

SYLLABUS: COMM 3620

INTRODUCTION TO INTERPERSONAL COMM

AU2022 (ONLINE)

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Course Information

Course description

Where you are today, in terms of your education, your relationships, and potentially your occupation is not random. Your situation is the result of relationships and decisions you have made throughout the course of your life. The purpose of this class is to better understand the role of communication in this process. It is hoped that this class will improve your ability to reason through communicative dilemmas. Doing so should enable you to make better choices and improve your ability to navigate future decisions and relationships. Interpersonal communication is an invaluable skill, and hopefully the insight afforded through this course will assist you in better understanding your current and future situation and relationships.

Course goals and outcomes

1. Students will be able to apply course concepts to their everyday lives.
2. Students will be able to reflect on their past experiences in an effort to better understand what outcomes ensued after specific communicative encounters.
3. Students will gain practice linking outcomes to choices through communication.
4. Students will walk away with a better understanding of interpersonal communication, and with a better understanding of their interpersonal relationships.

Mode of delivery

This course will be taught exclusively online and asynchronously. To help students stay on top of weekly lectures, reading, quizzes, and exercises, the weekly schedule for this course will remain relatively stable. The only component of the course that may change from week-to-

week is the module exercises. Please make sure you have your Carmen notifications on and check the weekly to-do list on the syllabus so that you complete these activities correctly.

Weekly schedule

- Weekly lectures will be posted on **Wednesdays at noon** and will remain available to view until the exam associated with that lecture.
- Quizzes will be due by **Wednesdays at noon** and are meant to be completed **before lecture** to assess whether you read the required material. Thus, they will be available a week in advance of the lecture they refer to.
- The deadline for weekly exercises will vary depending on the nature of the exercise. Some exercises are meant to be completed before any reading, quizzes, or lectures are viewed. Others are meant to be completed after you have read. Please **follow the task order provided in the syllabus** (and assignment deadlines) to make sure you are completing these in the correct order.

*Keep in mind that quizzes and activities will become available at least a week in advance meaning that students will have at least 7 days to complete the required task.

How this course works

Every week in this class will be a new topic. For each topic, a few items can be expected: a lecture, reading, an associated reading quiz, and an online activity. All due dates are posted in the course calendar. Additionally, guidelines about scheduling are written into the calendar as well. Although there is a typical weekly schedule, on some weeks some of these features may vary. Therefore, please get in the habit of consulting this syllabus often and turning on your Carmen notifications.

Course materials

Required Textbook

McCornack, S. (2015, 6th Edition**). *Reflect & Relate: An Introduction to Interpersonal Communication*. Bedford St. Martin Press. DO NOT PURCHASE THE ACCESS CODE IF GIVEN THE OPTION – this costs extra and will not be used in this class.

Please note: I will be teaching from the 6th edition of this book, so if you choose to buy an earlier edition be advised that the chapter/page numbers and content will not necessarily correspond. You are responsible for the content in the 6th edition. There will be copies set aside on reserve at the Thompson Library to check-out for your convenience.

Grading and faculty response

Grading

The following are the points and/or percentage values for each assignment

Assignments	Points and/or Percentage
Weekly Online Exercises (11 @ 5 points)	55 (21%)
Weekly Reading Quiz (8 @ 5 points)	40 (15%)
Exams, Non-Cumulative (3 @ 50 points each)	150 (58%)
Final Paper (10 points)	15 (6%)
Total	260 points

Late assignments

Although our situation has certainly improved, these remain unprecedented and unpredictable times. The challenge I face is to provide much needed flexibility for students who are likely to experience more unforeseeable circumstances than usual while also to maintaining a class structure at a reasonably uniform pace. If an issue arises that prevents a student from completing an assignment on-time, please contact the instructor AS SOON AS POSSIBLE. Accommodations will be made on a case-by-case basis. Pending an exceptional circumstance, late reading quizzes and reflection papers will be subject to the following penalties:

- 1-minute to 24 hours late (-1 point)
- 24 hours to 48 hours late (-2 points)
- 48 hours to 72 hours (-3 points)
- +72 hours will not be allowed

Please note that Exams are not included in this policy.

OSU grading scale

93–100: A	73–76.9: C
90–92.9: A-	70 –72.9: C-
87–89.9: B+	67 –69.9: D+
83–86.9: B	60 –66.9: D
80–82.9: B-	Below 60: E
77–79.9: C+	

Please note: Carmen Canvas, OSU's grading and class management software, does not round fractions up. Please take that into account in computing grades. I do not manually round up grades. There will be opportunities for extra credit for students who choose to earn those points.

