I. Course and Instructor

Format: *Web*

Instructor Information:
Name: Josh Blanchard
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Course Information:
Course Title: Interpersonal Communication
Synonym Number: **74522**
Course Code: **COM 125 – DS77**
Credits: 3
Semester: Spring 2013
Prerequisite: College-level reading

Meeting Times and Days: Online
Start Date: 3/18/13
End Date: 5/3/13
Refund Date: 3/25/13
Withdraw Date: 4/23/13

Orientation Note: *Please visit the Canvas Site for an online orientation video available beginning 3/18/2013.*

Computer Access:
Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate web conferencing sessions, if included as part of your course, due to the verbal interaction involved.

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or virtual@coloradomtn.edu.

No-show reporting for students with financial aid: If you have not completed your introductory assignment(s) in Canvas by March 22, 2013 you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist.
(**www.coloradomtn.edu/web/departments/financial_aid**)

II. Course Description:

Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

III. Student Learning Outcomes, Competencies, and Skills:

~ Distinguish the interpersonal communication context from other
~ Understand self-concept and its relationship to interpersonal communication.
~ Demonstrate an awareness of the effect of perception on interpersonal communication.
~ Critically evaluate and apply appropriate emotional expression in interpersonal interactions.
~ Demonstrate an understanding of the impact of language on relationships.
~ Demonstrate an understanding of the impact of nonverbal communication on relationships.
~ Demonstrate effective listening and response strategies.
~ Recognize and describe appropriate strategies for self-disclosure.
~ Analyze conflict situations and propose approaches for conflict management and resolution.
~ Illustrate understanding of gender and cultural influences on communication
~ Recognize concepts of relationship dynamics.
~ Demonstrate understanding of the link between technology and interpersonal communication.

IV. IDEA Student Ratings of Instruction:

~Learning fundamental principles, generalizations, or theories of public speaking & communication
~Learning to apply course material to improve thinking, problem solving, and decisions to evaluations of speaking publicly as it pertains to issues in everyday life
~Acquiring skills in working with others as a member of a team in group assignments

V. Methods and Class Management:

Class Structure:

This class is presented as an on-line, interactive course through Canvas. (See details about Canvas below). Students are expected to receive course information through Canvas and the selected course text. Assignments include completed written quizzes, essays, and exams, as well as interactive components requiring students to participate in online discussions weekly. Students are expected to participate in online class discussions in a cooperative, respectful, and constructive way.

Assignments & Grading:

~Weekly Participation (through online discussions)	70 points
~Quizzes #1-13	130 points
~Essay #1: Culture	50 points
~Essay #2: Intrapersonal Communication Evaluation	50 points
~Essay #3: Social Media Communication	50 points
~Essay #4: Group Roles and Rules	50 points
~Essay #5: Interpersonal Interview and Essay	100 points
~Midterm Exam: Chapters 1-6	100 points
~Final Exam: Chapters 7-13	100 points
~Total Possible Points	**700 Points**

WEEKLY PARTICIPATION

Students will be graded up to 10 points each week for participation in online discussions related to course concepts and ideas. The instructor will post at least two critical questions pertaining to each unit in the text book. Students are expected to respond to online discussion questions within the week of the assigned unit. Responses should be critical with ideas presented from research from course text and other sources. Responses may also be particle through the citation of cultural, political, and/or social examples.

Students who fail to post on-line responses within the assigned time frame may not receive credit for late posts.

UNIT QUIZZES

Students will complete a short quiz assigned by the instructor and available through Canvas that evaluates comprehension of basic course concepts and ideas. A quiz will be assigned for each assigned unit in the textbook for a total of 13 units. Quizzes are worth 10 points each for a total of 130 points. Quizzes are due by the assigned date as outlined in the syllabus.

EXAMS

Exams will cover reading material from the class and supplemental texts. Exam format may include multiple choice, short answer, fill-in-the-blank, and/or short essay. Exams are worth 100 points each.

ESSAYS #1-4

Essays will cover a variety of specified topics pertaining to information from course text and other materials supplied through Canvas. All essays should be 2 ½ to 3 pages in length and must be accompanied by a "works cited" page, which includes any textbooks and outside research. The essay and works cited page should be typed double- spaced, using 10 or 12 arial or times new roman font with all margins at one inch. The heading should include students' name, due date, course number, and appropriate title. The instructor will explain all guidelines for each essay throughout the semester. Each essay is worth 50 points. Note: An "A" essay requires research from the textbook and beyond. Additional sources that strengthen your own personal experiences are the difference between an "A" essay and a "B" essay.

