

**CMS 220...Interpersonal Communications**  
**January 2019 FLEX TERM 3 Credit Hours**  
**January 6<sup>th</sup> to January 12<sup>th</sup>, 2019**

**Instructor:** Deb Savage

**Email Address:** deb.savage@doane.edu

**Course Description:**

This course focuses upon the nature and influence of communicative behavior in close, personal relationships. Interpersonal communication structure and processes will be explored as they relate to the development and maintenance of identities, friendships, romantic, and family relationships.

**Course Objectives:**

Through thorough examination and discussion of theoretical study and practice of communication exercises, at the end of this course, each participant should:

1. Establish effective interpersonal, intrapersonal, and group communication
2. Know the techniques for improvement of communication skills
3. Be able to assess his/her communication skills
4. Become aware of barriers to effective communication
5. Be aware of different perceptions and possibilities for interpretation of communication

**Text:**

Communicate! A Workbook for Interpersonal Communication.

Communication Research Associates. 7<sup>th</sup> Edition. Kendall/Hunt Publishing Co. 2004.  
ISBN: 0-7575-1332-8

**Workbooks must be purchased new.**  
**Used workbooks will not be acceptable for this course.**  
**You must have your workbook with you**  
**for every class meeting!**

**IMPORTANT NOTE:** New regulations under the Higher Education Act require us to verify the identity of a person doing work in a class if we receive assignments, etc. from that student electronically. We can comply with this regulation if our students submit things to teachers electronically from their Doane College e-mail address or through Blackboard, because the college issued that address, ID, and password. For that reason, I can only send assignments to your Doane e-mail address, and I can only accept assignments submitted to me from your Doane e-mail address.

**Interpersonal Communication (CMS 220)**  
**Dates, Time and Assignments**  
**Sun, January 6<sup>th</sup> - (1pm - 7pm)**  
**Monday - Friday, January 7<sup>th</sup> – January 11<sup>th</sup> (6pm – 10:30pm)**  
**Saturday, January 12<sup>th</sup> (9am - 5pm)**

**\*\* SUNDAY, January 6<sup>th</sup> ASSIGNMENT: (1pm – 7pm)**

**1pm – 1:50pm**

Introductions & Name Tags

*Stuff* to go over

***Attendance, participation and workbook = grade***

Doane email

Weather

Workbook - discussion

Plan A and Plan B answers

Classroom Rules – NO CELL PHONES, communication rules, confidentiality

Breaks will be given but always based on where we are at in the activities and discussion

**2pm – 2:50**

**Read Chapter 1...Due prior to class**

**Complete the following pages prior to class, we will discuss in class**

Communication Questionnaire...pages 5-6

Getting to Know Me...pages 7-8

Julie & Mr. Conroy...pages 16-17

Things to Work On...pages 19-20

Course Goals...pages 21-22

Reactions to Chapter 1...pages 23-24

**3pm - 3:50**

**Read Chapter 2...Due prior to class**

**Complete the following pages prior to class, we will discuss in class**

Listening Quiz...pages 32-33

Listening Questionnaire...page 36

Listening Skills Self Inventory...pages 39-41

Testing for Listening Power...pages 44-45

Reactions to Chapter 2...pages 59-60

**4pm – 6pm MOVIE**

**Must be present to see movie. We will refer to movie throughout the week. If you miss movie...need to make up before 2<sup>nd</sup> class.**

**\*\* MONDAY, January 7<sup>th</sup> ASSIGNMENT: (6p – 10:30p)**

## **CHAPTERS 3 & 4 (Complete Before Class)**

### **Hand in at end of class**

**Read Chapter 3...Due prior to class**

**Complete the following pages prior to class, we will discuss in class**

Perception: Agree/Disagree...pages 66-67

Perception...pages 69-73

Quiz: Common Perception...pages 74-75

The Way I See Things...page 76

Count the Squares...page 81

The Way We See Me (Self)...pages 85-86

The Whole Truth...pages 91-92

Now the Rest of the Truth...pages 93-94

Reactions to Chapter 3...pages 95-96

**Read Chapter 4...Due prior to class**

**Complete the following pages prior to class, we will discuss in class**

Non-verbal Rules...page 106-107

Reactions to Chapter 4...pages 111-112

**\*\* TUESDAY, January 8<sup>th</sup> ASSIGNMENT: (6p – 10:30)**

## **Chapters 5 & 6 (Complete Before Class)**

### **Hand in at end of class**

**Read Chapter 5...Due prior to class**

**Complete the following pages prior to class, we will discuss in class**

Semantic Reactions...pages 120-121

Hidden Assumption Test...pages 122-123

The Uncritical Inference Test...pages 124-125

Polarization...page 126  
Owning My Communication...page 127  
The Slang Test...pages 128 – 129  
Reactions to Chapter 5...pages 133-134

*7:30 – 7:45 Tentative Break*

**7:45 – 9:00**

**Read Chapter 6...Due prior to class**

**Complete the following pages prior to class, we will discuss in class**

Exercising Compliments...page 139  
Turning Points in My Life...page 141  
Comfort Survey...pages 142 – 143  
Rate Your Self Confidence...pages 144 – 145  
Role Analysis...pages 147 – 149 **(look over, we will complete in class)**  
Reactions to Chapter 6...pages 155-156

