

SPEECH 201 SYLLABUS – INTERPERSONAL COMMUNICATION*

Section: 4MW – Spring 2014 **Time:** M, W, 10:45 p.m.-12:05 p.m. **Location:** White 208
Instructor: Michael Jeffress, PhD **Office Location:** Talbot 101-F
Office Phone: 448-4584 **Email:** michael.jeffress@nicholls.edu
Office Hours: M,W: 9:00 a.m.-10:30 a.m., 2:00 p.m.-3:30 p.m.; T, Th: 10:30 a.m.-12:00 p.m., 2:00 p.m. – 3:30 p.m.

OFFICE HOURS: I have an open door policy. You are invited to stop by anytime during my posted office hours, but an appointment is recommended. If I am out of the office, you can slide something under my door or leave it in my mailbox in the Mass Communication department office (Talbot 102). I try to reply to e-mail and voicemails by the end of the next business day. Please do not allow yourself to become overwhelmed. I am here to help you. I genuinely want you to enjoy this class and succeed in it.

Americans With Disabilities Act: “If you have a documented disability that requires assistance, you will need to register with the Office of Disability Services for coordination of your academic accommodations. The Office of Disability Services is located in Peltier Hall, Room 100-The phone number is (985) 448- 4430 (TDD 449-7002).”

I. Course Description: *SPCH 201. Interpersonal Communication. 3-3-0.* Theories and methods used in interpersonal communication. Emphasis on increased understanding of face to face spontaneous interaction of people.

II. Course Objectives: This course introduces the foundational principles and practical application of interpersonal communication. Emphasis is placed on the process of interpersonal communication and the socio-cultural influences, gender issues, and power structures that affect it; ethical implications of communicative choices; listening and perception; self-disclosure; nonverbal communication; conflict management and resolution; and dysfunctional communication relationships. Upon completion, students should be able to demonstrate practical knowledge and use of interpersonal communication skills and conflict management skills related to interpersonal communication situations.

III. Required Texts: Students must acquire three required texts. I am sensitive to the rising costs of textbooks. The campus bookstore will have the required texts available, but you can also purchase them online and even purchase used copies at Amazon.com, Alibris.com, etc.

- Wood, Julia T. *Interpersonal Communication: Everyday Encounters*. (7th Ed.). Boston, MA: Wadsworth, 2012. (ISBN #978-1-111-34640-9)
- Rosenberg, Marshall B. *Nonviolent Communication: A Language of Life*. (2nd Ed.). Encinitas, CA: Puddledancer Press, 2003. (ISBN #978-1892005038)
- Leu, Lucy. *Nonviolent Communication Companion Workbook: A Practical Guide for Individual, Group or Classroom Study*. Encinitas, CA: Puddledancer Press, 2003 (ISBN #978-1892005045)

IV. Moodle & Email: You must have access to Nicholls University’s Online Learning System, Moodle. The official grade book and attendance log will be maintained in Moodle, as well as some course materials and assignments. All electronic communication from students must come through your NSU student email.

V. Computer Access. Multiple computer labs and free public access computers exist on campus and throughout the community. Please be advised that a broken or ill-functioning computer or the inability to retrieve, produce, or submit your assignments from a computer will not be accepted as a valid excuse for missing an assignment deadline. Students are advised to back up all electronic files to a flash drive. This way, if your computer malfunctions, you have the option of taking the flash drive to a computer lab to retrieve and print your files.

VI. Class Meetings, Rules and Attendance:

A. You will get out of this class what you choose to take from it. I strive to be fair, impartial, respectful, and understanding toward every student. I will give my best effort to you as an instructor and provide you with every opportunity to succeed in this course. In return I expect your best effort as a student and will encourage you to that end.

B. Former students generally say that this class is not difficult, but it is demanding. Students must exercise discipline to keep up with readings and assignments. I prefer class to center on class discussion. For this to happen, students must come to class prepared by having read the material.

