

INTERPERSONAL COMMUNICATION
COM 220 -001
Spring 2007

Instructor: Tammala A. Bulger
Office: 239 Leutze Hall
Office Phone: 962-7144 **Office Fax:** 962-7061
Home Phone: 763-1356 (between 9am & 9pm)
E-mail: bulgert@uncw.edu **Homepage:** <http://people.uncw.edu/bulgert>

Office Hours: Monday & Wednesday 11am - 1pm
Tuesday & Thursday 11am - 11pm
and everyday by appointment

Required Texts: *Looking Out, Looking In*, Adler & Towne (11th edition)
There will be additional readings available on my website or through Randall Library's electronic reserve system.

Required Supplies: Response Card RF Keypads / May also be called TurningPoint TouchPads (available at our campus bookstore)
Personality Test (\$10-\$15, more details to follow)
Number 2 pencil

Course Purpose and Objectives

What is meant by the term "interpersonal communication"? Can an individual be taught how to become a skilled communicator or is it a quality that only a few possess? What impact does our communicative competence have upon the relationships in our lives? These are but some of the issues that will be explored in this course. COM 220 is designed to provide both a theoretical and practical experience to the students on various aspects of interpersonal communication. Specific topics which will be covered include self-concept, perception, language, listening, relationship development, and resolving interpersonal conflict. This course will require you to look into yourself, and your current and past interpersonal relationships. This course will also require you to look outside of who you are today.

University Statement on Academic Expectations

"In choosing UNCW, you have become part of our community of scholars. We recognize that the UNCW learning experience is challenging and requires hard work. It also requires a commitment to make time available to do that hard work. The University expects you to make academics your highest priority by dedicating your time and energy to training your mind and acquiring knowledge. Academic success in critical thinking and problem solving prepares you for the changes and challenges you will encounter in the future. Our faculty and academic support resources are readily available as partners in this effort, but the primary responsibility for learning is yours."
(<http://www.uncw.edu/gc/about-expectations.htm>)

University Statement on Violence & Harassment

"UNCW practices a zero-tolerance policy for violence and harassment of any kind. For emergencies contact UNCW CARE at 962-2273, Campus Police at 962-3184, or Wilmington Police at 911. For University or community resources visit <http://uncw.edu/wrc/crisis.htm>."

University Honor Code

"The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated." For specific information refer to your 2006-2007 Code of Student Life book or the online version.

Portfolio Policy for PCOM and COM Students

One of the culminating experiences of a communication studies degree is the completion of COM 490 Discipline Capstone, a course that includes the preparation of a personal portfolio to organize and showcase your abilities. I encourage you to retain items from this class, whether produced independently or in groups, for inclusion as portfolio artifacts. Beyond the Capstone course, your portfolio may prove a valuable tool as you seek entry into a graduate program or employment in your area of specialization.

Course Completion and Gateway Statement for PCOM and COM Students

Classes typically coded "COM Majors Only" may occasionally be opened to PCOM majors or all students. This may most commonly occur during summer terms. Please be aware, however, that to become a full-status COM major, you MUST complete the gateway courses (COM 105 and COM 200) SUCCESSFULLY, i.e., with a grade of "B" or higher in each. If you do NOT successfully complete these two courses, you cannot earn full COM major status, even if you complete one or more COM classes apart from the gateway courses.

Attendance Policy

The success of this class relies on your preparation and participation. Only by attending class and participating in the discussions and exercises will you be able to effectively apply this information in your interactions within relationships. Make sure that you arrange your personal affairs (e.g., job responsibilities, family obligations, vacations, etc.) to allow you to fulfill the attendance requirement.

While this class does not have point penalty if you do not attend class, you will miss the questions asked using the Keypad system; therefore will lose the opportunity to earn participation points. I will be using the Keypad system at the beginning of class (10am) and throughout the class period; if you are not in class or if you are in class but do not have your Keypad then you may not earn points that day.

