



Spring 2023

## Course Information

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**Course Number:** COMM 102 400

**Course Title:** Interpersonal Communication

**Semester Credit Hours:** 3.00

**Department:** Communication

**Prerequisites:** None

## Instructor Information

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**Instructor:** Tonya Seller Neises

**Labette Email:** tonyab@labette.edu

**Office Phone:** 620-820-1121

**Office Location:** H202

**Office Hours:** Monday/Wednesday 9-9:30 a.m. or 12:20-1:20 p.m. AND Tuesday/Thursday 8:30-9:30 a.m. or 12:20-1:20 p.m.

**Virtual Office Hours:**

Monday/Tuesday/Thursday: 2-3 p.m.

## Required Texts and Materials

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Please visit the [Labette Community College Bookstore](#) for all of your materials needs.

### **LaunchPad for Reflect & Release (Six-month access)**

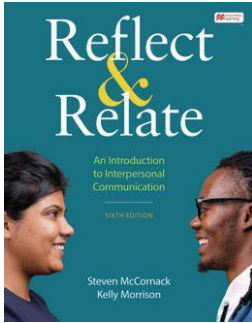
Edition: 6th

ISBN: 9781319395797

Authors: MCCORNACK & MORRISON

Publisher: Macmillan

Publication Date: 2022



## Technology Requirements

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In terms of hardware, regular, reliable access to a computer with Internet access is a minimum requirement. You must also purchase LaunchPad for Reflect& Relate in order to complete many of the course assignments.

## Course Description

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This course is a study of dyadic communication within interpersonal relationships between friends, family, fellow students, romantic partners, supervisors, and colleagues in the workplace. Emphasis is placed on the role of healthy and meaningful communication in establishing, building, maintaining, and sometimes refashioning personal and/or professional interpersonal relationships. Course content stresses how to become a more effective and competent communicator by exploring personal communication goals, analyzing communication barriers, identifying relational breakdowns in communication, and addressing conflict scenarios in order to deepen a student's understanding of the communication process and improve communication skills.

## KRSN Number

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The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents KRSN: COM1020

## Course Outcomes and Competencies

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Students who successfully complete this course will be able to:

- 1. Demonstrate an ability to apply effective communication techniques within a variety of contexts.

- Apply the terminology and theories associated with interpersonal communication.
  - Label the communication components within interpersonal relationships.
  - Give examples of internal and external influences on interpersonal communication.
  - Identify types of interpersonal relationships; how they are formed and maintained or terminated.
  - Discuss barriers to effective communication and how to improve interpersonal communication skills.
  - Recognize how different modes of communication impact interpersonal communication.
- 2. Demonstrate an understanding of effective conflict management skills.
    - Identify the basic types of conflict.
    - Explain appropriate and inappropriate methods of addressing and managing relational conflict.
    - Classify types of difficult people and identify why they may be perceived as problematic.
    - Apply skills to manage emotions during conflict.
    - Employ strategies to communicate effectively with difficult people.
- 3. Demonstrate an understanding of the impact of gender and culture on interpersonal communication.
    - Identify individual communication preferences.
    - Display an increased appreciation for the differences of others.
    - Demonstrate how to adapt to differences in communication styles to better understand one another.
    - Differentiate between appropriate and inappropriate messages.
    - Explain barriers to effective communication between genders and across cultures.
- 4. Demonstrate an ability to analyze effective listening habits and skills.
    - Apply active listening skills to interpersonal interactions.
    - Employ devices for remembering information.
    - Utilize emphatic response skill, clarifying and helping responses, while eliminating inappropriate ones.
- 5. Evaluate the role of verbal and nonverbal messages in interpersonal communication.
    - Recognize the importance of precision in language.
    - Summarize the functions of nonverbal communication.

- Interpret and employ nonverbal cues to optimize communication.
  - Analyze how proxemics affects communication dynamic.
- 6. Recognize the role of perception of self and others in interpersonal communication.
    - Identify common perceptual errors.
    - Explore the role of “self” in impression management.
    - Experiment with alternative methods for handling challenging communication situations.
    - Rehearse empathetic and helping responses.