C. Class meets at the regularly scheduled times and generally consists of lecture, discussion, audio/visual presentations, and small group activities.

D. Roll is checked and attendance recorded at the beginning of every class.

E. You are responsible for all reading assignments even if they are not discussed in class. The final exam covers the entire textbook and supplemental text.

F. All electronic devices (including cell phones, I-pods/Mp3 players, laptops, Bluetooth devices, etc.) must be powered off or on silent mode and kept out of sight during class. Absolutely no text-messaging, emailing, instant-messaging, online social networking, etc. is allowed in class. It is both rude and distracting to the instructor and to the rest of the class. Any student who violates this policy will have his or her device confiscated until the end of class and receive a penalty of 10 points in the grade book. If a student refuses to hand over the cell phone, then he or she will be dismissed from class and marked absent.

G. Students who miss class are responsible for contacting a classmate to catch up on any missed notes, exercises, handouts, assignments, etc. Failure to obtain the information missed during an absence will not be accepted as sufficient reason for late assignments or being

Encouragement from former students:

“I really enjoyed this class and would recommend it to anyone.”

“I believe this class made me a better person.”

“This was my favorite class this semester.”

“I enjoyed this course and will actually use what I learned in this class for the rest of my life.”

“I learned not only how important communication is but also how to improve my skills.”

“I believe that this course will help many people to become better people in the future.”

“This was my favorite class ever!”

unprepared for the next class. You are welcome to call me or stop by my office if you need any clarification, but please do not e-mail me to ask what you missed in class.

H. This is a participatory class by nature. Regular attendance is both required and essential. Each absence (*excused or unexcused*) will result in a grade penalty of 25 points each for the first two and 50 points each thereafter. Students who end the semester with perfect attendance (i.e., no absences or tardies) will be allowed to drop their lowest quiz or homework grade and receive five bonus points on the final exam.

I. Punctuality is important. Each tardy will result in a penalty of 5 points in the grade book. Three tardies equals one unexcused absence. Being tardy by 30 minutes or more automatically counts as a full absence for the day. If you are tardy, it is your responsibility to see me after class to ensure that you were not marked absent. No appeals for changes to the attendance record will be heard past the first day of class immediately following the class for which you were tardy.

J. You deserve to get your money's worth. Therefore, shortchanging yourself and others by engaging in disruptive behaviors such as leaving class early, packing up books and supplies near the end of class, etc. are unacceptable. Any continued interruption/disturbance of class may result in disciplinary action and even being asked to drop the class. Also, if you leave class early, you will be marked tardy if you leave with less than half of the class remaining and absent if you leave during the first half of class. Furthermore, if you snooze, you lose. Any student who falls asleep in class will be dismissed and marked absent for the day.

VII. Exams and Quizzes

A. A quiz over the assigned readings in the textbook will be posted in Moodle each week. The quiz is not timed and you may reference your book to look up the answers. However, you are only allowed to submit the quiz once for a grade.

B. A mid-term exam will be administered at the end of week eight. It will cover chapters 1-6 in both the IPC textbook and the NVC supplemental text. A comprehensive final exam will be administered according to the university schedule.

C. Exam questions for both the mid-term and the final will be taken directly from the reading quizzes posted in Moodle and the NVC reading review questions.

VIII. Semester Project

A. In lieu of a major research paper assignment, students will read Marshall Rosenberg's *Nonviolent Communication (NVC)* and complete the assigned exercises in the *Nonviolent Communication Companion Workbook*.

B. At the beginning of the second week of class, students shall begin reading one chapter per week in *NVC*. After reading the chapter in *NVC* at the beginning of the week, students shall complete the "Individual Assignments" in the corresponding chapter in Part IV of the *NVC Workbook*. The "Individual Assignments" consist of an average of 10-15 short-answer reading review questions and a few "Individual Practice" questions. Each week students are required to answer all the reading review questions and any assigned "Individual Practice" questions. Students shall post their answers in Moodle each week by midnight on Sunday.