If you think college students should not have to be in class on time or at all and you do not like these policies please do not take this class. I respect your opinion, but you must adhere to the standards set forth in this policy.

Class Preparation & Participation

Lectures, discussions, exercises, participation quizzes, pop quizzes, and tests will be based on the assumption that you have read the assigned pages in your textbook, on-line case studies, and any reserve readings. You must plan to stay current with all readings.

All students must have their campus email account operational by January 18, 2007. It is your responsibility to check your campus email account on a regular basis.

It is highly suggested that you provide the school with your current contact information. This can be accomplished through Student Information and Registration Access on SeaNet.

Participation extends beyond mere attendance. Students are expected to contribute to all aspects of classroom activity (discussions, exercises, and short written assignments for example). Participation points will be earned through almost daily quizzes using the Keypad system. In order to participate students will be expected to have read the assigned readings and prepared any required materials by the date specified.

Course Calendar

Your course calendar is available via my website. I will announce in class and via email if there are any changes to the calendar.

Assignment Policy

Tests/Semi-cumulative Exam will be taken on time unless you negotiate with me at least 24 hours before the test date. There will be three tests and one semi-cumulative final exam. **All students must** take the final exam on the exam day (May 7, 2007 at 8am).

Mini-Papers/Team Discussions must be completed in class as a team during the class period. You are expected to have read the case study or assigned reading before class, and you should be prepared to apply concepts from class discussion and textbook readings to the case study. These papers require preparation from all in the group.

Abstracts are due at the beginning of class on March 2, 2007. They will not be accepted if placed in my mailbox, sent to me through email, slipped under my office door, brought to my office during my office hours, etc.

Computer Based Trainings/Business Curricula You will be completing two Computer Based Training Programs from the business curricula. These will be graded pass/fail – you either submit certificate on time or you do not submit certificate. These will not be accepted late for ANY reason. If you will not be in class on the day due, complete the training early and submit early.

If you have a personal emergency you must contact me prior to the class beginning (by phone or by e-mail). I must be given a phone number where you can be reached. At this point we will discuss your situation and determine what will occur. If you do not contact me following these guidelines you will not be allowed to make-up the assignment.

In the event that you are absent from class (for whatever reason) it is your responsibility to secure the notes and handouts that are given in class. If a homework assignment is given during the class you miss and is due at the next class meeting you need to make arrangements to get what you need to complete the assignment and submit it when due. Sometimes the most efficient way to handle this is to arrange to have a classmate get the notes and handouts for you.

Although most of the concepts seem logical once I review them in class, those who rely on their memory of class lecture and the belief that interpersonal communication is "common sense" tend to do poorly in this class. The mini-papers require the teams to apply concepts from class and correctly incorporate terminology into their answers. The *tests are rigorous* and are designed not to trick you but to ensure that you understand the materials covered in class. The test will expect you to be able to recall terms and concepts as well analyze situations using those terms and concepts.

Please feel free to stop by my office during my office hours or make an appointment if you would like any assistance in preparing for this class. I will be glad to meet with you to answer any questions that you might have. Should you disagree with your test grade, please make an appointment to meet with me in my office. At that time we will review your test and discuss any areas of contention.

COURSE ASSIGNMENTS

Some course assignments are available from my website. Reserve Readings are available through the Randall Library website. Some assignments require the use of the Keypad system.

Tests/Semi-cumulative Exam - There will be three test (multiple choice, true/false and matching from test bank associated with book; as well as questions from the reserve readings and case studies) and a semi-cumulative exam. The semi-cumulative exam will cover the information from test 3 till the end of the semester and then 30 questions taken from tests 1-3. As noted above, all students **must** take the final exam on the exam day (May 7, 2007 at 8am). Your test average will be calculated as follows:

The lowest test grade will be dropped and the final exam grade will replace the lowest test grade, unless the final exam grade is the lowest with the following exception. *If you choose not to take the final exam* then you will earn "0" points and example 3 below illustrates what will occur.