Assignment Information

*****Mandatory Syllabus Quiz:** All students who wish to take this course MUST take the syllabus quiz posted online. At the end of the quiz, all students must sign their name indicating they understand and agree to course policy. Students taking the quiz before **12:00pm on 9/7** can earn up to **5 extra credit points** (point total subject to quiz performance). Feel free to have your syllabi in hand while you take the quiz to improve performance. There will, however, be a one-hour time limit. Students who enroll late or take the quiz after this date will not earn any extra points but still must take (and sign) the quiz by 11:59pm on the day of the first exam to be eligible to take this exam. This quiz is viewed as your acceptance of a class contract and is very important for creating a cooperative and fair class environment.

Weekly online exercises (11 @ 5 points): For each module there will be at least one online exercise meant to help students apply what they have learned. In each module an instruction sheet will guide students through the exercise. Because these exercises will differ in format, it is critical that students make sure they follow each module's instructions very carefully. The failure to follow these instructions will result in a loss of points. Most exercises will have an accompanying grading rubric as well to help clarify the grading process. Additionally, please upload these files using Microsoft word or pdf only (**do not use "pages"**).

Please note that once you begin these assignments, you may only have a one-hour time limit, so plan your time wisely. You also may only be able to access these assignments once, so if you get timed out, you will lose access and any points missed.

Weekly reading quizzes (8 @ 5 points): After your module readings you will need to take a reading quiz. This quiz is open-book and may contain multiple-choice, T/F, or open-ended questions. This purpose of these quizzes is to guide your reading and make sure you are keeping up with the online components of the course. Please note that once you begin taking these quizzes, you will have a one-hour time limit. **You can also only take these quizzes once, so if you get timed out, you will lose access and any points missed.** Additionally, these quizzes will close at the time listed on the syllabus. After a quiz is closed, it cannot be taken. These quizzes will always be due on Wednesdays at noon, at the same time the week's topic lecture is published. This way, students must read the required material and complete the quiz *before* they watch the associated lecture (unless otherwise specified).

Exams (3 @ 50 points): There will be 3 tests during the semester. All exams are non-cumulative meaning, for example, that Exam 2 will not include any information covered on Exam 1. Each

exam will consist of multiple-choice items and will be completed online via Carmen and will be open-note and open-book. Students are NOT, however, allowed to take the exam with others. The exams will draw on material discussed in lectures, covered in the assigned readings, or focused on in a module exercise. Make a note of the exam dates. **If you have a standing conflict, or think you may have a conflict, for any exam, you must notify the instructor by the end of the third week of class (9/7 by noon).** After this date NO accommodations based on athletics, travel, course conflicts, academic activities, etc, will be considered. Please note that all exams will take place on Wednesday and students will have access to the exam throughout the day (9am – 9pm). Once a student begins an exam, however, a 55-minute time limit will be imposed. Please see the instructions posted on Carmen.

Final Paper (15 points): The final paper is a reflection of your interpersonal style based on what you've learned in the course. The paper can be no longer than two pages, double-spaced, 1" margins, 12 font. Papers exceeding this page limit will lose points. These papers will be turned in online. Please pay attention to the due date as late papers will not be accepted. More information about these papers will be provided online. Also, make sure you do not start the paper until **module 10** because you will still be learning material that needs to be included in the paper. Additionally, please upload these files using Microsoft word or pdf.

Attendance, participation, and discussions

Credit hour and work expectation

This is a 3-credit-hour course. According to Ohio State policy, students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average. [ASC Honors](#) provides an excellent guide to scheduling and study expectations.

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

Grading and feedback:

For large weekly assignments, you can generally expect feedback within **7-10 days**.

E-mail:

I will reply to e-mails within **24 hours on school days**.

Discussion board:

I will check and reply to messages in the discussion boards every **24 hours on school days**.

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online and is not always appreciated in-person. The instructor and TA both work very hard to provide a positive learning experience. Please keep this in mind and remain civilized and respectful in your class communications.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, please use APA style. For online sources, be sure to include a link.)

Challenging Grades

There may be instances in which students feel as though the grade posted in the gradebook is inaccurate. This inaccuracy could be based on instructor error or an instance in which the student feels they can make a case for a different grade. In either instance, students must contact the instructor **within two weeks** of the date in which the grade was posted. After this time, the grade on that assignment will be considered “closed”. Thus, students are encouraged to monitor their grades throughout the semester and challenge any decisions as soon as possible.

