

## Introduction to Interpersonal Communication

SPC 2300: Fall 2016

Section: 2781

Syllabus Addendum

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**Instructor:** Dr. Emily Rine Butler  
**Meeting Time:** TR Periods 4 & 4-5 (10:40-11:30a Tues. & 10:40-12:35p Thurs.)  
**Classrooms:** Rolfs 211  
**Office:** Rolfs 412  
**Office Hours:** T/W 12-1pm  
**Phone:** 352-392-5421  
**E-mail:** [erbutler@ufl.edu](mailto:erbutler@ufl.edu)  
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### **COURSE DESCRIPTION:**

You engage in interpersonal transactions with many different people on a daily basis. Arguing with your roommate, discussing Gator sports with your friends, or asking someone out on a date are all examples of interpersonal communication. Your ability to communicate with different people (i.e. strangers, friends, lovers) in different contexts (i.e. home, school, work) will increase your ability to achieve a variety of goals (such as making friends, getting a raise at work, etc.). In this course, you will learn what interpersonal communication is, how to analyze different aspects of interpersonal communication, and how to improve your interpersonal communication skills.

### **REQUIRED TEXTBOOK:**

Adler, R., Rosenfeld, L., Towne, N. and Proctor, R. (2014). Interplay: The Process of Interpersonal Communication. New York: Oxford University Press (13th Edition).

\*Students are responsible for all assigned readings as well as any supplemental materials provided by the instructor.

### **SEMESTER SCHEDULE:**

This schedule includes university holidays and drop deadlines. See your instructor's addendum for the day-to-day schedule of readings and assignments.

### **GRADING SCALE: (TOTAL: 600 POINTS)**

100 pts	Exam 1
100 pts	Exam 2
100 pts	Exam 3
100 pts	Group Project
100 pts	Attendance & Participation
50 pts	IC paper
50 pts	Homework & Other Assignments
(10 pts x 2)	Extra Credit

*You get the grade you earn, so earn a grade you want to keep!*

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**Scale for Final Grades:**

A=558-600  
 A-=540-557  
 B+=522-539  
 B=498-521  
 B-=480-497  
 C+=462-479  
 C=438-461  
 C-=420-437  
 D+=402-419  
 D=378-401  
 D-=360-377  
 F=0-359

**Scale for Final Grades:**

A=93-100%  
 A-=90-92%  
 B+=87-89%  
 B=83-86%  
 B-=80-82%  
 C+=77-79%  
 C=73-76%  
 C-=70-72%  
 D+=67-69%  
 D=63-66%  
 D-=60-62%  
 F=0-59%

**COURSE POLICIES AND ASSIGNMENTS:**

**Attendance and Participation:** A combination of lecture, discussion, and exercises are necessary to understand and analyze interpersonal communication and is significant to your success in the class. Therefore, attendance is mandatory. Attendance will be taken daily. It is your responsibility to look for and be sure you have signed the roll sheet by the end of class. If you have not signed the roll sheet, you will be counted as absent.

**How absences affect your grade:** You are allowed 3 absences (or 3 hours in the case of T/TH classes) for whatever reason, so it is not necessary to explain why you missed class. However, you do not get extra sick days excused if you used the 3 hours for visiting people, vacation, studying for an exam, etc. Therefore, use your 3 hours wisely. If you have university business, or are hospitalized and expect that to exceed your 3 hours of class, you must provide documentation that shows you had to use up your 3 absences and then some. Here is the point deduction for absences over 3 hours:

4th absence = automatic 20-point deduction from participation grade, 5<sup>th</sup> absence another 20 points deducted from the participation grade; and so on for all absences after 3. Once all participation points are used up, points will be deducted from your final grade. (see all-department syllabus for further info)

\*\*\* note, the first few weeks of class, you are responsible for looking for and asking about the roll if you don't see one. I cannot prove you were in class and you will be marked absent if your name is not on the roll even if you say you were there.

**YOU MUST MAKE SURE YOU SIGN IN FOR EVERY CLASS YOU ATTEND! THIS IS YOUR RESPONSIBILITY!**

**How tardiness affects your grade:** Again, your presence impacts your ability to integrate and contribute to the discussion. Excessive tardiness or leaving early will therefore affect your grade. **You must be in class at least 40 minutes for each 50-minute segment to get credit for that 50-minute block.** Three (3) tardies (entering late or leaving early) will count as one absence as described above. If you ask permission to leave early to study for an exam or other, I will always say yes, but you will still be considered 'leaving early' and receive a 1/3 absence. You are accountable for your choices, so I will always accept your right to choose what is best for you, but will also uphold a standard across the board for all students. It is not fair to those that come to class on time and forego preparation for other classes, to excuse some students.

