2014

207-01/02 Interpersonal Communication

Jennifer Tighe

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Course: Interpersonal Communication 207

Instructor: Ms. Jenny Tighe
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Office: 307A Schott Hall
Phone: 745-3832 Fax: 745-3705
Email: tighe@xavier.edu

This text is required. Please do not purchase an old edition of this text.

Course Objectives: To provide you with theoretical and practical information about interpersonal communication that will enable you to: 1.) Increase your understanding of how people communicate and; 2.) Develop communication techniques that will enhance your own interpersonal communication skills.

Attendance: Please read this policy carefully.

Because of the interactive nature of this course, attendance is required.

1. Participation in class is a critical part of this curriculum. If you are not present you cannot participate. There is no provision for making up class participation points. If an emergency arises contact me by phone and email as soon as possible (preferably before you are absent). Excused absences will be determined by the instructor once we have talked.
2. Each student is responsible for obtaining notes, and assignments missed from another student in the class.
3. A 5 pt deduction will be made from your final score for every class missed (over 3).
4. If you have official university business, please submit a letter in writing at the beginning of the course. You may not miss more than 6 classes due to official University business. All work must be submitted before the deadline if missing class for University Business.
5. Other commitments such as work, other class assignments, or personal travel do not qualify as university business.
6. Coming late and leaving early. Being more than 10 minutes late on a regular basis (over 3 times) will constitute an absence. 5pts will be deducted from your final score for every late arrival (over 3). The same policy applies for leaving more than 10 minutes early. In other words, please plan to attend class for the full 50 minutes. Attendance will be taken at the beginning of each class.

Announcements: At the beginning of each class I will give announcements regarding assignment changes, updates to the class schedule, tips for upcoming tests, explanations for written assignments, and oral directions when necessary. If you miss the first five minutes of class please contact a fellow student to see what updates were given.
Assignments: I will give written directions for assignments. There will be times when additional direction and clarification will be given orally in class. Please be sure to take note of oral directions given in addition to written instructions.

Exams: The dates for each exam may be found on the class schedule. All exams must be taken on the scheduled date. There are no provisions for make-ups.

Homework: There will be five application oriented homework assignments. Each assignment is valued at 5pts. You will be graded on your application of course concepts, ability to apply all required elements of the assignment, and your contribution to class discussion regarding your experience. These assignments will be submitted electronically on Canvas. There will be a late penalty if work is submitted after the due date. No emailed submissions will be accepted.

Quizzes: There will be a series of chapter quizzes that you will take electronically. You must score at least 80% on each quiz to receive credit. The due dates will be published in the electronic calendar.

Class participation: There are a large number of activities conducted in class. In some cases you will be given questions to answer in preparation for the next class. There will be times when you will submit small group work at the end of the class period. Class participation points will be awarded for these activities. If you are not present to participate on the day points are awarded (for any reason) you will not be able to receive these points. Class discussion is not something that can be “made up” or “submitted late.”

Class participation worksheets do not need to be typed.
At the end of the semester points will be evenly divided by the number of activities that occurred. The quality of your participation will be determined by your preparedness in addition to whether or not you were present for the discussion. If you are seen texting on your phone or surfing the web during class time you will receive a 0 for class participation that day.

<table>
<thead>
<tr>
<th>Present and assignment completed</th>
<th>+</th>
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</thead>
<tbody>
<tr>
<td>Present and assignment partially completed</td>
<td>☐</td>
</tr>
<tr>
<td>Present, part of discussion, assignment not completed</td>
<td>☐</td>
</tr>
<tr>
<td>Not present but work completed by next class</td>
<td>☐</td>
</tr>
<tr>
<td>Not present, work not completed by next class</td>
<td>−</td>
</tr>
</tbody>
</table>

Dyadic Encounter: You will be asked to participate in an interpersonal experience called a dyadic encounter. For this experience you will work with a partner in this class. Part of this assignment will be completed on class time and the remainder of
the assignment will be completed outside of class. I will give you further instruction when we get closer to the time of this project.

