**STANDARD POLICIES AND STATEMENTS FOR**

**INTERPERSONAL COMMUNICATION (COM 123)**

**Section 004- Fall 2024**

**Instructor:**   Abbie Paul

**Office Hours:**Wednesdays-Zoom drop-in from 1:00 pm- 2:00 pm OR by appt.

**Office:**         Fell 452

**Email:**          alpaul1@ilstu.edu

**Meeting place/time:**  MWF, 11:00-11:50 am, Fell 148

**WHAT IS COM 123?**

This course explores content, concepts, and theories within interpersonal communication. It is designed to help a student improve the skills necessary for more effective and more efficient day-to-day communication. This course will aid in your potential to foster healthy relationships.

**HOW DO I CONTACT YOU?**

You may address me as “Abbie”.  Email or Canvas messages will be the best way to get ahold of me. I expect you to use proper email etiquette; do notsend me an email that reads like a text message. Emails should contain a greeting, a specific and spell-checked/grammatically correct message, and a closing with your first and last name. All emails must be sent through your @ilstu.edu account or our Canvas page. I will respond to emails within a 24-hour period during the school week (Monday through Thursday) or within a 48-hour period on weekends.

**DO YOU HAVE OFFICE HOURS?**

Yes! I have drop-in hours via Zoom on Wednesdays-Zoom drop-in from 1:00 pm- 2:00 pm <https://illinoisstate.zoom.us/j/92921979590>.  You may also schedule time to meet with me (either in-person or via Zoom) that works best in both of our schedules. Like most instructors, I am more understanding of situations if you keep me informed. If you encounter problems, have questions, or need assistance, please let me know right away.

**HOW MUCH HOMEWORK WILL I HAVE IN THIS CLASS?**

You should expect to spend a minimum of 3 hours a week on this class, not including the time we spend together in the classroom. If there are large assignments coming up, you may spend more than that, but be prepared for weekly reading, discussion questions or other small assignments.

**WHAT COURSE MATERIALS DO I NEED?**

Verderber, K. S., & MacGeorge, E. L. (2016). *Interact: Interpersonal communication                     concepts, skills, and contexts (14thed.).* Oxford: Oxford University Press.

You will need access to this textbook. You may choose the hard copy or the ebook.

**WILL THIS COURSE USE CANVAS?**

For this course, it is imperative that students become familiar and comfortable with Canvas as all course communication outside of the classroom will take place here. Course assignments, grades, messages, and reminders will be posted here regularly. Access to all pertinent course materials and guidelines will also be available on this site. Please email me if you are having any troubles navigating/understanding the site.

**WHAT OTHER THINGS DO I NEED?**

You will need a laptop and Microsoft Office (which you have access to through ISU!). If you have concerns about technology, including getting or maintaining a computer, getting the Microsoft Office Suite, Zoom, Canvas, or having a stable internet connection, please let me know or contact [Technology Solutions](https://techsolutions.illinoisstate.edu/).

**WHAT ARE THE ASSIGNMENTS?**

**Participation.** Because Interpersonal Communication is a skills-based, developmental course, participation is essential. It is important that you get daily opportunities to increase your confidence with your peer. Participation is a function of attendance, demonstration of having read the material, asking questions that extend the thinking of the class and instructor, contributing relevant examples, and demonstrating respect for the contributions of classmates. At the end of the semester, you will provide a participation defense that will include how many points you feel you deserve and the rationale behind your thoughts.

**Chapter Notes.**Each chapter of the text includes questions designed to intertwine new information with life application and assist you with making meaningful contributions to classroom discussions. You are required to read the entirety of the chapter(s) assigned, take notes on the reading and submit them on Canvas.

**Movie Analysis***.*We will spend time watching a movie that illustrates various interpersonal communication processes. Students will take notes during the movie that they will then utilize to write a short paper analyzing the communication they observed occurring in the movie. Students must refer to specific book chapters and lectures in their analysis for support. Specific assignment details will be provided on Canvas and in class.