IX. Grading Policy and Worth of Assignments

A. You may access your grades at any point during the semester by viewing the online grade book in Moodle.

B. Your final grade breaks down as follows:

+Midterm Exam	150 pts	(15%)
+Final Exam	150 pts	(15%)
+NVC Assignments	200 pts	(20%)
+Reading Quizzes	250 pts	(25%)
+Pop Quizzes /Assignments	<u>250 pts</u>	<u>(25%)</u>
TOTAL	1,000 pts	(100%)

C. Grading scale:

900-1000	=	A	600-700	=	D
800-900	=	B	0-599	=	F
700-800	=	C			

X. Makeup Work and Bonus Points.

A. The following rules apply to any makeup work:

1. In-class activities for which a participation grade is assigned and pop quizzes cannot be made up.
2. Permission for an excused absence and to turn in makeup work may be granted only for a personal medical emergency, serious personal illness, death in your immediate family, *some pre-approved* university sponsored events, jury duty, military duty, or transportation problems for students who commute over 5 miles to campus.
3. Permission must be requested in person or in writing at least 24 hours prior to your absence, unless it is an emergency situation.
4. Written proof to justify an excused absence (e.g., an original copy of a medical fee payment sheet, order of services and travel receipts for a funeral, payment receipt for auto repair, etc.) must be presented to your instructor at the beginning of class on the first day that you return to class. No excuse will be granted without presenting official and verifiable documentation. A note from a family member or friend will not suffice.
5. No late work will be accepted for credit without prior approval. Late work that is accepted will be penalized by 5% per day for each day it is late.

B. Please note that even excused absences, when they become excessive, can prevent you from passing a course.

C. Each student has equal opportunities to earn bonus points. Students may earn up to 100 bonus points by completing extra credit.

1. Each week in Moodle, a list of journal starters is provided based on the weekly readings. Students may keep a handwritten journal and earn 2 bonus points for each journal starter answered per week. The journals must be dated and shown to the instructor at the beginning of each week of class to earn credit. Students cannot wait until the end of the semester and try to write entries to earn bonus points, they must be completed within the week they are assigned.

2. Each week, students may complete any unassigned “Individual Practice” questions from the NVC companion workbook for extra credit. Students can earn 1 bonus point for each question answered. Questions must be answered during the week they are assigned and must be included when students submit their answers to the reading questions in Moodle.

3. Students may earn bonus points by participating in the Speech Forum.
 - a. Auditioning: 10 points
 - b. Being chosen as a speaker: 25 points

- c. Attending: 10 points
- 4. Relate. The Speech Department sponsors an open mic' event called Relate. A schedule with the topics and times will be made available. Students may receive 5 bonus points each time they attend Relate and an extra 5 bonus points each time they are a presenter. Sign-up is required.
- 5. Critical Review of a Scholarly Publication.
 - a. 25 points: A critical review essay (minimum 750 words) on a pre-approved book on a topic related to interpersonal communication.
 - b. 10 points: A critical review essay (minimum 500 words) on a pre-approved scholarly article on a topic related to interpersonal communication.
- 6. Additional bonus point opportunities are not guaranteed, are strictly at the instructor's discretion, and must be relevant to the study of interpersonal communication. Under no circumstances will bonus points total more than 10% of any student's final grade. Bonus points are offered to encourage additional research and to allow students an opportunity to offset potential attendance penalties and missed assignments.

XI. Academic Honesty

A. Assignments are expected to be the result of your own work and preparation. Plagiarism and cheating are considered stealing. Any such act will result, at a minimum, in a zero for the assignment, exam and/or presentation and be reported to the Dean of the College of Arts & Sciences.

