

Syllabus for
COM 203: Interpersonal Communication (IPC)
3 Credit Hours
Fall 2017

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, then facilitate group discussions about interpersonal communication issues.
- 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 AND OTHER LEARNING RESOURCES

Floyd, K. (2011). *Interpersonal communication* (2nd ed.). New York, NY: McGraw-Hill.

Additional readings provided by the professor.

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

- 1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
- 2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.

3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.

4. 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.
5. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the WPA handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

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 commits to a performance on the date of an administratively excused absence.
 - d. Present an excuse, signed by the Dean of Arts and Cultural Studies, 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, and Media Department does not accept for credit any written assignment that contains more than an average of three grammatical and/or typographical errors per page.
 6. **Whole Person Assessment:** Refer to the Communication, Arts, and Media WPA handbook for policies at:
http://www.oru.edu/current_students/my_academics/resources/whole_person_assessment/documents/comm_arts.pdf

C. Course Policies and Procedures

1. Evaluation Procedures

Course Assignments and Grading	Total Points = 400
a. Midterm and Final Exams (45% of grade)	180 points (90 points each)
b. Response Papers (35% of grade)	140 points (35 points each)
The student is expected to write 4 2-3 page essays throughout the semester as directed by the instructor.	
c. Group Project (10% of grade)	40 points
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 20 minutes per team, are evaluated in terms of how much value they add to the class.	
d. Class Participation (10% of grade)	40 points
The student is expected to attend and be involved in	

the various class activities and discussions that will occur over the course of the semester.

2. **Whole Person Assessment Requirements:** students are responsible for including these portfolio items.
 - a. COM 1.1 Interpersonal Response Paper
 - b. Artifacts not submitted electronically or incorrectly submitted receive a zero for that assignment.

3. **Instructor Information**

Professor: Dr. Katherine Kelley Office Hours: M 2:30 – 4 p.m.,
T 10:30 – 11:45 a.m.,
W 2 – 4 p.m.,
R 10:30 – 11:45 a.m., &
By Appointment

E-Mail: kakelley@oru.edu

Office Location: LRC 116

Office Phone: 495-6155

Class Location: GC 2A07

Class Time: MWF 9:50 – 10:40 a.m.

4. **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 \$15 late-test fee must be paid in advance.

VI. COURSE SCHEDULE

The Course Schedule may be altered by the instructor throughout the semester in order to maximize the learning experience. Students will be made aware of such changes.

Day 1	Fri 8/18	Course & Syllabus Overview and Introductions
Week 1	Mon 8/21	Chapter 1: About Communication
	Wed 8/23	1 st Discussion Board (DB) Assigned
	Fri 8/25	Groups Assigned for Group Presentation
Week 2	Mon 8/28	Chapter 2: Culture and Gender
	Wed 8/30	1 st Discussion Board (DB) DUE
	Fri 9/1	1 st Response Paper Assigned
Week 3	Mon 9/4	Chapter 3: Communication and the Self
	Wed 9/6	1 st DB – Peer Reply DUE
	Fri 9/8	2 nd Response Paper Assigned
Week 4	Mon 9/11	<i>NO CLASS – Labor Day Holiday</i>
	Wed 9/13	Chapter 4: Interpersonal Perception & 2 nd DB Assigned
	Fri 9/15	1 st Response Paper DUE & Group Presentation Topics DUE
Week 5	Mon 9/18	Chapter 5: Language
	Wed 9/20	2 nd DB DUE
	Fri 9/22	2 nd Response Paper DUE
Week 6	Mon 9/25	Chapter 6: Nonverbal Communication
	Wed 9/27	2 nd DB – Peer Reply DUE
	Fri 9/29	3 rd Response Paper Assigned
Week 7	Mon 10/2	Groups Meet with Instructor
	Wed 10/4	3 rd DB Assigned & Review for Midterm
	Fri 10/6	MIDTERM (Chapters 1-6 & Additional Readings)
Week 8	Mon 10/9	Chapter 7: Listening
	Wed 10/11	3 rd DB DUE
	Fri 10/13	Class Discussion & Course Review
Week 9	Mon 10/16	Chapter 8: Emotion
	Wed 10/18	3 rd DB – Peer Reply DUE
	Fri 10/20	3 rd Response Paper DUE & 4 th Response Paper Assigned
Week 10	Mon 10/23	<i>Fall Break – No Class</i>
	Wed 10/25	<i>Fall Break – No Class</i>
	Fri 10/27	<i>Fall Break – No Class</i>

Week 11	Mon 10/30	Chapter 9: IPC in Friendships and Professional Relationships
	Wed 11/1	4 th DB Assigned
	Fri 11/3	Group Time
Week 12	Mon 11/6	Chapter 10: IPC in Romantic and Family Relationships
	Wed 11/8	4 th DB DUE
	Fri 11/10	4 th Response Paper DUE
Week 13	Mon 11/13	Group Presentations – Day 1
	Wed 11/15	Group Presentations – Day 2
	Fri 11/17	Group Presentations – Day 3
Week 14	Mon 11/20	Group Presentation Reflections
	Wed 11/22	<i>NO CLASS – Thanksgiving Break – Happy Thanksgiving (Nov. 23)</i>
	Fri 11/24	<i>NO CLASS – Thanksgiving Break</i>
Week 15	Mon 11/27	Chapter 11: Interpersonal Conflict
	Wed 11/29	4 th DB – Peer Reply DUE
	Fri 12/1	Chapter 11: Interpersonal Conflict Cont.
Week 16	Mon 12/4	Chapter 12: Deceptive Communication & Detecting Deception
	Wed 12/6	Leadership Communication & Communication Framing
	Fri 12/8	Review for Final
Week 18	Mon 12/11 <i>Finals Week</i>	FINAL (Chapters 7-12 & Additional Readings) Final Time 9:45 to 11:45 a.m. <i>Please refer to item 4 on page 2 of the syllabus.</i>

Course Inventory for ORU's Student Learning Outcomes

COM 203: Interpersonal Communication Fall 2016

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		