**Exams**.There will be three unit exams covering information from the text, additional handouts provided by the instructor, and from lecture. None of the exams are comprehensive, so they are only focused on information from the specified unit. Exams will assess your understanding of interpersonal communication concepts and theories, as well as your application and integration abilities. Study guides are given at my discretion and will be available on Canvas if used.

**Final Presentation.**Groups of four or five will present for 15 minutes focusing on one scenario provided by me. The presentation will be graded as a group and is worth a total of 100 points.

**Informal group activities.** A few times throughout the semester you will participate in an informal activity that is designed to make you think about course content in new and different ways.  Sometimes, these activities may be paired with short assignments that are worth points and sometimes they will be graded on completion. Please listen carefully for when these assignments are due. Final total activity points will be determined before the final exam at the end of the semester.

**HOW WILL I BE GRADED?**

            Chapter Notes.                                   130 pts.

            Movie Analysis                                      50 pts.

            Group Presentation                            100 pts.

            Participation/Attendance Defense       50 pts.

            Exam #1                                              100 pts

            Exam #2                                              100 pts

            Exam #3                                              100 pts.

            Informal Activities                               TBD by instructor

            Extra credit opportunities                   TBD by instructor

\*\*Please note that assignments can be added and deleted from the course, meaning the total points for the course can change.\*\*

The grading scale is a standard ten percentage point scale:

90-100% = A; 80%-89% = B; 70%-79% = C; 60-69% = D; below 60% = F

**WHAT ARE THE COURSE POLICIES?**

**Attendance.** You are expected to come to class prepared to discuss and participate in activities associated with the readings. Regular attendance is expected, and I will take attendance every day. Being absent will deprive you of valuable class discussions and will also prevent you from receiving participation credit for that day. Additionally, I expect you to be in class on time. Attendance on presentation days is mandatory as both the speaker and as a member of the audience. This presentation day attendance grade will be reflected in the specific presentation grade.

If you have a legitimate reason for not being in class, you must contact me as far in advance as possible by email. If you are involved in any university activities that will cause you to miss class, I need a schedule of classes that you will miss and a signed note from your coach or advisor verifying that you are on the team.

**Excused/Unexcused Absences.**Students who become ill, are absent due to a required self-isolation or have extenuating circumstances that will prohibit class attendance or completion of coursework on time will need to provide proper documentation to receive excused absences and/or extended due dates. This documentation should be submitted to the [Dean of Students Office](https://deanofstudents.illinoisstate.edu/contact/dean/). The Dean of Students Office will notify your instructors, and they will make reasonable modifications/extensions to any assignments missed during the length of your excused absence.

**Late Work**. All work is expected on the date it is due. I will work with you if you have a legitimate reason for missing or late work AND if arrangements have been made with me prior to the class meeting. I want to help you in any way possible, but I will not accept less than your full effort. Like most instructors, I am more understanding if you keep me informed, so let me know right away if you encounter problems with assignment deadlines.

**Cheating/Plagiarism.** Students are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the [Code of Student Conduct](https://deanofstudents.illinoisstate.edu/conflict/conduct/code/Code%20of%20Student%20Conduct%202016%20FINAL%20August%2031%202016.pdf)[Open this document with ReadSpeaker docReader Links to an external site.](https://docreader.readspeaker.com/docreader/?cid=14039&lang=en_us&url=https%3A%2F%2Fdeanofstudents.illinoisstate.edu%2Fconflict%2Fconduct%2Fcode%2FCode%2520of%2520Student%2520Conduct%25202016%2520FINAL%2520August%252031%25202016.pdf). All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on speech topics and/or the presentation of someone else’s work warrants plagiarism. Students found to inadvertently commit acts of dishonesty will receive appropriate penalties specific to the assignment in question. Students found to commit intentional acts of dishonesty will receive a failing grade in the course and will be referred for appropriate disciplinary action through the [Office of Student Conduct and Conflict Resolution](https://deanofstudents.illinoisstate.edu/conflict/).

**Accommodations.** Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website at [Student Access](http://www.studentaccess.illinoisstate.edu/).