## Important Dates for the Semester

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| Date | Event   |
|------|---|
| 1/17 | <b>Classes Begin for full semester and First 8 Week Session [Tue]</b>                       |
| 1/19 | <b>Last day to add First 8 Week Session courses without instructor permission [Thu]</b>     |
|      | <b>Last day to add First 8 Week Session courses with instructor permission [Mon]</b>        |
| 1/23 | <b>Last day for a full refund for First 8 Week courses [Mon]</b>                            |
|      | <b>Last day to enroll/add full semester courses without instructor permission [Mon]</b>     |
| 1/30 | <b>Last day to enroll/add full semester courses with instructor permission [Mon]</b>        |
|      | <b>Last day for full refund for full semester courses [Mon]</b>                             |
| 1/31 | <b>Degree/Certificate Check Requests Due to Registrar; Graduation Filing Deadline [Tue]</b> |

| <b>Date</b> | <b>Event</b>   |
|-------------|--|
| 2/2         | <b>Certification Rosters due at 12:00 pm [Thu]</b>   |
| 2/6         | <b>Last day to pay for classes or make payment arrangements [Mon]</b>  |
| 2/17        | <b>College Closed--President's Day [Fri]</b>   |
| 3/3         | <b>Last day to Withdraw from First 8 Week Classes [Fri]</b>  |
| 3/10        | <b>First 8 Week Session Ends [Fri]</b>   |
| 3/13        | <b>3/13--3/17 College Closed/Spring Break [Mon-Fri]</b>  |
| 3/20        | <b>First 8 Week Session Grades Due at noon [Mon]</b><br><b>Second 8 Week Session Starts [Mon]</b>  |
| 3/22        | <b>Last day to add Second 8 Week Session courses without instructor permission [Wed]</b>   |
| 3/24        | <b>Last day to add Second 8 Week Session courses with instructor permission [Fri]</b><br><b>Last day for a full refund for Second 8 Week Session courses [Fri]</b> |
| 3/29        | <b>Certification Rosters Due for Second 8 Week Courses at 12:00 pm [Wed]</b>   |
| 4/3         | <b>Summer/Fall 2023 Enrollment Begins [Mon]</b>  |
| 4/7         | <b>College Closed/Holiday Break [Fri]</b>  |
| 4/28        | <b>Last day to withdraw from all courses [Fri]</b>   |
| 5/2         | <b>Tuesday Evening Finals</b>  |
| 5/3         | <b>Wednesday Evening Finals</b>  |
| 5/4         | <b>No Day Classes/Thursday Evening Finals/College Open</b>   |
| 5/8         | <b>5/8--5/11 Finals-Day/Online Classes [Mon-Thu]</b><br><b>Monday Evening Finals</b>   |
| 5/15        | <b>Grades due at noon [Mon]</b>  |

**Date Event**

5/29 College Closed/Memorial Day

## Course Outline

**Week Activity**

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|----|---|
| 1  | Read syllabus, purchase and set up your Reflect & Relate/LaunchPad account, required attendance quiz, Chapter 1 "Introducing Interpersonal Communication" – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 1 quiz, discussion board (getting acquainted), journal assignment |
| 2  | Chapter 2 "Considering Self" – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 2 quiz, discussion board, journal assignment   |
| 3  | Chapter 3 "Perceiving Others" – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 3 quiz, discussion board, journal assignment  |
| 4  | Chapter 4 "Experiencing and Expressing Emotions" – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 4 quiz, discussion board, journal assignment   |
| 5  | Chapter 5 "Understanding Culture" – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 5 quiz, discussion board, journal assignment  |
| 6  | Chapter 6 "Understanding Gender" – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 6 quiz, discussion board, journal assignment   |
| 7  | Chapter 7 "Listening Actively" – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 7 quiz, discussion board, journal assignment   |
| 8  | Mid-term Chapters 1-7, discussion board, journal assignment   |
| 9  | SPRING BREAK – No work due during break – Have a fun/safe break!  |
| 10 | Chapter 8 "Communicating Verbally" – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 8 quiz, discussion board, journal assignment   |

## Week Activity

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|----|---|
| 11 | Chapter 9 “Communicating Nonverbally – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 9 quiz, discussion board, journal assignment   |
| 12 | Chapter 10 “Managing Conflict and Power” – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 10 quiz, discussion board, journal assignment  |
| 13 | Chapter 11 “Relationships with Romantic Partners” – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 11 quiz, discussion board, journal assignment   |
| 14 | Chapter 12 “Relationships with Family Members” – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 12 quiz, discussion board, journal assignment  |
| 15 | Chapter 13 “Relationships with Friends” – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 13 quiz, discussion board, journal assignment   |
| 16 | Chapter 14 “Relationships in the Workplace” – chapter slideshow tutorial/video reflection questions, self-quiz, chapter 14 quiz, Critical Self-Reflection Paper OR Dear Abby Letter and Response<br>*No discussion board or journal this week |
| 17 | Final Exam Chapters 8-14  |

## Methods of Instruction

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This course uses a variety of different methods for instruction which may include but are not limited to the following: lecture, discussion, handouts, textbook readings, out of class assignments or homework, labs, simulations, active and cooperative learning, etc.

