

INTERPERSONAL COMMUNICATION COM 220 SPRING 2009

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OFFICE HOURS: Monday & Wednesday 10am – 12pm
Tuesday & Thursday 12:30pm – 2pm
and everyday by appointment

REQUIRED TEXTS: *Looking Out, Looking In*, Adler & Towne (12th edition)
There will be additional readings available on my website, through Randall Library's electronic reserve system, or through the Books 24/7 system.

REQUIRED SUPPLIES: Response Card RF Touchpad / May also be called TurningPoint TouchPads. In class referred to as "clicker" or Touchpad.
1 Meyers Briggs Temperament Inventory - purchase from Career Services (\$11 exact cash or check, **NO** credit card; University Union; between noon on 1/15 and noon on 1/27)
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 2008-2009 Code of Student Life book or the online version.

Cell phones must be turned off and placed in your briefcase, backpack, or purse during tests. If I see your telephone once I have begun distributing the test, you will fail that test.

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 Touchpad (clicker) system; therefore will lose the opportunity to earn participation points. I will be using the Touchpad (clicker) system at the beginning of class (9:30am) and throughout the class period; if you are late, absent or if you are in class but forgot your Touchpad (clicker) 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 16, 2009. It is your responsibility to check your campus email account at least once a day. I will use email to send you reminders or announcements.

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 Touchpad (clicker) system. In order to participate students will be expected to have read the assigned readings and prepared any required materials by the date specified.

Participation cannot occur if you are texting friends, checking your email, or surfing the Internet. Your cell phone must be turned off and placed in your backpack, briefcase or purse. If you use a laptop in class you may not take notes during participation quizzes (laptops must be closed) and I trust you to use your laptop wisely and ethically.

TOUCHPAD (CLICKER) POLICY

If you are late to class or absent you may **not** earn participation points or review quiz points that day. There is no method for making up a missed participation quiz or test review quiz.

If you are in class but forgot your Touchpad (clicker) then you may **not** earn *participation points* that day. You may not submit your answers on a sheet of paper or make up participation points for that day.

It is your responsibility to check posted quiz scores after each class. I will do my best to post scores by 5pm; if I am unable to post by 5pm I will email the class when scores are posted. If you discover that your scores have not been recorded, then you must notify me within 36 hours of my posting the scores. In your conversation, email, voicemail provide your touchpad #. Walking up front as I am preparing to lecture and informing me there is a problem; or sending an email thirty (30) minutes before class is not acceptable. It is also your responsibility to solve the problem whether it is order a new touchpad, replace the battery, contact the service department, talk to Ryan in the bookstore, etc.

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 and Cumulative Exam will be taken on time. There will be four tests. All students must take the cumulative exam on the exam day (May 5 at 8:00 am). There is no make-up for missing a test and you may not take the test early/late to meet your schedule. If you are absent on the day of the test it will be the test grade dropped.

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 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.

Computer Based Trainings/Business Curricula You will be completing four (4) Computer Based Training Programs from the business curricula. These will be graded pass/fail – you either submit certificate on time at the beginning of class or you do not submit certificate on time at the beginning of class. These will **not** be accepted late for ANY reason. It will not be accepted if placed in my mailbox, sent to me through email, slipped under my office door, brought to my office after class, etc. I will only accept the certificate. You will be shown in class how to print the certificate and there is a handout on my website with detailed instructions. 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 at least twenty-four hours in advance (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.

CLASS ASSISTANCE POLICY

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 gladly meet with you to answer any questions that you might have. There are no dumb questions, and I will meet with you to discuss class theories/concepts, assignment details, etc.

If you have questions about test questions or just would like assistance in how to prepare for future tests, feel free to stop by or make an appointment. We can review your test and discuss each question that you missed. Typically students have found this discussion helps them prepare for future tests.

Please do not hesitate to stop by or make an appointment to meet with me.

COURSE ASSIGNMENTS

Some course assignments are available from my website. Reserve Readings are available through the Randall Library website, my website or Books 24/7. Some assignments require the use of the Touchpad (clicker) system.

Tests/Cumulative Exam - There will be four tests and one cumulative exam (multiple choice, true/false and matching from test bank associated with book; as well as questions from the reserve readings, guest speakers, videos, etc.).

Tests – Your final test score will be determined by taking your top 3 test scores. If you miss a test for whatever reason, that will be your lowest test score and will be dropped.

Cumulative exam will cover our discussion on Interpersonal Communication at Work and information from the entire semester. The final exam will consist of questions seen on earlier tests as well as new questions on class materials.

We will be using scantron sheets to take all tests/exams. 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.

CBT Business Curricula- You will be completing four 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.

Participation Quizzes - During the first few minutes of most class days we will complete a participation quiz using the Touchpad (clicker) system; typically quizzes will be worth 10 points. 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. I will use the clicker system to review you for your tests and the cumulative exam; these quizzes will be 15-25 questions. On participation quizzes you will earn two (2) points for a correct answer and one (1) point for the wrong answer. This is not to reward you for wrong answers, but to reward you for being in class and participating.

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 Touchpad (clicker) System – You must have purchased your Touchpad (clicker) before class on Thursday January 15th and have always have it in class with you for the participation and test review quizzes.

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/Cumulative Exam (best 3 out of 4 test scores)	300
Cumulative Exam	100
CBT Business Curricula	100
Participation Points	100
TOTAL CLASS POINTS	600

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 (750), multiply by 100 to convert to a percentage. For example, you earned 695 points during the semester

$$\frac{\text{Points Earned (695)}}{\text{Points Available (750)}} = .926 \times 100 = 93\% = A-$$