Encouraging an optimal learning experience

Previous distance learning and hybrid courses have provided insights from students on how to improve the learning experience and optimize outcomes. Here are a few tips from previous students to encourage your success in this hybrid course:

- Students kept up with the Schedule and assignment due dates.
- Students made sure they had access to a reliable internet connection.
- Students had access to at least one reliable device and a backup plan in case of a technological issue.
- Students have made plans to back up work. OSU provides free access to data storage through [Microsoft One Drive](#).
- Students reported that completing assigned readings before class helped them to be prepared to follow along with lectures and participate in discussions.
- Students scheduled time to complete activities at a steady pace during the week. Keeping a schedule prevented a last minute rush and kept the workload manageable.
- Students approached the material by thinking about the connections between readings, lectures, and assignments.
- Students followed the instructor's preference for camera and microphone settings during online synchronous meetings.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Carmen:**

- Carmen, Ohio State's Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit [Carmen.osu.edu](https://carmen.osu.edu). Log in to Carmen using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
- Help guides on the use of Carmen can be found at <https://resourcecenter.odde.osu.edu/carmen>
- This hybrid course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.
 - [Carmen accessibility](#)

- **Carmen Zoom:**

- Office hours will be held through Ohio State's conferencing platform, Carmen Zoom. A separate guide to accessing Carmen Zoom and our office hours is posted on the course Carmen page under Files.
- Students may use the audio and video functions if a webcam and microphone are available. If not, there is still a chat function within Carmen Zoom for the student to live chat with the professor or TA in the virtual office hours room.
- [Carmen Zoom](#) help guide

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Web cam and microphone

Necessary software

- Word processor with the ability to save files under .doc, .docx, .rtf, or .pdf. Most popular word processing software programs including Microsoft Word and Mac Pages have these abilities.
- OSU students have access to Microsoft Office products free of charge. To install, please visit https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733

Other course policies

Student Academic Services

Arts and Sciences Advising and Academic Services' website provides support for student academic success. Information on advising issues such as tutoring, transfer credits, academic standing, and contact information for Arts and Sciences advisors can be obtained through this website. The site is: <http://advising.osu.edu/welcome.shtml>

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: <http://ssc.osu.edu>

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Diversity

The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been

sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Interim Ohio State Title IX Coordinator, Molly Peirano, at titleix@osu.edu

Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614--292--5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24-hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445)

COVID-19 and Illness Policies

University COVID policies

This is a placeholder for policies to be announced by OSU.

General COVID policies

For an extended discussion of COVID-19 policies and helpful campus resources, please see the handout posted to Carmen entitled "COVID Related Course Information."

Student illness or absence

In the event you must quarantine because of exposure to someone diagnosed with COVID-19 OR you are feeling ill with COVID-19 symptoms, you still will be able to make progress in this class. Please contact your instructor right away, as some accommodations may require extra set-up or planning. The quarantine plan for this course is to record the class session and post the recording on Carmen. This requires a minimum of 1 hour advance notice for device and room set-up.

If *you* are too ill to participate in this course due to COVID-19 or another illness, please contact the instructor as soon as you are able prior to the next class meeting. All materials will be made available on Carmen, including lecture recordings and slides. At least 1 hour advance notice is necessary for device and room set-up. Alternate assignments or extensions may be arranged.

Instructor illness or absence

If the *instructor* is quarantined or is experiencing respiratory symptoms but is well enough to teach, the in-person sessions will be moved online to Zoom. You will be notified via email no later than 3 hours before the class is scheduled to meet. Given that this is a morning class, please get in the habit of checking your email before you leave.

If the *instructor* is too ill to teach the course for a period of time, the designated backup for this course will step in. You will be notified via email from the School of Communication.

Campus closure

Should The Ohio State University Main Campus move to full online instruction due to closure, please wait for your instructor to email directions for the next session. Our in-person classes will be moved to Zoom and links to the meetings will be provided.

Academic integrity policy

Policies for this hybrid course

- **Written assignments:** Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- **Reusing past work:** In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
- **Falsifying research or results:** All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>

Accessibility accommodations for students with disabilities

Requesting accommodations

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

Course schedule (tentative)

PLEASE NOTE THAT THIS CALENDAR IS TENTATIVE AND SUBJECT TO CHANGE. STUDENTS ARE RESPONSIBLE FOR KEEPING TRACK OF THESE DATES SO GET IN THE HABT OF CHECKING THE SYLLABUS REGULARLY.

When viewing the syllabus please take note of the DATE colors (so view on the computer OR print in color:

Dates highlighted in Green: **EXAM**

Dates highlighted in Blue: **REMINDERS AND DEADLINES**

Module Checklist (in task order)	Lecture Date	Reading	Module Due Dates
<i>Module 0: Syllabi and Hybrid Delivery Introduction + Intro to Module 1</i>			
<input type="checkbox"/> Read syllabus <input type="checkbox"/> Take syllabus quiz	8/23	Course Syllabi (Carmen)	Syllabus Quiz: 12:00pm (noon) 9/7 for points -- Must be completed by exam 1 --
<i>Module 1: Introduction to Interpersonal Communication: Definitions & Competence</i>			
<input type="checkbox"/> Take survey entitled “Survey 1”, calculate score (exercise 1) <input type="checkbox"/> Read Textbook <input type="checkbox"/> Take Quiz #1 <input type="checkbox"/> Input your survey score at the end of Quiz #1, this will complete exercise 1	8/31	Chapter 1	Exercise 1: 12:00pm 8/31 Reading: 12:00pm 8/31 Quiz #1: 12:00pm 8/31
<i>Module 2: Perceiving Others</i>			
<input type="checkbox"/> Read Textbook <input type="checkbox"/> Complete Quiz #2 <input type="checkbox"/> Complete Exercise #2	9/7	Chapter 3	Syllabus Quiz for points: 12:00pm 9/7 Reading: 12:00pm 9/7 Quiz #2: 12:00pm 9/7 Exercise 2: 11:59pm 9/9

