



## SYLLABUS

<b>Course Title</b>	Interpersonal Communication
<b>Course Number</b>	CMS 220 FX
<b>Number of Credits</b>	3
<b>Course Dates</b>	1/5/20 - 1/11/20
<b>Instructor</b>	Deb Savage
<b>Email Address</b>	deb.savage@doane.edu
<b>Office Hours/Availability</b>	By appointment
<b>Phone Number</b>	I will give out at the first class
<b>Textbook Information: (e.g. title, edition, publisher, ISBN)</b>	<u>Communicate! A Workbook for Interpersonal Communication</u> . Communication Research Associates. 7 <sup>th</sup> Edition. Kendall/Hunt Publishing Co. 2004.  ISBN: 0-7575-1332-8
<b>Additional Course Materials</b>	NONE
<b>Course Description</b>	A focus upon the nature and influence of communicative behavior in close, personal relationships. Interpersonal communication structure and processes are explored as they relate to the development and maintenance of identities and friendships, as well as romantic and family relationships.

<b>Foundational Area of Knowledge</b>	<p>Rhetorical Communication 3 credits</p> <p>Doane students will use language purposely and effectively to become more thoughtful communicators, more keenly aware of what they are doing and why in each phase of the communication process.</p> <p>Students will work to:</p> <ul style="list-style-type: none"> <li>• analyze rhetorical context (purpose, audience, genre) and operate accordingly in oral and/or written communication</li> <li>• support a clear argument with appropriate evidence and analysis in a focused and organized way</li> <li>• understand effective communication as a process that involves reasoned decision making and multiple steps including planning, invention, drafting, feedback, revision, and editing</li> </ul>
<b>Course Learning Outcomes/Objectives</b>	<ul style="list-style-type: none"> <li>• Establish effective interpersonal, intrapersonal, and group communication</li> <li>• Know the techniques for improvement of communication skills</li> <li>• Be able to assess his/her communication skills</li> <li>• Become aware of barriers to effective communication</li> <li>• Be aware of different perceptions and possibilities for interpretation of communication</li> </ul>
<b>Technology Requirements</b>	<p><a href="https://www.doane.edu/faq/minimum-computer-requirements">https://www.doane.edu/faq/minimum-computer-requirements</a></p>

**Course Schedule - I will hand out the first day of class.**

## Grading Assessments

Type of Assessment	Points	Total possible points
Attendance	2.5 points per class	17.5 total
Participation	2.5 points per class	17.5 total
Workbook questions and answers	5 points per each chapter	40 total
Final Presentation	25 points	25 total

## Grade Scale

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% or below

<b>Participation Policy</b>	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>Because this is a communication course, you will be expected to communicate and participate in all classes.</p>
<b>Study Time</b>	<p>Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds. <b>Flex classes will be different and will be explained the first day of class.</b></p>

<b>Late Work</b>	Arrangements made with instructor. Because this is a flex class, you will not want to have late work.
<b>Submitting Assignments</b>	Turned in at the end of every class.
<b>Communication Policy including Assignment Feedback</b>	Communicate by email first. I will usually respond within a few hours or less. Text messaging will be discussed in class.
<b>Academic Integrity Policy</b>	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <ol style="list-style-type: none"> <li>1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise."</li> <li>2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise."</li> <li>3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same.</li> <li>4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects.</li> </ol> <p><i>Gehring, D., Nuss, E.M., &amp; Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</i></p> <p>For more information on the sanctions for academic dishonesty, please visit the website:  <a href="http://catalog.doane.edu/content.php?catoid=18&amp;navoid=1448#Academic_Dishonesty">http://catalog.doane.edu/content.php?catoid=18&amp;navoid=1448#Academic_Dishonesty</a></p>
<b>Academic Support</b>	<p>Please contact academicsupport@doane.edu  <a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a></p>

<b>Disability Services</b>	<a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a> Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.
<b>Military Services</b>	<a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a>
<b>Anti-Harassment Policy</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a>
<b>Grade Appeal Process</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a>
<b>Credit Hour Definition</b>	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.