

Introduction to Interpersonal Communication

“We do not learn from experience, we learn from reflecting on experience.”
- John Dewey

This document is the answer to most of your questions.
Save it and refer to it anytime you need information about the course.
If you cannot find the answer to a question, feel free to post on
WebCampus.

Course Description: Welcome to COM 102! This course is an introduction to the field, principles, and concepts of interpersonal communication. It is not a public speaking class. Topics explored in this course include the self, perception, emotions, language, nonverbal communication, listening, conflict, different types of personal relationships, and the influence of factors such as sex and gender, online communication, and culture on all of these topics. Instructors love to teach this class, and students often find it to be fun and very practical.

Course Objectives: As a student in this course, you will participate in course readings, lectures, small group activities, scholarly research and writing assignments, in order to gain a better understanding of your own communication style and that of others. This involves becoming a more competent communicator. You will take several self-quizzes for self-discovery and reflection. By the end of this course, you should be able to apply concepts from this class to your own relational communication. Yes, we communicate every day, but there are areas where we can make improvements. In addition to your academic education, consider this class a part of your real life education at UNLV to help you get an edge both personally and professionally.

Student Learning Objectives:

After completing this course, the student should be able to:

1. Recognize and apply definitions of interpersonal communication and interpersonal communication competence.
2. Recognize social scientific terminology in scholarly readings.
3. Summarize and synthesize interpersonal research in a scholarly article.
4. Differentiate between quantitative and qualitative research methods in social scientific studies.
5. Demonstrate the ability to reflect on personal communication competence and interpersonal communication skills.
6. Analyze interpersonal communication skills including active listening, conflict management, verbal skills, nonverbal skills, and emotion management.
7. Implement effective interpersonal communication skills in real life situations, including active listening, conflict management, verbal skills, nonverbal skills, and emotion management.

University Undergraduate Learning Outcomes (UULOs): “The five University Undergraduate Learning Outcomes (UULOs) define what all UNLV students should know and

be able to do when they graduate. Because students engage with the UULOs in both their general education and academic majors, the UULOs help make the undergraduate experience intentional and coherent. The UULOs create a purposeful sequence of learning from the first year, to the middle years, to the senior year. Student learning develops through both curricular and co-curricular experiences which expose students to the UULOs in diverse contexts.” <http://generaled.unlv.edu/uulo.html> This class aims to contribute to the Intellectual Breadth and Lifelong Learning, Communication, and Global/Multicultural Knowledge and Awareness UULOs. See webpage for full descriptions.

Virtual Office Hours: Your instructor will hold weekly virtual office hours which are listed above. These times are set aside for student interactions. Your instructor can respond immediately to emails, or is available for synchronous chat, phone calls, etc during these times. This time belongs to students, so please do not hesitate to utilize them. We want to stress a welcoming environment for our students to ask any questions, gain clarity on assignments, get feedback, or to talk about any concerns you might have regarding the course or course work. If you are in the Las Vegas area, your instructor may also hold physical office hours if you prefer meeting in person. Please reach out to inquire.

Course workload: This is a fully online class, which means you will not be asked to come to UNLV campus at all this semester. This also means you are responsible for your success in this course, as you will not be meeting with your instructor face to face every week. It is imperative that you read every document required of you, and perform every task on time. **You will be expected to dedicate several hours every weekday to this course. Summer courses are extremely intense and fast paced. You will cover the same material in 5 weeks that we normally cover in 15 weeks. You must log in to your course on WebCampus once a day everyday throughout the 5 weeks,** even if it is just to check for messages, announcements, and feedback on your work. Note that there are multiple due dates each week, and that all due dates and times are in pacific standard time (PST).

Late work policy: Time management is vital to doing well in this course. You cannot pass the class if you do not complete and turn in work on time. There are tasks you need to complete every day, and concepts build upon each other as we progress through the class. You must stay on top of your schedule. **Utilize your own personal calendar as well as the WebCampus calendar tool.**

If you miss a due date (even by 1 minute), you should immediately send your completed work to your instructor via a WebCampus message and submit the late work request google form (found in Getting Started module) to your instructor explaining what happened. You likely will be asked to provide electronic documentation such as doctors notes, hospital paperwork, other documents, photos, etc. Late work requests will only be considered if your initial contact was within three business days of the due date. **If your late work request is approved, you will receive a 10% penalty. If not, you will receive a zero for that assignment. Late work will only be accepted twice this semester. Any more missed work will receive a zero.**

Required Material: You will need reliable internet throughout the semester to submit written work, complete readings, watch videos, and take assessments. You will also be using Google tools such as RebelMail, Panopto, and LucidChart. You will need a computer with a webcam

and microphone for recording videos. You cannot complete this course on your smartphone. **All submitted work must be double spaced 12 pt Times New Roman Word documents in a .doc or pdf format (no Pages, or .docx or shared google docs).** Your required textbook is the 2019 5th Edition of *Reflect and Relate: an Introduction to Interpersonal Communication* by Steven McCornack and Kelly Morrison, published by MacMillan Learning. Purchase the electronic access code for your ebook at the Bookstore on UNLV's campus. Keep in mind if you buy it online from the Bookstore they will mail you your access code, which takes time.

