207-03A Interpersonal Communication

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MISSION invites us to understand the history and importance of our Jesuit heritage and Ignatian spirituality. Mission focuses on the centrality of academic excellence, grounded in a Catholic faith tradition.

REFLECTION invites us to pause and consider the world around us and our place within it.

DISCERNMENT invites us to be open to God's spirit as we consider our feelings and rational thought in order to make decisions and take action that will contribute good to our lives and the world around us.

SOLIDARITY and KINSHIP reminds us to walk alongside and learn from our companions, both local and afar, as we journey through life.

SERVICE ROOTED IN JUSTICE AND LOVE invites us to invest our lives into the well-being of our neighbors, particularly those who suffer injustice.
ACCOMMODATION:
Any student who feels s/he may need an accommodation based on the impact of a documented disability should contact the course facilitator personally to discuss your specific needs. Please also contact the Learning Assistance Center at 513-745-3280 on the fifth floor of the Conaton Learning Commons, Suite 514 to coordinate reasonable accommodations.

COURSE DESCRIPTION:
Understanding of and practice in effective communication between persons. The course is not designed to improve one’s writing or speaking skills, but is clearly focused to assist you in becoming:
1. more aware of your personal communication style and habits, and
2. more skillful in communicating what you really want to say, and in receiving the messages of others more accurately and effectively.

GOALS:
1. To examine the fundamental principles underlying sound relationships and communication.
2. To communicate effectively on an interpersonal level.
3. To form and maintain relationships that are psychologically healthy, productive and mutually satisfying.
4. To have fun while learning more about communicating interpersonally and evaluating one’s relationships.

COURSE OBJECTIVES:
Regular attendance, completing assignments and active participation in the discussions and small group activities will result in:

1. knowing and understanding what effective interpersonal communication is;
2. becoming aware of the many factors that affect interpersonal communication;
3. developing better communication in all areas where you apply your new knowledge and skills, e.g. within your family, with friends, in the workplace;
4. the ability to identify and analyze problem areas in your present manner of communicating and to take corrective action by applying your knowledge and skills;
5. being much more in tune with your own communication habits, strengths and weaknesses and realize their impact on your life and your relationships;
6. learning what listening really is and how to enhance your ability to listen;
7. learning the elements and skills that foster a positive communication climate;
8. learning to approach conflict and the management of conflict with greater understanding and assurance.

TEXT AND MATERIAL (required)
Text: Looking Out/Looking In, Ronald B. Adler and Russell F. Proctor II (fourteenth edition)
CLASS EXPECTATIONS AND REQUIREMENTS

ATTENDANCE & PARTICIPATION
Due to the interactive nature of this course, attendance is critical to the learning process, of yourself and your classmates, and thus is expected at all classes. All absences from class will be treated equally; this includes tardiness to class and leaving early from class, which will also be accounted for in the final points, to be calculated in the final grading process. 1 missed class will result in the student not being able to earn higher than a final grade of “B” in the Attendance & Participation section of your grade. 2 missed classes will result in the student not being able to earn higher than a final grade of “C” in the Attendance & Participation section of your grade. If you are absent for 3 classes, you will automatically fail the class.

Attendance will be taken at the beginning of each class session. Arriving late for class or leaving early from class will have a negative impact upon your attendance grade.

Class participation will be evaluated by class facilitator.

ASSIGNMENTS, QUIZZES, FINAL EXAM
Assignments will be made on a weekly basis, in preparation or in conjunction with class topic(s) being covered. Assignments are expected to be completed in full and turned in at the start of the class for which they are assigned. Late assignments will not be accepted.
If you are absent from an entire class, assignments due for the missed class can be turned in at the beginning of the next class meeting without penalty.
The assignments for the next week’s class will be reviewed at the end of each class period.
If you are absent from a class, you are responsible for emailing the facilitator to get the assignments for the following week’s class and it is expected that you will be fully prepared for the class meeting.

FINAL PROJECT included in Assignments section for grading
There will be a final project due for presentation on the final day of class. This will be explained in further detail during the second class period.

DYADIC ENCOUNTER
To be explained in further detail by course facilitator.

EXPECTATIONS:

All interactions in this class context are to be guided by professionalism. Professionalism is akin to a performance appraisal that you will formally or informally receive throughout your career. Professionalism recognizes that all of your behaviors create an impression on others and impact your career progress. Thus, behaviors (or lack thereof) that include, but are not limited to, attending class, arriving to class on time, maintaining a tone of respect for classmates, faculty, staff, and friends of Xavier University, appropriate use of electronic devices in the classroom (e.g., no surfing the web or text messaging), professional tone and courtesy in communications (including e-mail), and adherence to the "Academic Honesty" section of the Xavier University Student Catalog impact your final grade in this course. There is an expectation that you will at all times be an active participant and endeavor to help make the classroom a positive learning environment for all class members.
It is the unfortunate case that Xavier University experiences violations of the Academic Honesty policy. I will ask each of you to redouble your efforts to adhere to these guidelines and principles. To demonstrate my commitment to protecting all class members from being victimized by a peer’s unethical behavior, violation of these guidelines and principles will result in the violator receiving a failing (“F”) grade in this course.

WRITING STANDARDS:

In written work for class assignments, the University requires a high quality of writing. Instruction is available, through course work and through the James E. Glenn Writing Center, to help students attain this high level of quality. Faculty members may refuse to accept an assignment that does not meet acceptable standards.

THE WRITING CENTER:

The Writing Center provides a quiet atmosphere for writing. It is equipped with PCs, printers, and word-processing software. The Writing Center’s library provides resources such as research guides, style manuals and handbooks, and documentation guides.

Writing Center services are free to all Xavier students. We recommend that appointments for tutorial assistance be made in advance, although walk-in appointments are possible if a tutor is available. Computer use does not require an appointment.

Where: Room 400, Conaton Learning Commons
Phone: 745-2875
When: Monday-Thursday: 9:30 a.m. - 8:30 p.m.
      Friday: 9:30 a.m. - 3:30 p.m.
      Sunday 1:00 p.m. - 9:00 p.m.

GRADING: The final grade will be determined as follows:

A= 93 to 100 %
A-= 90 to 92 %
B+= 86 to 89 %
B= 83 to 85 %
B-= 80 to 82 %
C+= 76 to 79 %
C= 73 to 75 %
C-= 70 to 72 %
D+= 66 to 69 %
D= 63 to 65 %
D-= 60 to 62 %
F= < 60 %