ESSAY # 5: INTERPERSONAL INTERVIEW AND ESSAY

Students will interview a person with whom they share a close interpersonal relationship. A specified list of appropriate questions will consist of relationship, listening, and perception metaskills, personal needs and goals, and basic interpersonal communication components. This essay should be 4 to 5 pages in length and must be accompanied by a "works cited" page. The essay and works cited page should be typed double- spaced, using 10 or 12 arial or times new roman font with all margins at one inch. The heading should include students' name, due date, course number, and appropriate title. The instructor will explain the specific guidelines for this assignment. This assignment is worth 100 points. An "A" essay requires research from the textbook and beyond. Additional sources that strengthen your own personal experiences are the difference between an "A" essay and a "B" essay.

WEEKLY SCHEDULE: All Assignments are due on the dates listed by the Friday of each week as listed below

Mar. 18 – Mar. 22

Course Introduction / Course Description (*What is human communication?)*
Reading and Unit Quiz - Preliminaries to Human Communication
Reading and Unit Quiz Ch 2 - Culture and Communication

Mar. 25 – Mar. 29

Reading and Unit Quiz Due: Ch 3 - The Self and Perception
Essay #1: Culture
Reading and Unit Quiz Due: Ch 4 - Listening in Human Communication

Apr. 1 – Apr. 5

Reading and Unit Quiz Due: Ch 5 - Verbal Messages
Essay #2: Intrapersonal Communication/Listening Evaluation
Reading and Unit Quiz Due: Ch 6 - Nonverbal Messages

Apr. 8 – Apr. 12

Midterm Exam: Chapters 1-6
Reading and Unit Quiz Due: Ch 7 - Interpersonal Communication and Conversation
Added: Social Media Unit and Online Discussion

Apr. 15 – Apr. 19

Reading and Unit Quiz Due: Ch 8 - Interpersonal Relationship Stages and Theories
Essay #3: Social Media in Communication
Reading and Unit Quiz Due: Ch 9 - Friends, Lovers, and Families

Apr. 22 – Apr. 26

Reading and Unit Quiz Due: Ch 10 - Small Group Communication
Reading Due: Ch 11 - Members and Leaders
Reading and Unit Quiz Due: Ch 12 - Workplace/Organizational Communication

Apr. 29 – May 3

Essay #4: Group Roles and Rules
Reading and Unit Quiz Due: Ch 13 – Interpersonal, Group, and Workplace Conflict
Final Exam: Chapters 7-13
Essay #5: Interpersonal Interview and Essay

Grading Scale*:* Students can earn up to 700 points in this class through completed assignment

A	630 -700+ points	overall **outstanding** work
B	560 - 629 points	overall above average work
C	490 - 559 points	average work
D	420 - 489 points	below average work
F	0 - 419 points	insufficient work

NOTICE:

A student judged to have engaged in academic misconduct as defined in the "Academic Policies and Requirements" section of the Colorado Mountain College Student Handbook will, at a minimum, receive a "zero" for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor's discretion. "Academic Expectations," the "Student Code of Conduct and Judicial Process" and more information about academic misconduct can be found in the Student Handbook, online version at: **www.coloradomtn.edu/File/student_handbook.pdf.**

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

~Edwards and Steamboat Springs: Deb Farmer at 970-870-4450

~Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256

~Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

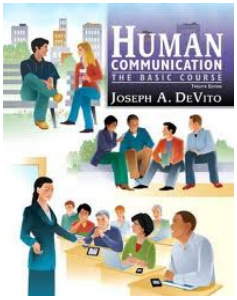
VI. Grading System & Options:

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at:
http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_

VII. Required Course Materials

TEXT: Human Communication: The Basic Course 12th Edition
By: Joseph A. DeVito
Published by: Pearson
ISBN-13: 978-0-205-76309-2

Supplemental materials available on CANVAS



Ordering Books
Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list at **www.coloradomtn.bkstr.com**. If you ever have any online bookstore questions, you can email coloradomtn@fvb.follett.com or call 800-621-4088.

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at **www.coloradomtn.bkstr.com/email** for more information on future buyback dates/times and to receive other important messages from Follett.

Ordering Textbooks with Financial Aid:
Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a *CMC Flex Pay account*. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site contact CMC Online Learning at 970-947-8341 or virtual@coloradomtn.edu.

VIII. Other Information:

All course materials are distributed through Canvas. All assignments are to be completed and turned in electronically through Canvas. The Instructor will provide specific instructions for course assignments.

Canvas
Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit: **www.coloradomtn.edu/web/departments/faq-for-students**.

Student Email
All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the MyCMC Portal: **mycmc.coloradomtn.edu**.

A Few Words About Microsoft Word
Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from **www.OpenOffice.org** to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

VIRTUAL LIBRARY
http://library.coloradomtn.edu/

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email reference@coloradomtn.edu or call us at 800-621-8559, extension 2926.

Colorado Mountain College Online Learning
Information is available at: **www.coloradomtn.edu/online_learning/.**