Macmillan eBook Information:

LaunchPad for Reflect & Relate (Six-Month Access) ©2019 Fifth Edition

ISBN-10: 1-319-10348-0; ISBN-13: 978-1-319-10348-4

Net: \$61.20 (price at the UNLV bookstore)

Retail: \$76.99 (Price when purchased through the Macmillan Learning link in WebCampus)

Graded Work out of 750 points:

● Learning Curve	10 @ 10 points each	100 points
● Participation	6 @ 10 points each	60 points
● Journals (choose 4)	4 @ 40 points each	160 points
● Culmination Paper		180 points
● Assignments	3 @ 50 points each	150 points
● Assessments A and B	25 and 75 points	100 points

TOTAL: **750 points**

Extra Credit: Any extra credit opportunities for this semester will be posted in WebCampus.

Learning Curve: This is a WebCampus integrated activity in Launchpad, the online tools provided by the publisher of your textbook. This adaptive learning activity helps you work through the course material in an interactive way, assessing your comprehension of concepts and providing your instructor with a summary. You will work your way through the readings in order to answer questions. Learning Curves should be completed before other tasks in your modules, in order to ensure you have reached the necessary level of understanding required before proceeding.

Assignments: Assignment structure varies over the semester. Some assignments are written papers; some have small group video presentation elements; some require peer reviews, and some are worksheets to complete. Each have specific rubrics that include grading criteria.

Journals: As we move through the course, we will learn new concepts in interpersonal communication. Many of the bigger concepts have online self-quizzes (not for points) that you will take as a way to reflect on your current skill level, level of competence, self-awareness, and personal relationships. These short quizzes may be used as prompts for journal entries.

You are required to complete 4 journals this semester (we will offer 5 choices), and they are scattered throughout the 5 weeks of class. Most are 1-2 pages typed and double spaced. These are graded as credit, half-credit, or no credit. These are designed to help you discover and analyze your own interpersonal communication practices.

Participation Points: Participation opportunities vary throughout the course. They may include scavenger hunts or quizzes on the readings and/or videos for the week, small group activities, worksheet activities, Launchpad video activities, discussion board posts, etc. These are credit/no credit opportunities and cannot be made up if due dates are missed.

Culmination paper: The major task in this class is the culmination paper, which involves the entire semester and several steps. First, you will be choosing an established relationship in your life to evaluate and improve during this semester (friendship, family relationship or romantic partner) and documenting your communication interactions with this person. As we progress through the class, you will choose a communication skill that you'd like to work on in your relationship (listening skills, emotion management, conflict management, verbal skills, or nonverbal skills). You will also identify one part of being a competent communicator (self-awareness or empathy) that is vital to improving this skill. **You will research the two topics you choose, come up with a plan to make improvements in your communication and your relationship, and apply these concepts to your life, enacting your plan and documenting the progress.** The goal is to conduct and summarize academic research, apply it in a practical way to improve your communication and an interpersonal relationship in your life this semester, and write about the process.

Your final paper will be 4-6 pages typed, double-spaced, with at least 4 sources (of which, 2 are scholarly and 1 is a TED talk or podcast) formatted in APA with an annotated bibliography. While this paper is worth the most points in the class, you will be working on it throughout the semester in stages. **If you stay on task this semester, by the time the paper is due towards the end of the semester, it will have already been written.**

Course Grade Standards: If you need/want a specific grade in this course, work from the first day to achieve it. Grades cannot be changed at the end of the semester. You can see below which percentages will be rounded up and which ones will not. Monitor your grade closely throughout the semester, rather than waiting until it is over to try to improve it. You are in control of your grade.

A = 92.45 - 100%	C = 72.45 - 76.44%
A- = 89.45 - 92.44%	C- = 69.45 - 72.44%
B+ = 86.45 - 89.44%	D+ = 66.45 - 69.44%
B = 82.45 - 86.44%	D = 62.45 - 66.44%
B- = 79.45 - 82.44%	D- = 59.45 - 62.44%
C+ = 76.45 = 79.44%	F = 0- 59.44%

Grade disputes: It is your responsibility to monitor your grades on WebCampus. Instructors will not discuss grades until 24 hours after they have been posted. This allows you time to reflect on your work and read any comments and feedback before asking questions. If you

catch an error, you have one week from the time the grade posted to bring it to your instructor's attention. Any problems brought up after that time will not be considered.

WebCampus: Everything you submit in WebCampus must be in the proper format. See "required material" section above for format requirements of written work. Any changes in schedule, reminders about due dates, assignments, worksheets, supplementary materials, etc. will be posted on WebCampus, and possibly pushed to your Rebel email. Check it every day. You are responsible for materials and information posted online, so stay up to date! Any specific issues can be sent directly to your instructor through a message. If you have a question, please refer to this syllabus for your answer before asking. Instructors attempt to respond within 24 hours Monday through Friday, but generally check messages during office hours. Use Rebel email if WebCampus is not working.

UNLV Policies

Academic Misconduct: Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the Student Academic Misconduct Policy (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

Copyright: The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC): The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you.

If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to me during office hours at the beginning of the semester so that we may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality

of your request, please do not approach me before or after class to discuss your accommodation needs.

Library Resources: Students may consult with a librarian on research needs. For this class, the subject librarian is Susie Skarl. UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>.

Religious Holidays Policy: Any student missing class quizzes, examinations, or any other class or class work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university that could not have reasonably been avoided. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=4&navoid=164>.

Incomplete Grades: The grade of I—Incomplete—can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. If course requirements are not completed within the time indicated, a grade of F will be recorded, and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

Tutoring and Coaching: The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit <http://www.unlv.edu/asc> or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of the SSC (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TEB second floor.

Rebelmail: By policy, faculty and staff should only email students' Rebelmail accounts. Rebelmail is UNLV's official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.

Final Examinations: The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>. However, this class does not have an in-class final exam.