Syllabus - COMM 3620

Introduction to Interpersonal Communication

Summer 2025   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: Katie Snelling

Email: Snelling.24@osu.edu

Office hours: By appointment on Zoom

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 including interpersonal communication principles and competencies; the role of culture and the self in interpersonal communication; the importance of listening and social perception processes; and features of effective verbal and nonverbal messages.
2. To gain knowledge about the functions of interpersonal communication including 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.

Mode of Delivery

This course will be presented fully online in an asynchronous format There will be no set meeting times or live components.

How this Course Works

This course will be organized into weekly modules on Carmen. Each week will have its own module where all assignments and lectures can be found. Each week students will have tasks due on Wednesdays (quizzes & discussion posts) and Fridays (reflection papers & discussion responses).

Required Readings

DeVito, J. A. (2014). Interpersonal messages. (4th ed). Boston: Pearson.

Book will be accessed on Carmen through CarmenBooks.

Grades

Assignment or Category	Points
Reflection Papers	50%
Quizzes	15%
Discussion Posts	15%
Discussion Responses	15%
End-of-Semester Paper	5%
Total	100%

See course schedule, below, for due dates.

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 maybe, because it's not fair to other students.

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

Assignment Guide

Discussions (Posting & Responding)

Each week students will be asked to post on a discussion board and respond to their peers. There are three main goals of these online discussions: 1) As we are not in-person there are few opportunities to communicate with your peers, these posts are meant to connect you with one another so that you might offer feedback, ask questions, and share ideas with individuals other than myself. 2) As this is a course on interpersonal communication, it's a good idea to practice our interpersonal communication skills. 3) This gives you an opportunity to engage with some of the ideas presented each week.

Discussion posts should be 1-2 paragraphs in length. Further instructions will be given on the discussion board each week. <u>Initial posts should be uploaded by Wednesday at 11:59 PM EST each week.</u> To ensure that posts are unique and not repeats of each other you will not be able to see others' posts until you have uploaded your own.

You will be asked to respond to 2 classmates for each discussion. Responses should be 2-4 sentences in length and provide a unique and meaningful contribution. Responses should NOT simply summarize the initial post or be a 'you're so right and I agree' type of response. An appropriate response may answer a question from the original post, offer an alternative view, add to their ideas with your own, or pose a new question. Additionally, responses should be civil, and you should try to respond to different people each time. <u>Responses should be posted by the Friday following your original post at 11:59 PM EST each week.</u>

Reflection Papers

There will be weekly reflection papers that will ask you to reflect on the material you have learned that week and apply it to the real-world. Most written assignments will be 1-2 pages in length (typed, double-spaced). Written work will be evaluated based on the degree to which students thoughtfully, thoroughly, and accurately engage with and apply the material. <u>All reflections will be due on the Friday of the week that they are assigned by 11:59 PM EST.</u>

Final Reflection Paper: At the end of the course (week 8) students should submit a final paper worth 5% of their total grade. This assignment is designed to encourage students to reflect upon on all they have learned in this course.

Quizzes

There will be weekly quizzes that will assess your understanding of the readings and the audio lectures. You are permitted to use your notes for the quizzes; however, the quizzes will be timed. As a result, there will not be a lot of time to flip through your notes to arrive at the correct answer. Make sure you review the readings and the video lecture before taking the quiz in order to achieve your best score. All quizzes are due on the Wednesday of the week that they are assigned by 11:59 PM EST. Your lowest quiz score will be dropped.

Late Assignments

Quizzes and Reflections: Each assignment is due on the designated date by 11:59 PM. Late assignments will be marked down 20% per day, including weekends. After 4 days have passed the assignments will close and will not be re-opened unless University or medical documentation is provided.

Technology Issues: Technical failure does not constitute an excuse for submitting work late. In an online course, it is your responsibility to have consistent access to a reliable Internet connection and all required software noted above. You should build in extra time to resolve technical problems so that you are able to do that while still meeting deadlines.

University-Approved Excuse: Makeups or extensions due to medical issues or university-related travel may be requested. Any late penalties associated with an excused absence will be waived. Extensions should be requested prior to the due date, if possible, even if you have not yet obtained a documentation such as a doctor's note. As assignment are due late in the evenings you may not receive an immediate response from me, but I will try my best to respond as soon as possible.

Providing Documentation: Please do not send photos or videos of your illness or injury. A typical doctor/university note will suffice.

