

Syllabus for
COM 203—Interpersonal Communication
3 Credit Hours
Spring 2005

I. COURSE DESCRIPTION

A study of the theory and practice of communication skills in at least three areas: functional intelligence, social decision-making, and self-expression. Encourages a Biblical, whole-life approach to communication, acknowledging the integration of body, mind, and spirit into the interpersonal experience. Gives special attention to the application of theory to life situations. Prerequisites: COM 101 or consent of instructor.

II. COURSE GOALS

This course attempts to give definition and direction to the entire study of interpersonal communications. It is important at this level that students perceive the role that verbal and nonverbal communication play in the creation and maintenance of human relationships in the varied dimensions of their lives.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

At the successful completion of this course, students will be able to do the following:

- A. Work collaboratively in teams to explore other cultures, then facilitate group discussions about these cultures.
- B. Demonstrate active listening in order to convey empathy and effectively respond to others using supportive feedback.
- C. Discuss how to nurture, and maintain interpersonal relationships with others.
- D. Discuss diversity as it relates to understanding the interpersonal differences of others.
- E. Effectively assert themselves while respecting the rights of others.

IV. TEXTBOOKS

Required Textbook

Devito, J. (2004). The interpersonal communication book. New York: Pearson Education Publishers.

V. POLICIES AND PROCEDURES

- A. University Policies and Procedures
 1. Attendance at each class or laboratory is mandatory at Oral Roberts University.
 2. Double cuts will be assessed for absences immediately preceding or following holidays.

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3. Excessive absences can reduce a student's grade or deny credit for the course.
4. Students taking a late exam because of an unauthorized absence will be charged a late exam fee.
5. Students and faculty at Oral Roberts University adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software.
6. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.

B. Department Policies and Procedures

1. **Attendance**—At Oral Roberts University, students are expected to attend all classes. Understanding that there are sometimes unavoidable circumstances that prevent perfect attendance, each student will be allowed to miss class the number of times per week a class meets. This allowance is for illness, personal business, and personal emergency. Students may consider this personal days or sick leave. If a student has absences in excess of this number, the earned grade for the course will be reduced one letter grade for each hour's absence above those allowed. A student missing class due to illness must take an unexcused absence. Extended illnesses are handled on an individual basis and require a doctor's excuse.
2. **Administratively Excused Absences**—Students who must miss class for University sponsored activities must follow these procedures:
 - a. Inform the professor before the event.
 - b. Arrange to complete missed work within one week.
 - c. Not commit to class performance oral reports, speeches, television taping, group presentations, etc., on a date the student will be gone. Makeup work is not permitted if the student voluntarily commit to a performance on the date of an administratively excused absence.
 - d. Present an excuse, signed by the Dean of Arts and Sciences, as soon as the student returns to class.
3. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, tardies are calculated in the attendance provision for this course. Three tardies equal one absence and are included in the absences when determining the course grade. It is the student's advantage to make sure that the professor is informed immediately following the close of the class that the student is late, so that the absence is changed to a tardy. It is not the professor's responsibility to stop the class to mark the student late; the student is the one responsible to convey that information following that class. Students should not expect to be credible the following class session concerning a late arrival on a previous day.
4. **Late Work**—The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. If late work is accepted, a substantial penalty will be assessed.
5. **Literacy**—The Communication Arts Department does not accept for credit any written assignment that contains more than an average of three grammatical and/or typographical errors per page.

C. Course Policies and Procedures

1. Evaluation Procedures

Course Assignments and Grading % of Class Grade

- a. Quizzes and Homework 10%
The student will periodically take quizzes over the Material. At times, quiz grades will also be given for homework. The student will be allowed to drop his or her lowest quiz and homework grade before his or her grade is averaged.
- b. Midterm and Final Exams 30%
- c. APA Research Paper on Related Topic 25%
- d. Journal Assignments 20%
The student is expected to keep a journal throughout the semester and write journal entries as directed by the instructor. The student will also write goal statement papers as directed by the instructor.
- e. Group Project 15%
Groups choose topics containing interpersonal communication problems, work together to find solutions to these problems, and present these solutions to the entire class. The team presentations, approximately 50 minutes per team, are evaluated in terms of how much value they add to the class.

2. Instructor Information

Professor: Dr. Wendy Shirk	Office Hours:	TBA
E-Mail: wshirk@oru.edu	Meeting Time:	TBA
Office: 2B27	Phone:	495-6863

3. Other Policies and/or Procedures

Any examination not taken at the scheduled time due to an excused absence must be made up at a time arranged with or by the instructor. Generally, tests missed for an unexcused absence cannot be made up. If a test absence is allowed to be made up, the University \$10 late-test fee must be paid in advance.

VI. COURSE CALENDAR

- 1st Day Syllabus and introduce class; class photos
- Week 1 Chapter 1 (Universals); Dyadic Coalitions
- Week 2 Chapter 2 (Culture); Goal Statement Paper assigned
- Week 3 Chapter 3 (Self) and Chapter 4 (Perception)
- Week 4 APA Paper assigned; Goal Statement 1 Due (Friday)
- Week 5 Chapter 5 (Listening); Write letter to grandparents; Group Presentations assigned
- Week 6 Chapter 6 (Universals of V and NV Messages)
- Week 7 SPRING BREAK!!!**
- Week 8 Group Presentations 1, 2, and 3
- Week 9 Chapter 7 (Verbal Messages); Midterm over Chapters 1-6 (Friday)s
- Week 10 APA Paper Due (Monday); Chapter 8 (Nonverbal Communication); assign Mall Experiments
- Week 11 Finish Chapter 8 (Nonverbal Communication); Mall Experiments with groups (Friday); Goal Statement 2 Due (Wednesday)
- Week 12 Love Languages lecture and quiz on (Friday)
- Week 13 Chapter 11 (Relationship Growth and Deterioration) and Chapter 14 (Power)
- Week 14 Goal Statement 3 Due (Monday); Tuesdays with Morrie video and discussion on the meaning of life
- Week 15 Thanksgiving Week
- Week 16 Tuesdays with Morrie paper due (Monday); Conflict Prevention Resolution Workshop
- Week 17 Final Exam over Chapters 7, 8, 11, 14, & Love Languages

Course Inventory for ORU's Student Learning Outcomes

COM 203—Interpersonal Communication Spring 2005

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability			X	
1D	Ethical behavior		X		
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking	X			
2B	Information literacy		X		
2C	Global & historical perspectives		X		
2D	Aesthetic appreciation			X	
2E	Intellectual creativity		X		
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle			X	
3B	Physically disciplined lifestyle			X	
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Communication skills		X		
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic differences			X	
4D	Responsible citizenship			X	
4E	Leadership capacity		X		