Example 1: if you earn an 89, 90 and 79 on the three test, and a 95 on the final I will add 89, 90 & 95, for a test average of 91.3 (274/300).

Example 2: if you earn an 89, 90 and 79 on the three test, and a 70 on the final I will add 89, 90, and 79 for a test average of 86 (258/300).

Example 3: if you earn an 89, 90 and 99 on the three test, and choose not to take the semi-cumulative exam I will add 0, 90, and 99 for a test average of 63.

We will be using scantron sheets to take all tests. I will supply the scantron, you must supply your own number two pencil. Pencils can be purchased from the instructor for \$1; all funds will go to the department trust fund.

Mini-Papers - There will be four times throughout the semester where you will be discussing case studies with your assigned team. After your team discussion you will be writing a short summary of your discussion. These papers will allow you to apply our skills and knowledge to your group discussion of the case studies. The readings will be available from my website or through Randall Libraries electronic reserve system. I will use the best 3 out of 4 mini-papers when calculating your grade.

Peer Evaluations - At the end of the semester you will evaluate yourself as well as your team members based on performance during case study mini-papers, and other team based exercises throughout the semester.

Personality Test will be completed and a guest speaker will interpret the results.

Abstract – Each student will submit an abstract of an appropriate reading on March 2, 2007. The requirements for the abstract assignment will be available from my website.

CBT Business Curricula- You will be completing two Computer Based Training Programs from the business curricula. These will reinforce our class discussions as well as apply what we are learning to business situations. These will be graded pass/fail – you either submit certificate on time and earn the 25 points or you do not submit certificate on time and therefore earn "0" points. Dana Ward will teach you how to complete these on January 29th.

Participation Quizzes - During the first few minutes of most class days we will complete a participation quiz using the Keypad system. On some class day quiz questions will also be incorporated into the lecture. Quiz questions will be multiple choice and true/false questions based on readings assigned for that day or recent lectures. If you are not in class during the quiz you forfeit your opportunity to earn participation points on that day. If you are in class but do not have your Keypad system you forfeit your opportunity to earn participation points that day.

Total points will be determined by dividing the number of points earned by number of points possible.

For example if there were 80 total participation points possible and you earn 75 points you will be given 93.75 participation points (75/80) or if there were a total of 120 participation points and you earn 90 you will be given 75 participation points (90/120).

TurningPoint Keypad System – You must have purchased your Keypads before January 18, 2007 and have it in class with you on 1/19.

Grading Policy

Work that meets all of the minimum requirements and is relatively free from errors constitutes an average grade of "C". To receive a higher grade you must exceed the minimum requirements defined by the assignment.

Grading

ASSIGNMENT	POINTS
Tests/Semi-cumulative exam	300
Abstract	50
CBT Business Curricula	50
Mini-Papers (3 @ 20 points each)	60
Peer Evaluations	10
Personality Test	25
Participation Points	100
TOTAL CLASS POINTS	595

Grading by Percentage

	94% - 100% = A	90% - 93% = A-
87% - 89% = B+	84% - 86% = B	80% - 83% = B-
77% - 79% = C+	74% - 76% = C	70% - 73% = C-
67% - 69% = D+	64% - 66% = D	60% - 63% = D-
59% ↓ = F		

To calculate your letter grade on a particular assignment, divide the points earned by the points available, multiply by 100 to convert to a percentage, and compare that result to the scale above. For example:

$$\frac{\text{Points Earned (42)}}{\text{Points Available (50)}} = .84 \times 100 = 84\% = B$$

To calculate your final semester grade, divide the total points earned by the total number available for the semester (595), multiply by 100 to convert to a percentage. For example, you earned 5 points during the semester

$$\frac{\text{Points Earned (550)}}{\text{Points Available (595)}} = .924 \times 100 = 92.4\% = A-$$