**Missing and making up an assignment:**

You cannot turn in your intercultural paper late. You cannot miss your group project. If you miss one exam, there is an automatic **24-point deduction off the exam**. If you have to miss an exam, you have one week to make up the exam during an agreed-upon time with the instructor. Failure on your part to reschedule the exam within one week will result in a grade of a 0. You can reschedule only one exam with the point deduction. **If you miss more than one exam, your grade will be an automatic 0 for that assignment.**

**Assignments for the Intercultural Paper, Participation Points, and the Final Project:** These assignments are determined by each instructor. Please review the description of each assignment below.

**Problems or Concerns** If you have any questions or concerns regarding this course, please first contact Dr. Butler ([erbutler@ufl.edu](mailto:erbutler@ufl.edu)).

## Weekly Schedule

(Note that revisions may occur during the semester. I'll notify you of any changes).

### WEEK 1 (AUGUST 22-26):

#### **Chapter 1: Interpersonal Process**

Tuesday      Review Syllabus  
Thursday      Nature of interpersonal Communication

### WEEK 2 (AUGUST 29-SEPTEMBER 2):

#### **Chapter 7: Listening – Receiving & Responding**

Tuesday      Listening  
Thursday      Listening cont.

### WEEK 3 (SEPTEMBER 5-9):

#### **Chapter 3: Interpersonal Communication and the Self**

Tuesday      Self-Concept (Ch. 3)      *\*Listening assignment due (hard copy)*  
Thursday      Self-Concept cont.

### WEEK 4 (SEPTEMBER 12-16):

#### **Chapter 4: Perceiving Others**

Tuesday      Perception  
Thursday      Perception cont.      *\*Extra credit due Thursday (CANVAS) for Chapters 1, 3, 4, 7*

### WEEK 5 (SEPTEMBER 19-23):

#### **Chapter 9: Dynamics of Interpersonal Relationships**

Tuesday      **Exam 1 (Chapters 1, 3, 4, 7)**  
Thursday      Relational Development (Ch. 9)

### WEEK 6 (SEPTEMBER 26-30):

#### **Chapter 5: Language**

Tuesday      Relational Development cont.  
Thursday      Language

### WEEK 7 (OCTOBER 3-7):

#### **Chapter 6: Nonverbal Communication**

Tuesday      Language cont.      *\* Language HW due (CANVAS)*  
Thursday      Nonverbal communication;      *\*Extra credit due Thursday (CANVAS) for Ch. 5, 6, 9*

**WEEK 8 (OCTOBER 10-14):**

Tuesday Nonverbal Communication Exercise  
 Thursday Discussion of NV exercise; **Exam 2 (Chapters 5, 6, 9)** \*NV reflection due Friday (CANVAS)

**WEEK 9 (OCTOBER 17-21):****Chapter 2: Culture & Interpersonal Communication**

Tuesday Intercultural Communication  
 Thursday Intercultural Communication cont.

**WEEK 10 (OCTOBER 24-28):****Chapter 10: Communication in Close Relationships**

Tuesday Communication in Close Relationships  
 Thursday Communication in Close Relationships cont. \*IC paper due (CANVAS)

**WEEK 11 (OCT 31-NOV 4):****Chapter 11: Communication Climate**

Tuesday Communication in Close Relationships cont.  
 Thursday Communication Climate

**WEEK 12 (NOVEMBER 7-11):****Chapter 12: Managing Conflict**

Tuesday Managing Conflict  
 Thursday Managing Conflict cont. \*Extra credit due Thursday (CANVAS) for Ch. 2, 10-12

**WEEK 13 (NOVEMBER 14-18):**

Tuesday Managing Conflict cont.  
 Thursday **Exam 3 (Chapters 2, 10, 11, 12)**

**WEEK 14 (NOVEMBER 21-25):**

Tuesday TBD  
 Thursday **THANKSGIVING (NO CLASS)**

**WEEK 15 (NOV 28- DEC 2):**

Tuesday Groups 1 & 2  
 Thursday Groups 3-6

**WEEK 16 (DECEMBER 5-9):**

Tuesday Groups 7-8

**There is no exam during final exam week. Your last test is Exam 3.**

## **Description of Assignments**

### **I. Extra Credit (10 pts. each, up to 20 points total)**

I will use some of the questions for each exam based on questions you have submitted. For extra credit, create 25 questions & answers based on the Chapters IN THE BOOK (NOT the lectures). Use multiple choice (with 4 choices), true/false, and matching types of questions ONLY. Either indicate the answers below each question or include a separate answer sheet. (**Note:** Separate questions by chapter.)

*Example:* Emily and Kevin are holding hands. This is an example of *haptics*.  
A. TRUE                      B. FALSE

You must turn in a copy to me on CANVAS on the day it is due before midnight (no exceptions). Plan ahead. Each set of extra credit questions is worth up to 10 points added to your total point score (out of 600) for the course (up to 20 points). There are 3 opportunities to earn extra credit, but you may only do 2 of them. If you do all 3 sets, you will still only receive only up to 20 points total.

