take the final if you have not missed a previous exam and are satisfied with your scores on the first four. Exam questions will be selected from reading quizzes as well as from your text, lectures, and videos. **It is expected that you take each exam without the assistance of your book, notes, or other resources (i.e. your classmates).** The final is comprehensive and will consist of questions from the first four exams as well as some new questions from the final chapters. All exams, including the final are worth 100 points.

Because only four exams are required, I will not allow any late exams to be completed. In the event that you are unable to attend class on the day of a scheduled exam, you may make arrangements to complete the exam prior to the scheduled time. These arrangements must be made with the instructor in advance. No exams will be given after the scheduled in-class time.

Assignments

There will be assignments to be completed throughout the semester. These will be administered and submitted on *LancerNet*. Assignments are located under the "My Assignments" tab. Please see the Course Schedule for assignment information.

Project

A project will be completed during the semester. Students will complete and present a project. Information on the project will be provided during the semester. The project will be worth a total of 100 points.

GRADING CRITERIA:

Grades will be assigned according to the following scale:

<u>Percentage</u>	<u>Letter Grade</u>
90 - 100%	A
80 - <90%	B
70 - <80%	C
60 - <70%	D
00 - <60%	F

I reserve the right to make adjustments to grades on any assigned coursework in order to correct unintentional errors or unfairness. These adjustments will not be to the detriment of the student.

GENERAL EDUCATION REQUIREMENTS:

- *Communication Skills:* Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- *Analytical and Quantitative Reasoning:* Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- *Technology Skills:* Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- *Social Awareness:* Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- *Information Literacy:* Graduates will be able to locate, evaluate, and use information effectively.

ADA ACCOMMODATIONS:

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Ochsner (532-8238) or Mr. Tom McDowell (532-8330) as soon as possible so that arrangements may be made.

DISCLAIMER STATEMENT:

Information contained in this syllabus is, to the best knowledge of the instructor, correct and complete when distributed for use at the beginning of the course. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course materials and course schedules.