**\*\* WEDNESDAY, January 9<sup>th</sup> ASSIGNMENT: (6p – 10:30)**

**Chapters 7 & 8 (Complete Before Class)**

**Hand in at end of class**

**Read Chapter 7...Due prior to class**

**Complete the following pages prior to class, we will discuss in class**

Complete the Thought...pages 169-170  
Self Appraisal...pages 171-172  
Lost in a Lifeboat...pages 175-176  
Reactions to Chapter 7

*7:30 – 7:45 Tentative Break*

**7:45 – 9:00**

**Read Chapter 8...Due prior to class**

**Complete the following pages prior to class, we will discuss in class**

Conflict Quiz...page 184  
Feelings About Conflict...page 185  
Identifying Conflicts Activity...pages 186-187  
How Assertive Are You?...pages 198 -202  
Five Sample Situations...pages 205-206  
Reactions to Chapter 8...pages 209-210

**\*\* THURSDAY, January 10<sup>th</sup>    ASSIGNMENT: (6p – 10:30)**

**Chapter 9 (Complete Before Class)**

**Hand in at end of class**

**Guest Speaker – Susan Rocker 6p – 7:30p**

**Read Chapter 9...Due prior to class**

**Complete the following pages prior to class, we will discuss in class**

Skills 1 – 5...pages 219-223

How Well Do We Know Women & Men? Pages 224-225

Diagnosing Your Relationship...pages 229-230

Self Disclosure Questionnaire...pages 231-235

Relationship Roles...pages 236-237

Reactions to Chapter 9

**OPTIONAL: Read Chapter 10**

Exploring Resumes and Cover Letters...pages 245-250

**Optional: Create a Resume**

Do not need to complete reactions to chapter 10

**FRIDAY, January 11<sup>th</sup>    ASSIGNMENT:**

**TO BE DETERMINED ~ WILL DEPEND ON CLASS SIZE**

**SATURDAY, January 12<sup>th</sup>    ASSIGNMENT:**

**TO BE DETERMINED ~ WILL DEPEND ON CLASS SIZE**

# PRESENTATIONS

## FOOD IS WELCOME!!!!!!

### Grading:

**Attendance:** 2.5pts x 7 *class days* = 17.5 pts (Must be present entire class time)  
IF YOU DO MISS MORE THAN ONE CLASS, THIS COULD RESULT IN FAILURE OF THE COURSE. **THIS WOULD BE UP TO THE INSTRUCTOR.** ATTENDANCE IS REQUIRED.

**Participation:** 2.5pts x 7 *class days* = 17.5 pts  
(Must be present entire class time)

**Workbook:** 5 points x 7 class days = 35 pts  
(End of chapter assignments turned in nightly)

**Final Presentation:** points 30  
Guidelines will be handed out during 2<sup>nd</sup> class

Total: 100 points

A+	97-100	A	94-96	A-	90-93
B+	87-89	B	84-86	B-	80-83
C+	77-79	C	74-76	C-	70-73
D+	67-69	D	64-66	D-	60-63
F	59 and below				

If you will be absent, please notify me prior to class by email at  
[Deb.savage@doane.edu](mailto:Deb.savage@doane.edu)

## CMS 220 Presentation Guidelines

1. On the **1<sup>st</sup> or 2<sup>nd</sup> night of class** you will pick something you would like to intentionally work on AND improve during this course. You will write down your goal for the course. This can be something from the Andy Andrews video OR from pages 19, 21 – 22.
2. Come to class each week (or night) ready to share one small thing you were intentional with during the week/day. Not all of you will share every week/day. I will ask for volunteers OR I will ask a few to report your progress.
3. This is a presentation that you will intentionally work on throughout the course. This is an ***experiential learning activity***, not something that you research and present. You should be living it every week/day. If you do not take action every week/day, this presentation will be difficult for you to do.
4. For the presentation, include the following
  - What you chose to work on and why it is important to you (work, family, school, etc.)
  - What were the intentional actions you implemented?
  - Discuss the outcomes of your actions – what did you notice about being intentional with your actions?
  - How did those around you respond to your actions?
  - What difference will this change make in your life and others?
  - What acknowledgement can you give yourself today by doing this activity?
  - What 2 big ideas or major learning are you taking away from this activity?

As you look at these questions, the best way to put a presentation like this together is to “tell a story” about why you chose this and what you did to accomplish it...how it went, etc. This does NOT need to be a formal presentation with power points or handouts. You will sit in a large group circle and share your “story” about what you learned.

This presentation should be at least 7 – 10 minutes long. It should take you at least a minute for each question (roughly).

Lastly, have fun with this. When you take action every week and experience this activity, the presentation should come together relatively easily for you. You should tell about your experience...just as if you went to an event that you enjoyed and were going to tell a friend about it.

If you have questions, let me know.

## *The Seven Decisions – The Travelers Gift* *By Andy Andrews*

1. The Bucks Stops Here

2. I Will Seek Wisdom

3. I Am a Person of Action

4. I Have a Decided Heart

5. I Choose to Be Happy



6. I Have a Forgiving Spirit

7. I Will Persist Without Exception