



SYLLABUS
COMM 3620:
INTRODUCTION TO INTERPERSONAL COMMUNICATION
SUMMER 2023
ONLINE
3 CREDIT HOURS

COURSE OVERVIEW

This course is designed as an introduction to interpersonal communication. The course will provide knowledge about principles of interpersonal communication and interpersonal communication competencies.

INSTRUCTOR



Instructor: Elizabeth E. Riggs

Email address: riggs.160@osu.edu

Online office hours: By appointment only (please email me!)

COURSE DESCRIPTION

Analysis of the role of interpersonal communication to begin relationships, achieve intimacy, sustain a certain relational status and terminate relationships.

Prerequisites

Not open to students with credit for 320.

Course learning goals

1. To gain knowledge about interpersonal communication and interpersonal processes: interpersonal communication principles and competencies; the role of culture and the self in interpersonal communication; the importance of listening and social perception processes;
2. To gain knowledge about the functions of interpersonal communication: Developing relationships with others; providing social support; influencing others; and managing interpersonal conflict
3. To learn the role of interpersonal communication in family and life-span issues
4. To practice interpersonal communication skills: To reflect upon your own interpersonal communication patterns and their implications for behavior and relationships, and to strategize how you might improve; to think critically about how interpersonal messages may influence others; and to practice communication skills.
5. To engage in theory application: to be able to apply theoretical concepts to real world interpersonal situations, and derive decisions from theories about communication effectiveness.

HOW THIS ONLINE COURSE WORKS

Mode of delivery: This course is 100% online. There are no required sessions when you must be logged in to Carmen at a scheduled time.

Pace of online activities: This course is divided into **weekly modules** that are released at least one week ahead of time. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

Credit hours and work expectations: This is a **3-credit-hour course**. According to Ohio State policy (go.osu.edu/credithours), 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.

Attendance and participation requirements: Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Readings & Supplementary Material:** Reading the textbook and engaging with supplementary material (e.g., videos or additional readings) are critical to your success on assignments and the final exam. It is expected that you complete the assigned reading each week, preferably prior to Sunday since that is when all assignments are due.
- **Submissions and Emails:** Since this is an online course, you are required to have online access on a frequent basis. All updates to the course will be announced via email and/or on Carmen. It is your responsibility to check these platforms regularly. Please carefully read the syllabus and monitor Carmen to keep up on due dates and responsibilities. For consistency over the summer term, every assignment will be due on Sundays (modules run Monday – Sunday). Email correspondence may be used to communicate with your instructor. Emails should be written using standards of courtesy (e.g., address, proper tone, signature) or they will not receive a response. This is a communication course: Communicate effectively and professionally via email.
- **Office hours:** I am available to help you to learn, understand, and grow as individuals. If your question is something that you believe may be of interest to others in the class, please post to the “Course Q&A” discussion board. Office hours are by appointment. Please email me to request a zoom meeting.

COURSE MATERIALS AND TECHNOLOGIES

Required

1. **(Available through CarmenBooks)** DeVito, J. A. (2014). Interpersonal messages. (4th ed). Boston: Pearson.*
2. Readings available on Carmen
3. Readings/Video available via hyperlink (provided on Carmen)

*Other editions of the textbook should be fine, but the page numbers listed in the course schedule will not match up.

Course technology

Carmen Books

The textbook and/or courseware for this course is being provided via CarmenBooks. Through CarmenBooks, students obtain publisher materials electronically through CarmenCanvas, saving them up to 80% per title. The fee for this material is included as part of tuition and is listed as CarmenBooks fee on your Statement of Account. In addition to cost-savings, materials provided through CarmenBooks are available immediately on or before the first day of class. There is no need to wait for financial aid or scholarship money to purchase your textbook.

Unless you choose to opt-out of the program, you do NOT need to purchase any materials for this course at the bookstore. For more information on the program or information on how to opt out, please visit the CarmenBooks website.

Access this eBook through the CarmenBooks reader link in the course navigation. If you would prefer to obtain your textbook and other course materials on your own, you may opt out by contacting carmenbooks@osu.edu. You must express your interest to opt out of CarmenBooks before the end of the 100% refund period for your session. To check the date for your session, visit <https://registrar.osu.edu/registration/> (link is external). After that date, no refunds will be available.

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

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

Technology skills needed for this course

- Basic computer and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)

Required equipment

- Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

Carmen access

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (go.osu.edu/add-device).
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application (go.osu.edu/install-duo) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you

GRADING AND FACULTY RESPONSE

Grades

<u>Assignment or category</u>	<u>Points</u>
Weekly Quizzes/Assignments	15 pts each (x8) = 120pts
Introduce Yourself Discussion Assignment	10 pts
Syllabus Quiz	5 pts
Final Exam	50 pts
Reflective Writing Assignment	50pts
<u>Total</u>	<u>235 Points</u>

Policies and Expectations:

Exams

There will be one cumulative final exam at the end of the term. It will primarily be based on readings, so make sure to keep up with reading the textbook.

Assignments and Quizzes

Each week, you will complete either an assignment or a quiz worth a total of 15 points. The quiz/assignment should be submitted by 11:59 PM EST on the Sunday of the week assigned.