LaunchPad for Reflect & Relate is required to complete this course. Students will complete readings from the text, quizzes, chapter slideshow tutorial/video reflection questions, self-quizzes, online discussions, and journals.

## Methods of Evaluation

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The instructor reserves the right to modify, add, and/or take away assignments based on the circumstances that develop during the semester.

Possible Points:

*Please note- This is a tentative overview of assignments/points and is subject to change.*

- Chapter Quizzes (20 pts. ea.) 280
- Chapter Slideshow Tutorial/Videos Reflection Questions (10 pts. ea.) 140
- Chapter Self-Quizzes (self-assessments) (5 pts. ea.) 70
- Weekly Discussion Boards (15 pts. each) 210
- Weekly Journals (10 pts. each) 140
- Critical Self-Reflection Paper or Dear Abby Letter 50
- 1 Mid-Term, 1 Final (50 pts. ea.) 100

Total Possible Points 920

## Determination of Grades

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Final course grades are determined by the total point accumulation of all grades. Percentages are not rounded.

90% – 100% (891 – 990) = A

80% – 89% (792 – 890) = B

70% – 79% (693 – 791) = C

60% – 69% (594 – 692) = D

59% & Below (593 & Below) = F

## Classroom Protocol

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All work is expected to be completed during the assigned week. Stay on track and submit work by deadlines. Reach out to me prior to deadlines if you have extenuating circumstances. Be aware of deadlines and do not wait until the final hour to complete assignments in case you run in to technical difficulties. Please always be respectful in your communication/responses to one another and to the instructor.

## Attendance Requirements

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Online students and hybrid students whose courses meet online must complete the Required Attendance Assignment to certify their attendance in the class. Students who do not complete the assignment during the Add/Drop period will automatically be dropped from the course. Students who are inactive in online sections (do not complete any assignments) for longer than one week, may be dropped from the course.

***All students will receive a grade for the course after the last day to withdraw for the semester regardless of the number of absences.***

## Online Class Attendance Information

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Online students and hybrid students whose courses meet online during the Add/Drop period must complete the Required Attendance Assignment to certify their attendance in the class. Students who do not complete the assignment during the Add/Drop period will automatically be dropped from the course. For technical assistance with online courses through RedZone:

- [onlinesupport@labette.edu](mailto:onlinesupport@labette.edu) (evenings and weekends)
- (620) 820-1146 (office 8:00 am - 4:30 pm, M-F)

## Communication

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All communication concerning this course or college business will be sent to your LCC student email address, unless you are taking a concurrent course and your school district email can be used. Please check your email on a regular basis.

## Out-of-Class Student Work Expectations

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Students should expect to spend a minimum of two hours on out-of-class student work for every credit hour of their class.

## Students with Disabilities

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If you have problems accessing any material in this course due to a disability, please notify your instructor immediately and steps will be taken to address your needs. You may also contact the ADA Coordinator, by calling the Student Success Center at (620) 820-1182, or by visiting the Student Success Center on the Main Campus. Services for LCC students who have a documented disability from a certified professional are coordinated through the ADA Coordinator in the Student Success Center on the Main Campus in Parsons.

## Continuity of Instruction

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In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other circumstances. Information about changes in the course can be obtained at the RedZone course web page or by contacting your instructor for the course. If the course is not able to meet face-to-face, students should immediately log onto RedZone and read any announcements and/or alternative assignment. Students are also encouraged to continue the readings and other assignments as outlined on the syllabus. Students must adhere to any emergency operations plan created by the college for that incident.

## Final Exam Schedule

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Final examinations will be given according to the schedule of examinations available each semester. All Students are expected to take their final during the scheduled times. Students who have more than three finals scheduled in one day need to contact the Vice President of Academic Affairs.

Link to all LCC Calendars (including the Final Exam schedule):

<http://www.labette.edu/calendars/index.html>

For online sections of IPC, your final exam is due on Wednesday of finals week, no later than 11:55 p.m.