### **II. Intercultural Paper (50 pts)**

Interview someone from a different culture than your own for 45 minutes and discuss how communication is different between your cultures. Use concepts discussed in the book in Chapter 2 (p. 43-50) and Chapter 6.

You will be writing 8 paragraphs. In the first paragraph, introduce the person you interviewed and discuss why the person you interviewed feels part of a certain culture. The next five paragraphs should cover the five cultural norms discussed in Chapter 2 (p. 43-50). For example, the second paragraph would cover low versus high context, the third would cover individualism vs. collectivism, the fourth would cover power/distance, the fifth would cover uncertainty avoidance, and the sixth would cover achievement versus nurturing. The seventh paragraph should include any nonverbal differences and any other interesting information you found. You should also have a short conclusion paragraph of 2-4 sentences.

This paper should be approximately 4-6 pages in length (double spaced, 1" margins, 12-pt, Times New Roman font). The paper is worth 50 points.

### **III. Group Project (100 pts)**

At the end of the semester each group is to take 20 minutes (max!) to demonstrate what has been learned over the course of the semester. Each group should demonstrate proficiency in one major area of concentration (e.g. relationship development, nonverbal communication). Dress code on presentation day is business casual (e.g. no jeans, shorts, t-shirts, tank tops, PJs, etc.).

The form of the project is up to each group. Be creative. Use combinations of skits, some *YouTube* clips, game shows, etc., to get your knowledge across to the audience. You are more than welcome to get the audience involved through games, etc. You are NOT allowed to only lecture with a PowerPoint (for example, stand up and just read a definition of each concept). I have already done that this semester. Do something different!!!!!!! During each skit, or talk show, etc., it is necessary to both show the concept and then *explain* to the audience how *what* they just saw was an example of the concept. Be specific in your explanation!

*Example:* You could have one person approach another person sitting on a bench and sit way too close. The

narrator (or interpersonal wizard) could freeze the scene and say, "That was a violation of intimate space. Only people who know each other very well should sit 0- 18 inches apart. Poor Emily is really making a bad impression on Kevin, who is a stranger, by sitting so close. See how Kevin's face and body language show how uncomfortable he is? Okay, back to Kevin and Emily." You must stop and explain after each concept. So you will stop 21 times. Do NOT try to show and explain two concepts at once. Have a different example for each concept. It makes it less confusing for the audience.

#### Typed list of specific concepts:

Each group will turn in a list of 10-20 concepts for their topic area. The checklist of concepts should be easy for me to quickly check that you have correctly demonstrated the concept. When you turn in your list, at the top of the sheet make sure to include the group's #, topic area, and names of group members. Make the font size at least 14. Actually put a box for me to check in front of each concept, number each concept, and bold the concept. Underneath and tabbed to the right I want three items:

- 1) **DEF** - A brief definition
- 2) **SHOW ME**- Tell me how you are specifically going to show the concept (be detailed!!!!) and
- 3) **EXPLANATION**- Write how you are going to explain to the audience how what they just saw/heard showed your concept (again be detailed). You must specifically say the words and/or actions in the SHOW ME that exemplify the concept. It is better to have too much than too little. A sample entry is on the next page (it needs a box in front of the number one but I don't know how to make the computer make one!)

#### *Example:* **ETHNOCENTRISM**

**DEF**- An attitude that one's own culture is the best.

**SHOW ME**- Kevin says, "You Americans are interesting, but of course, everyone knows that the French are the best people in the world."

**EXPLANATION**- Kevin is French and is showing he thinks his culture is superior to Americans and all other cultures by saying, "the French are the best people in the world."

#### While Presenting Your Group Project:

- 1) Each group member may have info written on one side of a 4 x 6 index card. Failure to comply will result in 20 points being subtracted from your individual part of the group grade!! (i.e. If your group earns 90 points, but you use an entire 8 by 11 piece of paper, your grade will drop to a 70!!!)
- 2) You must identify for the audience every concept covered EXACTLY when it occurs. Do this through posters or "Voice overs", etc. You cannot put up a poster with more than one concept written on it.
- 3) On the day of your group speech, each group must also turn in a typed sheet that has each concept in the order it will be demonstrated. Be detailed! This is the sheet I will use to grade you. Make sure you do not switch the order of the concepts or leave one out during your presentation or points will be deducted. Remember to be detailed!
- 4) Your group must go on the day you are assigned. Be prepared to go even if a group member does not show up. I cannot grade you without a grade sheet, so make sure you do not rely on just one person to bring this the day you are to present. In case of equipment failure, make sure you can do your assignment without PowerPoint, and/or make sure you can explain your video clips even if we can't see the video clips in class.

#### **IV. HOMEWORK & OTHER ASSIGNMENTS (50 pts)**

Over the course of the semester, you will be required to turn in a number of homework assignments and short reflection papers. Each assignment will be given out in advance and is worth between 10-20 points.