- **Quizzes.** The quizzes are designed to assess your understanding of the readings and supplementary material. All quizzes are announced and available on your weekly schedule. You may use notes; however, the quizzes are timed allowing for minimal searching (~ 2 minutes per question).
- **Assignments.** The assignments are designed to help you critically analyze knowledge about effective interpersonal communication skills and strategies. The assignments will typically require you to apply and extend concepts from the textbook or other assigned activity. Excellent work on these activities should demonstrate understanding of relevant course concepts, engagement with activities (e.g., self assessments) and apply communication knowledge to solve or reflect on the posed communication problem or task.
- **Reflective Writing Assignment.** Students will complete an end-of-semester writing assignment that is designed to encourage reflecting thinking and analysis. Students may use their notes and readings while completing the assignment. The assignment is designed to allow students to 1) demonstrate their comprehension of the material; and 2) reflect on and integrate the knowledge they've gained throughout the semester. This assignment is worth 50 points and is due to Carmen by 11:59 PM EST on 7/1.

Late assignments

Late work will result in a 10% deduction per day it is late. For consideration for full credit on an assignment due to an extenuating circumstance, you can request permission from the instructor, preferably before the due date.

Extra Credit:

C-REP (Communication Research Experience Program) Research Credits: All students enrolled in COMM 2367 may participate in the Communication Research Experience Program ("C-REP") for extra credit. C-REP is designed to give students direct exposure to the topics, goals, methods, and ethical issues of communication research. Participation can take the form of:

- Completing 3 credits C-REP research studies, OR
- Completing 3 credits worth of C-REP alternative written assignments, OR
- Completing a combined total of 3 credits of research studies and alternative writing assignments.

You should NOT wait until the last minute to sign up for participation. It is wise to complete this as early as possible, when demands on your time are the lightest. Please take the time to read the detailed C-REP Student Guide posted on the course website listed under Important Documents/Links. Please direct any questions regarding C-REP to the contact person identified in the Student Guide

Grading scale

93–100: A

90–92.9: A-

87–89.9: B+

83–86.9: B

80–82.9: B-

77–79.9: C+

73–76.9: C

70 –72.9: C-

67 –69.9: D+

60 –66.9: D

Below 60: E

Please note: Carmen, OSU's grading and class management software, does not round fractions up. Please take that into account in computing grades. I have to make a cut at some point, so I just use Carmen to do that, and I don't round up individual grades, no matter how close you may be, because it's not fair to other students.

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 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. I work very hard to provide a positive learning experience. Please keep this in mind and remain civilized and respectful in your email and discussion board 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, list at least the title and page numbers. For online sources, include a link

Academic Integrity Policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this online class.

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/>.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university’s *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)

Student Services and Advising

University Student Services can be accessed through BuckeyeLink. More information is available here:

<https://contactbuckeyelink.osu.edu/>

Advising resources for students are available here:

<http://advising.osu.edu>

Copyright for Instructional Materials

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.

Statement on Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

Commitment to a diverse and inclusive learning environment

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Land Acknowledgement

We would like to acknowledge the land that The Ohio State University occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greenville and the forced removal of tribes through the Indian Removal Act of 1830. I/We want to honor the resiliency of these tribal nations and recognize the historical contexts that has and continues to affect the Indigenous peoples of this land.

More information on OSU's land acknowledgement can be found here:

<https://mcc.osu.edu/about-us/land-acknowledgement>

Your Mental Health

As a student you may experience a range of issues that can cause barriers to learn, 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. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand resources are available at go.osu.edu/ccsondemand. You can reach an on-call counselor when CCS is closed at 614- 292-5766, and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-800-273-TALK or

at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requesting accommodations

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online course requires use of CarmenCanvas (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.

- Canvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

COURSE SCHEDULE

Week	Dates	Topics, Readings	Assignments
1	5/10-5/15	<u>Introduction</u> Syllabus <u>Foundations of Interpersonal Communication</u> Chapter 1 from DeVito book (pgs. 1-27)	Quiz 1: Carmen and Syllabus Assignment 1a: Introduce Yourself discussion Assignment 1b: Assessing your Social Network Profile
2	5/16-5/22	<u>Perceiving Others</u> Chapter 3 (pp. 59-76) from DeVito book “Downplaying Positive Impressions” reading on Carmen	Activities: Big 5 Self Assessment Self Monitoring Self Assessment Assignment 2: Reflection on self assessment results
3	5/23-5/29	<u>The Self</u> Chapter 3 (pp. 50-58) from DeVito book “Self-presentation and Facebook” reading on Carmen	Activities: Lecture video Quiz 2: The Self and Perception
4	5/30-6/5	<u>Interpersonal Skills: Speaking and Listening</u> Chapter 4 (pp. 77-90) from DeVito book Chapter 8 (pgs. 170-190) from DeVito book	Activities: Listening Self Assessment Bad Listener Video Assignment 3: Listening Reflection & Application

5	6/6-6/12	<u>Family Communication and Culture</u> Chapter 10 from DeVito book (pp. 221 – 225) Family definitions: https://www.youtube.com/watch?v=sGBXyzK898k Chapter 2 from DeVito book (pgs. 28-49) Ted Talk on Cross Cultural: https://www.youtube.com/watch?v=YMyofREc5Jk	<u>Activities:</u> Family Communication Patterns Self Assessment Cultural Orientation Self Assessment <u>Assignment 4:</u> Family and Culture Discussion
6	6/13-6/19	<u>Relationships (Friends and Romantic)</u> Chapter 9 (pgs. 193-211) from DeVito book Chapter 10 (pp. 215 – 221) from DeVito book	<u>Quiz 3:</u> Relationships
7	6/20-6/26	<u>Conflict Management</u> Chapter 11 from DeVito book (pgs. 239-259) "Forgiveness" handout on Carmen	<u>Activities:</u> Conflict Management Styles Self Assessment <u>Assignment 5:</u> Handling Conflict Reflection & Application
8	6/27-7/1	<u>Wrap Up</u> <u>Everything due by 7/1 at 11:59PM</u>	<u>Cumulative Exam</u> <u>Reflection Paper</u>

