

## Culmination Paper Communication Log for COM 102 Online

**Purpose:** To move through the process of writing your culmination paper effectively, you will be documenting interactions with your chosen person throughout the semester in your communication log. The point is to first document how you typically communicate with your chosen person before you make any changes. We call these “baseline interactions.” After documenting a few of these you can choose areas to improve on (your paper topics), and then begin to implement real changes. (You will be guided along the way. Stay on task and this process will happen organically.) After researching your topics you will then document how you are attempting to improve your chosen communication skill and competency in your real life, and how this is impacting your relationship with the person you chose. We call these “progress interactions.” Taking detailed notes in your communication log this semester will help you analyze the interactions later, which will lead to a more complete culmination paper.

**Task:** Document your interactions all semester in your chosen relationship. Follow the guidelines below.

1. The best way to approach this is to be prepared to take **brief notes immediately after an interaction.** (These will not be turned in.)
  - a. An “interaction” will vary depending on your research topics, but might include a conversation, conflict, or moment of interaction/communication with your person. Note that these do not need to be major interactions. We don't always have big conversations or big conflicts. Document the small stuff too.
  - b. Some suggested ways to take immediate notes would be on your phone (create a memo, note, or video) or write your thoughts down on a piece of paper or small notebook.
    - i. Use any method that makes the recording as quick and as easy as possible immediately after the interaction to help retain accuracy when you go to write about it in your com log in detail later.
  - c. In your brief notes, document the 5 W's about that interaction.
    - i. Who: who was there/part of the interaction
    - ii. Where: where did the interaction occur
    - iii. When: when did the interaction occur (include dates and times if you can)
    - iv. What: what happened
    - v. Why: what caused the interaction/what led up to the actual interaction/any back story
2. Later, **transfer this information to your communication log** (fill out the template below) where you go into more detail. (This will be checked for points midsemester; see criteria below for those points.)
  - a. Fill out the 5 W's on the log for each interaction you track. Use full sentences.
    - i. You should have a minimum of three significant interactions logged by the time the culmination paper is due.
    - ii. Some will be longer detailed interactions, and some will be shorter quicker interactions.
  - b. Write a reflection where you explain what you think you did effectively and ineffectively in the interaction and what you think you should improve upon for next time. Connect these thoughts to your research topics.

- c. Your entries should be progressive. For example, if you have a conflict in the first entry, your next entry should be the follow-up to that conflict, or how you interact with the person to try to repair any damage done or prevent any further conflict.
3. Lastly, you will use the info on the communication log to write up the last portions of your culmination paper: your personal journey about what happened this semester and how this project has impacted your relationship and real life.

**Criteria:** How well you do on your culmination paper is connected to how complete and thorough the interactions are in your com log this semester. Your com log will be turned in for points several weeks before your final paper is due. It will be graded by full credit, half credit, or no credit. You will be evaluated on how fully you complete the requirements listed below. Full credit means you completely fulfilled all requirements. Half credit means you lacked in one to two requirements. No credit means you lacked in three of the requirements or did not submit.

- Logged the minimum amount of required interactions: 2 baseline and 2 progress.
- Each W section is filled out completely in full sentences.
- There is a thoughtful reflection after each interaction.

## Culmination Paper Communication Log for COM 102 Online

**Name:**

**Instructor:**

### **Baseline Interaction 1**

- Who:
- Where:
- When:
- What:
- Why:

*Reflection:*

### **Baseline Interaction 2**

- Who:
- Where:
- When:
- What:
- Why:

*Reflection:*

**Progress Interaction 1**

- Who:
- Where:
- When:
- What:
- Why:

Reflection:

**Progress Interaction 2**

- Who:
- Where:
- When:
- What:
- Why:

Reflection:

**Progress Interaction 3**

- Who:
- Where:
- When:
- What:
- Why:

Reflection: