DOANE UNIVERSITY

SYLLABUS

Course Title	Interpersonal Communication
Course Number	CMS 220
Number of Credits	3
Course Dates	8/12/19 - 10/12/19
Instructor	Emily Heathcock
Email Address	emily.heathcock@doane.edu
Office Hours/Availability	Emails will be returned within 24 hours. This is the best way to contact me. I will also be available by phone Monday-Friday at the phone number listed below.
Phone Number	402-467-9050
Textbook Information: (e.g. title, edition, publisher, ISBN)	**Required Textbook:** Interplay: The Process of Interpersonal Communication Ronald B. Adler, Lawrence B. Rosenfeld, Russell F. Proctor II, 14th Edition. New York, NY: Oxford University Press ISBN: 9780190646257 (PBK)
Additional Course Materials	HRDQ Interpersonal Influence Assessment 4th edition by Rollin Glaser Your instructor will mail you a copy of this inventory, you will share your preferred mailing address in Module 1.

Course Description	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.
Program Outcomes	Foundational Area of Knowledge: Rhetorical Communication Students will work to: - analyze rhetorical context (purpose, audience, genre) and operate accordingly in oral and/or written communication - support a clear argument with appropriate evidence and analysis in a focused and organized way - understand effective communication as a process that involves reasoned decision making and multiple steps including planning, invention, drafting, feedback, revision, and editing Program Outcomes: a. Use analytical and creative thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions b. Know and understand organizational communication theories and their practical application c. Develop critical and analytical thinking skills for improvement of organizational communication d. Understand the social, cultural, legal, economic, and ethical contexts of organizational communication e. Understand the value of diversity
Course Learning Outcomes/Objectives	At the completion of this course students will be able to: 1. Reflect on the growth of your personal communication skills 2. Apply new communication skills to personal and professional life 3. Apply conflict resolution skills 4. Reflect on your social awareness 5. Utilize strategies for interpersonal communication 6. Discern and reflect upon your authentic self 7. Analyze barriers to effective communication
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Module	A: Assignment D: Discussion		Points	Due By
Module 1	A	Netiquette Guidelines Agreement	0	Tue 8/13
	A	Share your preferred mailing address	0	Sun 8/18
	D	Personal Introduction	20	Initial Post (IP) Wed 8/14 + Peer Replies (PR) Sun 8/18
	D	Interpersonal Process Discussion	25	IP Thu 8/15 + PR Sun 8/18
	A	Interpersonal Communication Skills Inventory Reflection	30	Sun 8/18
	A	Read Presentation Guidelines	0	Sun 8/18
Module 2	A	Cultural and Interpersonal Communication Reflection	30	Sun 8/25
	A	Values Reflection	30	Sun 8/25
	A	Individual Presentation Check-in #1	5	Sun 8/25
Module 3	A	Self-Concept Inventory and Reflection	30	Sun 9/1
	A	Begin: 4 Box Model Activity	-	Sun of Mod 4, 9/8
	A	Begin: Appreciative Inquiry Activity	-	Sun of Mod 5, 9/15
	A	Individual Presentation Check-in #2	5	Sun 9/1

	D	The Impact of Language Discussion	25	IP: Thu 9/5+ PR: Sun 9/8
Module 4	D	Nonverbal Communication Discussion	25	Sun 9/8
	A	Finish: 4 Box Model Activity	30	Sun 9/8
	A	Individual Presentation Check-in #3	5	Sun 9/8
Module 5	A	Begin: Mindful Listening Reflection	-	Sun of Mod 6, 9/22
	D	Expressing Emotions Discussion	25	IP: Thu 9/12 + PR: Sun 9/15
	A	Finish: Appreciative Inquiry Activity	30	Sun 9/15
	A	Individual Presentation Check-in #4	5	Sun 9/15
Module 6	A	Relationship Reflection	30	Sun 9/22
	A	Communication in the Family Reflection	30	Sun 9/22
	A	Finish: Mindful Listening Reflection	30	Sun 9/22
	A	Individual Presentation Check-in #5	5	Sun 9/22
Module 7	D	Communication Climate Discussion	25	IP: Thu 9/26 + PR: Sun 9/29
	D	Assertive Communication Discussion	25	IP: Thu 9/26 + PR: Sun 9/29
	A	Begin: Interpersonal Influence Assessment & Reflection	-	Sun of Mod 8, 10/6
	A	Individual Presentation Check-in #6	5	Sun 9/29

Module 8	D	Interpersonal Communication Individual Presentation	50	IP: Thu 10/3 + PR: Sun 10/6
	A	Finish: Interpersonal Influence Assessment & Reflection	30	Sun 10/6

Online Courses ONLY

Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

When questions arise during the course of this class, please remember to check these sources:

1. Course syllabus
2. Course schedule
3. Course modules
4. Announcements in Blackboard
5. The "Question Center" discussion board

If the sources above do not answer your question or you need clarification, don't hesitate to contact your instructor by email or phone.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance.
Phone: 402-826-8411
Email: helpdesk@doane.edu
Web: http://www.doane.edu

Computer Requirements

Minimum computer requirements for the successful use of Blackboard:
http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements
Minimum computer requirements for success in this course:

● Reliable computer and internet connection
● A web browser (Chrome or Mozilla Firefox)
● Adobe Acrobat Reader (free)
● Adobe Flash Player (free)
● Word processing software—Microsoft Word or Google Docs
● Webcam and mic

You are responsible for having a reliable computer and internet connection throughout the course.

Email and Internet

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at http://bb2.doane.edu

Submitting Assignments
All assignments, unless otherwise announced by the instructor, MUST be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

Campus Network or Blackboard Outage
When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

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

Participation Policy	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for online courses. Participation in class discussions is an integral part of your grade.
	(Faculty to insert any additional class participation; see resource page for ideas.)
Study Time	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.
Late Work	ALL assignments must be finished and turned in to complete the course. Communication about late work is crucial. Unless the instructor is notified BEFORE the assignment is due and he or she provides an opportunity for the student to submit an assignment late, points may be taken off for a late assignment.

Submitting Assignments	All assignments, unless otherwise announced by the instructor, must be submitted via Blackboard. Each assignment will have a designated place for submission.
Communication Policy including Assignment Feedback	I am available by email and phone. Email is the best way to contact me. I will return messages within 24 hours. Assignments will be graded weekly within one week from the due date. If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below).
Academic Integrity Policy	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: 1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise." 2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise." 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. 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. *Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators* For more information on the sanctions for academic dishonesty, please visit the website: http://catalog.doane.edu/content.php?catoid=18&navoid=1448#Academic_Dishonesty
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support

Disability Services	https://www.doane.edu/disability-services 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.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	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.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time**.**