Academic Integrity & AI Policy

Using Artificial Intelligence (AI)

In recent years there has been a significant increase in the popularity and availability of generative AI tools, such as Chat GPT. The use of AI can walk a fine line between being a beneficial tool and outright academic misconduct. I want to acknowledge that not all uses of AI are bad, I use it frequently in my own work and personal life, but there are boundaries to what is appropriate. You may use it for feedback and advice on your own work, but the source of your work should be YOU. You may not use AI to do your work for you or cut corners. Any time you use something that you did not generate (without citations) you are claiming knowledge that is not yours which is plagiarism and is strictly prohibited. If it helps you can think of AI using this roommate analogy.

> *When working on an assignment you may ask your roommate to brainstorm with you or read through your paper to check for grammatical errors/provide feedback and that's totally fine. What is not okay is giving your roommate the prompt and asking them to think of ideas for you or do your homework.*

If you are unsure whether your use of AI would constitute misconduct you should opt to avoid using it altogether. These AI policies are specific to this course and may not extend to other courses. Please be sure to read course syllabi closely so you can follow the guidelines set by each course. If I believe AI is being used improperly, I will switch this to a strict no-use policy.

Things to Keep in Mind:

- AI holds deep biases based on the data it was trained on. Most open AI sources are trained on the open internet and are not able to access information that require Login credentials (such as scientific research journals). This means when you ask AI about research it relies heavily on unverified websites such as blogs, Wikipedia, or Reddit. This makes it quite bad at research writing.
- While Generative AI has come a long way, it still requires extreme amounts of computational power and electricity creating substantial environmental impacts.
- As a student you are paying to learn, and AI should only be used when it aids in learning and should not be used to supplement your workload. At the end of the day, you are undermining your own development of crucial skills when you use AI improperly.
- In this course I will frequently ask you to connect the materials to your personal life. AI is obviously not a good mimic of your own life experience. I also know how to use AI and have become rather adept at identifying it. While you make think the generated response you received from and AI engine looks very natural and sophisticated, it likely generated a near-identical response for someone else and now it looks like you copied each other.

For further information (and specific examples of what IS and IS NOT acceptable) please see the "Using" video in the Course Resources Module on Carmen.

Policies for this 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/

Course Expectations & Guidelines

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. Note that summer sections may involve more hours per week for less weeks.

Student participation requirements

Because this is a 100% distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Viewing Lectures:**
  There will be recorded lectures for you to view each week. You can find these lectures in the weekly modules posted on our Carmen page.

- **Readings and Quizzes:**
  Each week there will be readings from the textbook. For some week there may be additional short readings (provided via hyperlink the weekly modules). These will be accompanied by an online, open-note, timed quiz.

- **Reflection Papers:**
  Reflection paper assignments can be found in the weekly modules posted on the Carmen page. These papers require you to reflect on, engage with, and/or apply material we have learned that week. Each assignment should be typed, double-spaced, and 1-2 pages in length.

- **Discussion Posting and Responding:**
  Students should expect to regularly participate in the online discussion boards by making posts and responding to classmates' posts. The prompts for these posts and responses can be found in the weekly modules posted on our Carmen page. Specific instructions will be provided on each discussion board.

How to Communicate with the Professor

- **"Ask the Professor" Online Discussion Board:** If your question is something that you think may be of interest to others in the class please post it in the 'Ask the Professor' discussion board on Carmen. I will regularly check this board and you can expect a reply within 24 hours on weekdays.
- **Email:** For private questions, or those that are very specific to your individual situation, you can email me (snelling.24@osu.edu). I will try my best to respond to all emails within 24 hours on weekdays. Please check the syllabus, Carmen announcements, and the "Ask the Professor" page before emailing me to ensure I haven't already answered your question.
- **Technical Issues:** For help with technology please contact the OSU IT Help Desk.
- **Grade Feedback:** You can expect feedback on assignments within 7-10 days of the submission deadline.

Challenging a Grade

I am always willing to discuss your grade with you. To dispute a grade, you should send me an email with the following components 1) the title of the assignment and 2) a point-by-point explanation going through the assignment rubric/instructions explaining why you think you deserve a different grade. Grade disputes must be emailed within 1 week of the original grade posting. Please note that grade disputes are not to be used on every assignment and should only be submitted when you can clearly justify why you believe your grade should be changed.

Communication Guidelines

- **Tone and Civility:** The School of Communication encourages students to practice professionalism in all communications, including those conducted online. 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. Please keep this in ming 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. All writing and citations should be in APA format.

Optimizing Online Learning Experience

Previous distance learning 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 online course:

- Keep up with the schedule and assignment due dates.
- Make sure you have access to reliable internet connection.
- Have access to a back-up device in case of technology issues.
- Make plans to back-up your work. OSU provides free access to data storage through Microsoft OneDrive.
- Schedule time to complete assignments at a steady pace during the week. Keeping a schedule helps prevent a last-minute rush and keeps the workload manageable.
- Approach material by thinking about the connections between readings, lectures, and assignments.

