



Speech 1318.001IN
Interpersonal Communication
Spring 2024
Online

Instructor Information: Dena Horne, MA, ACUE Fellow
dhorne@com.edu

Student hours and location: Students meet by appointment or message requests with instructor.

Required Textbook: Beebe, S.A., Beebe, S.J., & Redmond, M.A. (2011) **Interpersonal communication: Relating to others (8th ed.)**. Boston: Pearson Education, Inc.

Course Description: This is a course in the theory and practice of human interaction, including the study of self-concept, perception, listening, creating and developing relationships, conflict management, as well as verbal and non-verbal communication.

*This course is a 3-credit hour semester course and it is transferable.

Course requirements: Students will be required to log into the online classroom on a regular basis, perform critical thinking, and go online to seek out resources not provided in the textbook.

Determination of Course Grade/Detailed Grading Formula: This course contains a variety of activities to include quizzes, tests, a several written assignments.

Grading Scale:

89.5-100 A

79.5-89.4 B

69.5-79.4 C

59.5-69.4 D

Below 59.4 F

All scored items are equally weighted.

Late Work, Make-Up, and Extra-Credit Policy: This is **NOT** a self-paced course!! It is the student's responsibility to know and keep up with due dates and deadlines. Late assignments may be accepted and makeup tests allowed, **IF AND ONLY IF:** (a) you make every effort possible to contact me **PRIOR TO** the due date and time, (b) you provide official documentation to verify your explanation as to why you could not turn in your assignment, and (c) documentation is official (i.e., written on official stationary or letterhead, and signed by the appropriate authority). Informal notes from your mother/father/friend/roommate do not qualify as appropriate

documentation. If you do not meet the above criteria, you will receive a ZERO for your assignment or test.

Attendance Policy: This course is designed to enable you to access information and complete assignments at times that are convenient to your schedule. This does not mean you may pop in and out whenever you feel like it. Failure on your part to take online tests, respond to group discussions, or submit any assignment or speech by the deadline, will be recorded as absences. If you have trouble reading and following directions, this class is not for you!

If you miss more than 2 weeks turning in work, you cannot receive full credit for the course. Please remember, your participation will be noted. I will monitor your progress weekly via assignments and the weekly check-in. Even though this is an on-line course, absenteeism still hinders the learning process and may result in your failing this course.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Discuss the five principles of human communication.	Critical Thinking Skills (CT)	Chapter 1 Activity
2. Apply elements of the Jorhari Window	Critical Thinking Skills (CT)	Chapter 2 Activity
3. 2 - Demonstrate ability to analyze and critique verbal and nonverbal interactions in mediated and face-to-face contexts.	Personal Responsibility (PR)	Chapter 7 activity
4. Demonstrate critical thinking ability by effectively researching, evaluating, and applying communication theories in oral and written assignments.	Communication Skills (CS1, 2)	Research Paper
5. Identify types of and barriers to effective listening.	Communication Skills (CS3)	Chapter 5 activity

Academic Dishonesty: Plagiarism or the use of AI will not be tolerated. Suspicion of plagiarism or AI use will result in a failing grade for the assignment. The students is encouraged to contact me if they want to dispute a suspicion of plagiarism or AI use. It is the student's responsibility to retain notes, research, links to articles, and all other resources used to respond to prompts and write papers. These resources will be required when initiating a grade dispute.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Brian Anderson, Department Chair for the Humanities Department at (409) 933-8186 or banderson@com.edu.

Course outline:

Week	Unit	Activies	Due Date
16-Jan	Course Introduction Read First Week Overview Read Syllabus Buy Textbook Self-Introduction	Post Self-Introduction	21-Jan
22-Jan	Unit 1A	Ch 1 Quiz Ch 1 Activity	28-Jan
29-Jan	Unit 1A	Ch 2 Activity	4-Feb
5-Feb	Unit 1B	Ch 3 Quiz	11-Feb
12-Feb	Unit 1B	Ch 4 Activity	18-Feb
19-Feb	Research Paper	Submit Research Paper Topic	25-Feb
26-Feb	Unit 2A	Ch 5 Assignment	3-Mar
4-Mar	Unit 2A	Ch 6 Activity Ch 6 Discussion	10-Mar
11-Mar	Spring Break		
18-Mar	Unit 2B	Ch 7 Assignment	24-Mar
25-Mar	Unit 2B	Ch 8 Assignment	31-Mar
1-Apr	Research Paper	One Page Draft Due	14-Apr
15-Apr	Unit 3A	Ch 9 Activity Ch 10 Activity	28-Apr

29-Apr	Research Paper	Final Paper Due	5-May
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Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.