**Canvas Course:** This means that you will be responsible for logging on to Canvas for information regarding this course. Go to canvas.xavier.edu directly using Mozilla Firefox, Google Chrome, or Safari for the best connection to Canvas. If you have technical trouble try a different browser or call the helpdesk at 745-help. If you would like to receive course notices via social media check out http://guides.instructure.com/ This website explains how to push out notifications to a variety of popular media.

**Email:** Make sure you have access to your Xavier mail at all times during the semester. If you are sending something that is critical please request a receipt so you know it has been received. Do not use email to send written assignments.

**Xavier University’s Academic Honesty Policy applies in this course:** “The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission and registration documents, and the falsification of any academic record including letters of recommendation.

All work submitted for academic evaluation must be the student’s own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another’s efforts is prohibited, as is the use of any work untruthfully submitted as one’s own.

Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, an “F” in the course, an expulsion from the University. The dean of the college in which the student is enrolled is to be informed in writing of all such incidents, through the teacher has full authority to assign the grade for the assignment, test, or course. If disputes of interpretation arise, the student, faculty member, and chair should attempt to resolve the difficulty. If this is unsatisfactory, the dean will rule the matter. As a final appeal, the academic vice president will call a committee of tenured faculty for the purpose of making a final determination.”

For additional information regarding plagiarism resources go to the library webpage http://www.xavier.edu/library/help/#P

**Grading and Assignments:** Grades will be determined by total point value. The plus and minus system will be applied in this course.

**Grading:**

**Point Values:**
- Midterm: 150pts
- Final Exam: 150pts
- Quizzes 100pts
- Homework: 25pts
Class participation: 25pts
D/E: 50pts
Total: 500 pts.

Points available

My Score (Please keep record of your graded assignments so you can calculate your grade at any time.)

Midterm 150pts

Final Exam 150pts

Homework 25pts

Quizzes 100pts

Dyadic Encounter 50pts

Class participation 25pts (only calculated at the end of the semester)

Total: 500pts

Grading scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A: 93% and above</td>
<td>465 and above</td>
</tr>
<tr>
<td>A-: 90%-92%</td>
<td>464-450</td>
</tr>
<tr>
<td>B+: 87%-89%</td>
<td>449 – 435</td>
</tr>
<tr>
<td>B: 83%-86%</td>
<td>434 – 415</td>
</tr>
<tr>
<td>B-: 80%-82%</td>
<td>414 – 400</td>
</tr>
<tr>
<td>C+: 77%-79%</td>
<td>399 – 385</td>
</tr>
<tr>
<td>Grade</td>
<td>Percentage Range</td>
</tr>
<tr>
<td>-------</td>
<td>------------------</td>
</tr>
<tr>
<td>C</td>
<td>73%-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70%-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67%-69%</td>
</tr>
<tr>
<td>D</td>
<td>63%-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60%-62%</td>
</tr>
<tr>
<td>F</td>
<td>59% or lower</td>
</tr>
</tbody>
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To determine your grade at any time during the course, add your assignment points, divide by the course points used, refer to the percentage scale to see your grade.

The instructor calculates grades at midterm and the end of the semester. Use this point scale at the end of the semester to determine your grade.

*All grades will be determined after any points for absences (above 3) have been subtracted. Please keep in mind that all absences are considered “excused.” The first three classes missed will be the three without penalty regardless of reason. All classes missed following these three will result in 5pts each off your final score. The only exception to this policy is “official university business” (limit 6 absences – see syllabus) and extreme long term medical emergencies in which case you need to contact the instructor immediately to determine whether or not you will be able to complete the course. Other reasons for absence will be considered at the end of the semester if you are in a borderline situation.

**A personal note:** I am willing to work with any students who find themselves in a difficult situation during the semester. Please communicate with me regarding what is going on so we can work together to create the most successful classroom experience possible.