

# Introduction to Interpersonal Communication Skills

## SPC 2300

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\*\*Read this syllabus carefully.

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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. An added bonus of this online version is that you will also begin to master the ability to effectively communicate in web conferencing – a reality of our increasing global world.

### 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. (2015). *Interplay: The Process of Interpersonal Communication*. New York: Oxford University Press (13<sup>th</sup> Edition).

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

#### Good approach to canvas:

- View 'home' and you will see the modules in the center of the page. Work through these in the order following the 'schedule of topics' in the syllabus

link. Modules represent a 'classroom' with all readings, videos, assignments, and resources for that chapter. Since we don't meet physically, the module gives you a variety of tools to help you master that information.

- **\*\*You must view every item in Module 0 before the computer will allow you to open other modules.**
- If you need to find something specific, consider clicking right on the 'assignment' link or 'discussion' link to quickly find the topic you are looking for.
- If you view 'course stream' from time to time, you can see announcements or new information.
- Notice that you can adjust your settings to receive notifications of almost everything that happens on canvas. This will allow you to catch announcements. Unlike Sakai, the instructor cannot select a box to send announcements to student emails. That means you should make sure you are regularly checking announcements or that you have set your notification alerts.
- There is a canvas tutorial in your first module. Remember, it is your responsibility to take time to get familiar with canvas.

**\*\*If you are having technical problems, make sure you follow instructions for technical problems before writing me. The UF helpdesk has more ability to view your screen and be helpful about computer glitches because that is their expertise.**

#### **IV. Course Requirements:**

12 Chapter Quizzes: 180 points

Final project: 300 points

Intercultural Paper 50 points

Participation 470 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: 300 points**

Students will do a 10-minute Movie and a Lecture presentation of their own. (Starting at Module 3, the instructor uses 'Movie and a Lecture' to highlight material in that chapter. You can get an idea of what you will do with these). 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 20 points 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: 470 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. Make sure you use the tutorials about how to submit the link to your portfolio entry. If you just copy the URL at the top of the page you typed on, you will end up sending me a blank page and will get a late penalty for this assignment. The tutorials show you how to get the correct link to submit your portfolio.

Discussion boards and small group conferences will give you a chance to interact with your peers on the topics of each week. Please treat conferences professionally. We should see no other people in the background, and you should not be eating during the conference. You do not need professional dress, but you should be in clothes appropriate for class.

**\*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. You may use your text, but no other source, to help you with questions. However, the quizzes use a time limit of 15 minutes for 10 applied questions, requiring you to study your

chapter before taking the quiz. Quizzes close on the due date/time. Be sure to start them early enough to allow yourself the full allotted time to finish.

\*If anyone shares questions or answers with you, you are required to report this to your instructor under the University of Florida's academic honesty policy.

## 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. It has happened in the prior classes that someone has been walking down a hall and heard their life story being told among strangers. 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 Tues, Thurs, and Saturday at 11:55am. \*\* Note that this a.m. deadline may be different than your other canvas classes. Since this is a skill-based class, the pm deadline doesn't work as well.

### **Late/Missing Work**

This online course is a "Modified" self-paced course. Modified self-paced means there are general deadlines 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. However, many assignments will open early. You can work ahead, but not back. Note that canvas has a 'due' date and an 'available until' date. **The 'due' date is when you must have the work in for full credit.** 'Available until' just means this is the date you can turn the work in with penalty points. Please note that discussion boards can not be submitted late for a penalty (as noted below).

All work must be submitted within Canvas. You may not submit work via links to any external sites. The only exception is the Movie and a Lecture assignment, which can be submitted via youtube. It is the student's responsibility to learn the technology on Canvas. Any work submitted outside of canvas will receive a zero.

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% 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. Discussion boards will not be accepted for a late penalty.

- 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. I encourage you to arrange to meet with someone in your group in advance to make sure you are comfortable with big blue button.
  - i. If you have trouble, consult the tutorials or contact the UF helpdesk to fix them.
  - ii. 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.
  - iii. If you don't speak at all in the conference, you will receive a zero for the assignment. You cannot just join another group's conference.
  - iv. 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.

\*Not realizing something was due, lack of internet connection, not being able to find a video/movie, or not being able to meet with your group are not acceptable excuses for late work. If you have a job, you should consult your schedule during the drop/add period and determine if you are able to commit to this class. For quizzes, you can complete them a full 24 hours in advance of the deadline; thus having to work is not an acceptable excuse.

\*\*Keeping this online class after drop/add is your commitment to completing the work as assigned. Successful students and future professionals start assignments early so they have time to compensate for obstacles, and they find solutions rather than problems.

### 3) Late discussion board posts

- a. Discussion board posts are all or nothing. Thus, they are an exception to the 10% late assignment policy. Late discussion board posts receive no credit.

### 4) Late quizzes.

- a. Quizzes are also 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. I cannot open quizzes

early to accommodate your schedule. 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.

### **Tips to orient you early/help you manage time:**

**There are 2 conferences that occur synchronously during** the class where you must coordinate with a small group to complete a task. I encourage you to read the instructions for both conferences day 1 of the class! You will want to start trying to schedule both conferences early. Not being able to make the time your group sets because you were difficult to reach will not be an acceptable excuse for missing your group meeting. Return all emails within 24 hours (or sooner).

Using a scheduling tool, such as doodle, can help larger groups find a common time. Conference groups have their own page in canvas where you can interact with each other. However, you can certainly set up a facebook group if that makes communicating easier. Remember that group membership changes to encourage you to interact with more members of this class. Thus, you would need to coordinate a facebook group with each set (found under 'people' and groups).

Remember that your final conference must be Video recorded in the canvas 'conference' tool (see tutorials online) – face and voice. Missing your group's meeting can result in a 50-point loss for that individual.

**Not all modules include a lecture.** To encourage you to use multiple ways of learning, other tools are incorporated (blogs, youtube videos, and the text). You will find recorded lectures (after the welcome video) for chapters 3-8. To help the material come alive, these lectures are based upon a movie. You should make sure you have viewed the movie before watching the lecture. This order will help you better understand the chapter concepts applied to the movie. You can obtain movies from Amazon prime, Netflix, friends who have the movie, or your local library (see requirements for this class in the start here module). Being able to access these movies is a requirement. If you have seen these movies, you do not have to watch them again.

**Peer Reviews.** In online classes, we like to encourage you to interact with each other and not just submit documents of your own. Thus, some assignments require

a peer review using a rubric (such as the Movie and a Lecture and the elevator pitch). Other discussion board posts or conferences might require a peer response back on the discussion board. Pay attention to what your assignment description is telling you. If you have a peer review that doesn't ask you to post on the discussion board, go back to the assignment page after the deadline. You will see the people you are automatically assigned to review on the right side of the page (you may have to click on a link). Then you should get a rubric for the review. Peer reviews are due anywhere from 2-5 days after the assignment's deadline (see directions in that particular assignment). Remember to do them. If your grade on an assignment is changed and you are wondering why, it might be that you didn't complete the peer review.

**Tracking.** You have 1 assignment (in the chapter on Listening (ch. 7) that requires you to track information over 3 days. Be careful with just logging on Monday to find out what is due Tuesday. Look ahead in this class as you would for other classes.

**Your Movie and a Lecture** project is worth starting early. This will allow you to work out any kinks in recording.