

Introduction to Interpersonal Communication Skills

SPC 2300

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I. Course Description

You engage in interpersonal transactions with many different people on a daily basis. Negotiating with a colleague, making small talk with a potential client, discussing Gator sports with your friends, communicating with family, or asking someone out on a date are all examples of interpersonal communication. Your ability to communicate with different people in different contexts will increase your ability to achieve goals (such as getting a raise at work or securing a donation for a program). In this course, you will learn what interpersonal communication is, how to analyze different aspects of it, and how to improve your own skills. We will cover topics such as communication and self-concept, perception, language, culture, nonverbal communication, conflict management, and listening.

II. Student Learning Outcomes

The purpose of this course is to help students (1) acquire and apply knowledge that demonstrates effective intrapersonal (self) and interpersonal (relational pair or small group) communication in various contexts, (2) demonstrate sensitivity to gender and intercultural differences in communication, and (3) analyze behavior (by understanding perception, language, self-disclosure and emotions).

III. Required Text:

Adler, R., Rosenfeld, L., & Proctor, R. (2013). *Interplay: The Process of Interpersonal Communication*. New York: Oxford University Press (12th Edition).

Students are responsible for all assigned readings as well as any supplemental materials noted in Canvas. .

IV. Course Requirements:

12 Chapter Quizzes:	180 points
Final project:	200 points (due July 19 at 11:55am)
Intercultural Paper	50 points (due Aug. 7 at 11:55am)
Participation	570 points
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	1000 points

Intercultural Paper: 50 points

Turn in a 2 page typed paper. Interview someone from a different culture than your own for 45 minutes and discuss how communication varies for that culture (see details in canvas guidelines). Use concepts discussed in the book in chapters 2 and ch 6. The paper is worth 50 points.

Movie and a Lecture 'Final' Project: 200 points

Students will do a 10-minute Movie and a Lecture presentation of their own. Select a movie (rated G, PG, or R) and use the movie to illustrate several key concepts in the chapter you were assigned to (see all guidelines on canvas)

- 1) Upload your video, outline, and ppt to canvas under Assignments.
- 2) Complete your 2 peer reviews. (on canvas, you can find peer reviews by returning to the assignment after the deadline, and looking to the right side of the page).
- 3) Winning videos will earn extra credit and serve for the Movie and a Lecture for the last 3 chapters in the class. Information in these winning videos is fair game for the chapter quizzes that week. These videos will get posted in your modules under 'watch.'

Participation: 570 points

Includes: Conferences, Discussion Boards, and Portfolio entries:

Each module has opportunities for you to increase your interpersonal and intrapersonal communication skills.

Portfolio entries will allow you to privately explore topics in a journal-type format. Only your instructor will view journal entries.

Discussion boards and small group conferences will give you a chance to interact with your peers on the topics of each week.

***Please view guidelines for substantive posts and netiquette prior to submitting your assignments.**

Quizzes (180 points)

There will be chapter quizzes (15 points each) to help you demonstrate your mastery of the material in your text and from the 'movie and a lecture' videos. These tests will include multiple choice, true/false, and matching style questions.

Grading Scale

A	93-100%	930-1000 points
A-	90-92%	900-929
B+	87-89%	870-899
B	83-86%	830-869
B-	80-82%	800-829
C+	77-79%	770-799
C	73-76%	730-769
C-	70-72%	700-729
D+	67-69%	670-699
D	63-66%	630-669
D-	60-62%	600-629
E	0-59%	0-599

Confidentiality – Given the personal nature of discussion that can arise in a class like this, it is important that you honor the privacy of your classmates. Please refrain from mentioning any names or identifying information when discussing this class – and assume that most personal info could be identifying. We cannot guarantee confidentiality, so you are always free to choose the level of disclosure most comfortable to you. However, by staying in this class, you are agreeing to abide by the rules of anonymity described above.

Student Conduct in the Online Class

Students are expected to behave professionally and in compliance with the UF Student Code of Conduct. This rule includes all discussion board posts, peer reviews, and emails with the instructor. This class is a good opportunity to get used to engaging privacy and proper netiquette.

Honor Code: All submitted work, written or oral (including exams), will be the student's personal, original work, with credit being given to sources used. Plagiarism, signing in another student, and other forms of dishonesty are grounds for failure of this course and referral to the University Judicial process.

Accommodations: Please inform me if I can do anything to make sure physical circumstances don't get in the way of your work. UF's official statement on ADA issues includes: "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation." I'd appreciate your paperwork, or notification that it is coming, in the first week of class.

Attendance Policy

Attendance will be marked by your weekly 'participation' in assignments. Students should log on to the class several times a week, and complete the work on the 'Schedule of Topics' that is due each week. Tip: Deadlines primarily run on Wed and Saturday at 11:55am.

Late/Missing Work

This online course is a “Modified” self-paced course. Modified self-paced means there are general guidelines within the semester. You will be at a disadvantage if you fall behind in your work.

I cannot allow students to submit large amounts of work for grading at a time. Therefore, here are the penalties for late work:

1) Malfunctioning videos:

- a. If I cannot open a video file, your assignment will receive a zero. If you submit your video by youtube, please check your links and make sure they work. Remember that I do not open every video the day it is submitted. It is not my responsibility to inform you that your link does not work. Broken links receive a zero and are not considered ‘late’ work.

2) Late assignments:

- a. If you are late submitting your work, your assignment will receive a 10% point deduction per day you are late. Late peer evaluations are 10% deduction off of your assignment grade per day and per eval. No assignments will be accepted beyond the last day of classes.
- b. Issues with technology are not an acceptable excuse for late work. You should always try to upload your work long before the deadline.
- c. Late posts of your project link to the discussion board (in order for your peers to peer review) will also result in a 10% point deduction off of that assignment grade per day you are late.
- d. Arriving late or unprepared to your conferences. In the professional world, you don’t want to be that person that no one can hear because there is an echo or your mic is off. Thus, it is your responsibility to work out the kinks to video conferencing in big blue button prior to a small group conference. You will get a chance to attend a trial conference at the beginning of the semester to see what your issues might be. Then, you will want to contact tutorials or the UF helpdesk to fix them. If you arrive at your small group conference later than the published start time, are not ready to participate on the topic, or have technical difficulties, you will receive a 10% deduction on this conference. If you don’t speak at all in the conference, you will receive a zero for the assignment.
- e. Failing to send your instructor the start time for your video conference, 24 hours in advance, will result in a 10% deduction for each member of the group.

3) Late discussion board posts

- a. Discussion board posts are all or nothing. Thus they are the exception to the 10% late assignment policy.

4) Late quizzes.

- a. Quizzes are all or nothing. They will not be accepted late. Quizzes are opened 24 hours in advance of the quiz deadline. Once you start the quiz, you get 15 minutes to complete it. Please plan accordingly. If you have an emergency arise, contact me.

My Expectations

Be proactive. Online classes are definitely **NOT** easier than traditional classes. Because of the amount of reading required, online classes can be more time consuming. Successful students can expect to commit 3 hours per week to lecture and 6-9 hours per week on reading and other assignments. The good thing is you can do the work at any hour of the day convenient for you.