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. 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.odee.osu.edu/carmen
    - **This online 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

- **Turnitin:**
  - Students at The Ohio State University are accountable for the integrity of the work they submit. Therefore, you should be familiar with the guidelines provided by the [Committee on Academic Misconduct (COAM)](#) and [Section A of OSU's Code of Student Conduct](#) in order to meet the academic expectations concerning appropriate documentation of sources. In addition, OSU has made Turnitin, a learning tool and plagiarism prevention system, available to instructors. For this class, you will submit your papers to Turnitin from Carmen. When grading your work, I will interpret the originality report, following [Section A of OSU's Code of Student Conduct](#) as appropriate. For more information about Turnitin, please see [the vendor's guide for students](#). Note that submitted final papers become part of the OSU database.

- **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.

Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

Online reporting form at equity.osu.edu,

Call 614-247-5838 or TTY 614-688-8605,

Or Email equity@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.

The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

Religious Accommodations

Our inclusive environment allows for religious expression. Students requesting accommodations based on faith, religious or a spiritual belief system in regard to examinations, other academic requirements or absences, are required to provide the instructor with written notice of specific dates for which the student requests alternative accommodations at the earliest possible date. For more information about religious accommodations at Ohio State, visit odi.osu.edu/religious-accommodations.

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 Ohio State Title IX Coordinator 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 or someone you know are 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 and 24 hour emergency help is also available 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

Accessibility accommodations for students with disabilities

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let the instructor 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; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Course Schedule

Each week you should review the weekly "modules" on Carmen and follow the steps for completing the week's assignments. Because this is an accelerated 8-week course, you may find that it requires more time each week than a standard 12 or 16-week session. Weekly Modules are released by 9:00 AM EST on Mondays. Any updates to this syllabus will be communicated through Announcements on the course's Carmen Page. All due dates listed are in Eastern Standard Time.

Week & Dates	Week Overview	Assignments
Week 1 5/6 -5/11	**Introduction & Foundations** *Read* the *Syllabus and Watch* Instructor welcome video and Intro to Comm 3620 video. Readings: Chapter 1 from DeVito book (pgs. 1-27)	Wednesday (11:59 PM) - Syllabus Quiz - Discussion Post Friday (11:59 PM) - Discussion Responses - Reflection Assignment
Week 2 5/12 – 5/18	**Culture** Readings: Chapter 2 from DeVito book (pgs. 28-49) and this NYT Article. *Watch* this TED Talk on cross cultural communication.	Wednesday (11:59 PM) - Quiz - Discussion Post Friday (11:59 PM) - Discussion Responses - Reflection Assignment
Week 3 5/19 – 5/25	**The Self** Readings: Chapter 3 from DeVito book (pgs. 50-58) - Seidman G. (2013) OR Hollenbaugh & Ferris (2014)	Wednesday (11:59 PM) - Quiz - Discussion Post Friday (11:59 PM) - Discussion Responses - Reflection Assignment
Week 4 5/26 – 6/1	**Perception** Readings: Chapter 3 from DeVito book (pgs. 59-76), Complete Check-in Survey No discussion this week	Wednesday (11:59 PM) - Quiz Friday (11:59 PM) - Check-In Survey - Reflection Assignment

Week 5 6/2 – 6/8	**Listening** Readings: Chapter 4 (pgs. 77-96) and 8 (pgs. 170-192) from DeVito book	Wednesday (11:59 PM) - Quiz - Discussion Post Friday (11:59 PM) - Discussion Responses - Reflection Assignment
Week 6 6/9 – 6/15	**Verbal & Nonverbal Communication** Readings: Chapter 5 (pgs. 97-119) and 6 (pgs. 120-148) from DeVito book	Wednesday (11:59 PM) - Quiz - Discussion Post Friday (11:59 PM) - Discussion Responses - Reflection Assignment
Week 7 6/16 – 6/22	**Conflict Management** Readings: Chapter 11 (pgs. 239-259). - Sibling Conflict Article - Family Conflict Article	Wednesday (11:59 PM) - Quiz - Discussion Post Friday (11:59 PM) - Discussion Responses - Reflection Assignment
Week 8 6/23 – 6/27	**Relationships** Readings: Chapter 9-10 (pgs. 193-238).	Wednesday (11:59 PM) - Quiz - Discussion Post Friday (11:59 PM) - Discussion Responses - Final Reflection