**Mental Health Resources.**Life at college can get very complicated. According to recent research, nearly 40% of college students are at-risk for developing generalized anxiety disorder and are less likely to seek help for it compared to other mental health issues. Students also sometimes feel overwhelmed, lost, experience depression, and struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. Student Counseling Services (SCS) helps students cope with difficult emotions and life stressors. Student Counseling Services is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at [https://counseling.illinoisstate.edu](https://counseling.illinoisstate.edu/)or by calling (309) 438-3655.

**Illinois State University Bereavement Policy.**If a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations.  The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work.  Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Details can be found at the following website: <http://policy.illinoisstate.edu/students/2-1-27.shtml>

**Professional Courtesy**. Professional courtesy includes respecting others' opinions, not interrupting in class, being respectful to those who are speaking, and working together in a spirit of cooperation. I expect you to demonstrate these behaviors at all times in this class. With that in mind, sleeping, reading materials irrelevant to class purposes, texting, or disrupting the class will not be tolerated and will result in the student being considered absent for that particular class period.

**Presentation Etiquette.** On presentation days, you have dual responsibilities as a speaker and an audience member. When you are presenting, you will dress appropriately. When you are an audience member, you will be attentive and ask challenging but constructive questions when the presentation is finished. Because most people are nervous when they present, you will be supportive both verbally and nonverbally. You will never enter or leave the room while a presentation is in progress. Failure to practice appropriate speech etiquette may result in points being deducted from the overall speech grade.

**Behavioral Expectation Policy.** Should any student violate the expectations of appropriate classroom behavior (as mentioned in the professional courtesy and presentation etiquette policies above), the instructor will schedule a meeting to discuss these expectations and develop a behavioral modification plan. If these behaviors persist, you will be at-risk for failing the course.

**INTERPERSONAL COMMUNICATION COURSE GOALS:**

1. Students will become more competent interpersonal communicators (using knowledge, skill, motivation and judgment).
2. Students will demonstrate an understanding of the interpersonal communication process.
3. Students will demonstrate the ability to apply interpersonal communication concepts such as active listening, perception, self-concept, and message systems (verbal and nonverbal) to everyday communication situations.
4. Students will become more competent in communicating in small group discussions and in class activities (articulating and defending their own ideas as well as listening to and considering the ideas of others).
5. Students will demonstrate an understanding of the differences in interpersonal communication contexts.
6. Students will identify their own patterns of functional and dysfunctional interpersonal communication habits.

**SCHOOL OF COMMUNICATION RESEARCH POOL WEBPAGE**

Additionally, there will be a few extra credit opportunities for research participation. The extra credit points will be added to your final grade and may not necessarily appear in the gradebook immediately upon your completion of the opportunity. There are no guarantees for extra credit, and it is each student’s responsibility to be aware of and take advantage of such opportunities. You may receive extra credit for participating in any of the studies in the School of Communication’s Research Pool. The Research Pool is updated as research studies are opened/closed, and it is your responsibility to access the Pool and be aware of available opportunities. The Research Pool can be accessed via:

[https://sites.google.com/site/ilstusocstudies/ Links to an external site.](https://sites.google.com/site/ilstusocstudies/%20)

In general, each 30 minutes of participation in an extra credit study will earn you .5 Research Credits. Each project listed on the Research Pool site will indicate the specific number of Research Credits associated with the project. I will get evidence of participation and the time of participation from the researcher(s) who administer the research studies at the conclusion of the semester; however, it is *your* responsibility to make sure that the researchers have the necessary evidence of your participation at the time of the study. Before participating in a study, **please be sure to have your name, ULID**(i.e., the part of your email before @ilstu.edu)**, instructor name, and course and section number ready**, as you will need to provide these to receive credit. Research Credit can only be applied to one course for each study, unless specified otherwise in the Research Pool. A maximum of 5% of your final course grade can be earned from extra credit opportunities via the Research Pool. After the final exam there will be no further opportunities for extra credit or to otherwise improve your grade.

Please also be aware that federal guidelines indicate that instructors offering extra credit for research participation must offer a reasonable alternative (such as a research paper) for students who want to earn extra credit but do not want to participate in a study.