<i>Module 3: Considering Self</i>			
<input type="checkbox"/> Take “Survey 2” <input type="checkbox"/> Complete Exercise #3 <input type="checkbox"/> Read Textbook <input type="checkbox"/> Complete Quiz #3 <input type="checkbox"/> Complete Exercise #4	9/14	Chapter 2	Exercise 3: 12:00pm 9/14 Reading: 12:00pm 9/14 Quiz #3: 12:00pm 9/14 Exercise 4: 11:59pm 9/21
<input type="checkbox"/> Make sure you have taken syllabus quiz . If not, cannot take exam <input type="checkbox"/> Study for Exam	NONE	EXAM 1	Exam will be available on Carmen from 9am until 9pm on Wednesday 9/21
<i>Module 4: Romantic Relationships, Definitions, and Attraction</i>			
<input type="checkbox"/> Take “Survey 3” <input type="checkbox"/> Complete Exercise #5 (using survey answers) <input type="checkbox"/> Read Textbook <input type="checkbox"/> Complete Quiz #4	9/28	Chapter 11: 284-295	Exercise 5: 12:00pm 9/28 Reading: 12:00pm 9/28 Quiz #4: 12:00pm 9/28
<i>Module 5: Romantic Relationships, Stages, and Maintenance (and Break ups)</i>			
<input type="checkbox"/> Read Textbook <input type="checkbox"/> Complete Quiz #5 <input type="checkbox"/> Complete Exercise #6	10/5 10/12	Chapter 11: 296-308	Reading: 12:00pm 10/5 Quiz #5: 12:00pm 10/5 Exercise 6: 11:59pm 10/14
<i>Module 6: The Dark Side of Relationships</i>			
<input type="checkbox"/> Do both readings <input type="checkbox"/> Listen to podcast (8 min long) <input type="checkbox"/> Complete Exercise #7 <input type="checkbox"/> Review for Exam	10/19	Finish Chapter 11 and “Guide to Happy Relationships” – Huffington Post	Both Readings: 12:00pm 10/19 Exercise 7: 12:00pm 10/19
	NONE	EXAM 2	Exam will be available on Carmen from 9am until 9pm on Wednesday 10/26
<i>Module 7: Relationships with Family</i>			
<input type="checkbox"/> Take “Survey 4” <input type="checkbox"/> Use survey responses to complete Exercise #8 <input type="checkbox"/> Read Textbook <input type="checkbox"/> Complete Quiz #6	11/2	Chapter 12	Exercise #8: 12:00pm 11/2 Quiz #6: 12:00pm 11/2 Reading: 12:00pm 11/2
<i>Module 8: Relationships with Friends</i>			

<input type="checkbox"/> Read Textbook <input type="checkbox"/> Quiz #7 <input type="checkbox"/> Read Article <input type="checkbox"/> Complete Exercise #9	11/9	Chapter 13 Read Atlantic Article	Textbook: 12:00pm 11/9 Quiz #7: 12:00pm 11/9 Article: 11:59pm 11/11 Exercise 9: 11:59pm 11/13
<i>Module 9: Social Support</i>			
<input type="checkbox"/> Complete lecture before exercise <input type="checkbox"/> Complete Exercise #10 (note this involves listening to a 15min podcast)	11/16	No Reading	Exercise 10: 12:00pm 11/23
No online lecture the week of November 21st (Happy Thanksgiving!)			
<i>Module 10: Listening Actively (in a loud world)</i>			
<input type="checkbox"/> Take "Survey 5" <input type="checkbox"/> Complete Exercise #11 <input type="checkbox"/> Read Textbook <input type="checkbox"/> Complete Quiz #8 <input type="checkbox"/> Study for final exam <input type="checkbox"/> Write final paper	11/30	Chapter 7	Survey #5: 12:00pm 11/30 Exercise 11: 12:00pm 11/30 Reading: 12:00pm 11/30 Quiz #8: 12:00pm 11/30 Begin Paper Writing
Final Exam: Wednesday December 7 th from 9am until 9pm on Carmen Final Paper Due: Sunday December 11th by midnight (turned in via dropbox on Carmen)			