B. By taking this course, students agree that all assignments are subject to submission to plagiarism checking via the online plagiarism prevention and detection service Turnitin.com. All work submitted will be added to an online database of papers. Specifically, this service compares your paper with Internet Web pages, articles in databases, and all papers previously submitted from this and any other university. The service either confirms the originality of your work or gives the source of plagiarism.

C. Section Five of the Code of Student Conduct, "Academic Dishonesty and Disruptive Behavior," includes a requirement that faculty file a charge complaint statement with their respective dean whenever a student is confronted or disciplined for cheating. The office of Academic Affairs will maintain these records, and any student confronted and/or disciplined for multiples offenses of academic dishonesty will be brought before the Academic Affairs Integrity Committee for further review and potential sanctions. Please read the Code of Student Conduct for further details regarding this policy.

XII. Academic Grievances. The proper procedure for filing grade appeals or grievances related to academic matters is listed in Section 5 of the Code of Student Conduct and at the following URL: http://www.nicholls.edu/documents/student_life/code_of_conduct.pdf

XIII. Continued Learning following an Extreme Emergency

In order to make continued learning possible following an extreme emergency, *students are responsible for:*

- 1. reading regular emergency notifications on the NSU website;
- 2. knowing how to use and access Moodle;
- 3. being familiar with emergency guidelines;

4. evacuating textbooks and other course materials
5. knowing their Moodle student login and password;
6. contacting faculty regarding their intentions for completing the course.

XIV. Student Support Services.

- A. Technical Problems: If you are having problems with the technology involved in this course, you can either e-mail the instructor or itsupport@its.nicholls.edu
- B. Grievance: If you have an issue relating to the instructor or your fellow classmates, you can follow the procedures set up in the Code of Student Conduct. This document and the Student Academic Grievance Form are located at <http://www.nicholls.edu/sja/>
- C. Library: The Library Home Page has a link to a specific webpage dedicated to distance education students. This webpage contains tutorials on accessing the library from home, finding and using electronic books, using the electronic research databases, emailing a reference librarian, and other useful information. The page also offers a direct contact with reference librarian through e-mail or telephone: <http://www.nicholls.edu/library/distance.htm>
- D. Counseling: Nicholls Counseling Center provides professional assistance for students dealing with a range of mental health, wellness, and adjustment issues through individual, couple, and group counseling; consultation; and various forms of outreach, you can go to the following website: <http://www.nicholls.edu/counseling/>
- E. Disability Services: Disability Services acts as a liaison between students and faculty to facilitate the provision of accommodations as per Americans with Disabilities Act. "If you have a documented disability that requires assistance, you will need to register with the Office of Disability Services for coordination of your academic accommodations. The Office of Disability Services is located in Shaver Gym, Room 158-The phone number is (985) 448- 4430 (TDD 449-7002)." <http://www.nicholls.edu/disability/>
- F. Career Services: Career Services offers placement assistance for students and alumni for temporary and permanent part-time and full-time employment and internships in addition to professional coaching in resume writing, interviewing, and dressing for success. For more info, visit: <http://www.nicholls.edu/career/> and <http://www.collegecentral.com/nicholls/>.
- G. Assistance with Studying and Assignments
 1. The Tutoring Center at 143 Peltier Hall. Call 985-448-4100, email: tutoring@nicholls.edu, or visit <http://www.nicholls.edu/academic-enhancement/>
 2. The Writing Center at 144 Peltier Hall. Call 985-448-4100, email: tutoring@nicholls.edu, or visit <http://www.nicholls.edu/academic-enhancement/>
 3. Online Tutoring through Moodle. Look for the Brainfuse log-in link on the home page, <http://moodle2.nicholls.edu/moodle/>

XV. Weekly Class Schedule & Assigned Readings. The weekly schedule is posted and maintained in Moodle.

***IMPORTANT NOTE/DISCLAIMER:** This syllabus and class schedule may be modified at any point in the semester based on the instructor's evaluation of class needs.

~BY THE INCH IT'S A CINCH, BUT BY THE YARD IT'S HARD~