

Com 2110 Syllabus (Online)

Course Syllabus

Instructor:Course Description:

Randal Chase, Ph.D.
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435-652-7990 (Dixie State office)
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Consultation Hours:

MWF 10:00--10:50 A.M.
(By Appointment Only)
Or call Professor Chase anytime
at the above phone numbers

Designed for all students as a general education requirement. Teaches students communication skills in a wide range of interpersonal areas appropriate to business or personal relationships. Focus is given to skills involving initiating, developing, maintaining relationships; as well as controlling the deterioration of relationships. Special emphasis is given to listening, assertiveness, supportive climates, conflict, power management, and disclosure. Some exposure is given to the special needs of intercultural communication. Uses a wide range of teaching methods to include lectures, student activities and exercises, discussion, and small group work. Satisfies general education requirements for the AS degree and prepares students to effectively express ideas in one-to-one settings.

Required Texts:

DeVito, Joseph A. (2000). The Interprsonal Communication Book (11th ed.). New York: Pearson Education/Allyn & Bacon.

Suggested Add'I. Writing Tools:

Strunk W., & White, E.B. The Elements of Style. New York: Macmillan Publishing.
A collegiate size dictionary and thesaurus

Course Objectives:

Practice: Most of our happiness and success in life comes from our relationships with others—at home, in the workplace, and in other social settings. This course provides students with practical strategies for obtaining and maintaining functional, healthy relationships with other individuals. It also provides practical experience in applying those strategies.

Theory: To be a competent participant in any relationship, some insight is necessary into (1) ourselves, (2) the other person, (3) the relationship, and (4) the process of interpersonal communication. This course provides the framework for an accurate understanding of these things by teaching research-based pragmatic theories and principles

which explain what happens, why it happens, and the consequences in our relationships and lives.

Course Requirements:

Web Access Needed: This course requires you to have access to the Internet, since all assignments involve use of the Web. You must also have an e-mail account that is capable of handling attachments. If you do not have access to the Web or to e-mail at present, you may use the free one provided to you by the college (see www.dixie.edu).

Assignments: Your assignments will consist of activities assigned to you by the instructor for each chapter. You will be required to do some homework each week for each topic and to submit your findings on the Web in the manner specified by your instructor. Assignments are generally brief and consist of one or more of the following:

Web Board Discussion Postings : A few times during the semester you may be required to participate in web board discussions with your instructor and other students via a typical online bulletin board within our class website. You are expected to make the postings assigned by your instructor and also to read all other postings made by other students. You may also be required to respond to one or more of other students' postings.

Chat Room Discussions: A few times during the semester you may be required to participate in discussions with your instructor and other students via an online "chat room." These chats will help to prepare you for the quizzes and exams for each of the course units. Attendance is voluntary but may be associated with some earned points.

Papers: You will write several papers for this class. You are expected to use the system of analysis learned in this class to provide a complete analysis of the subject assigned to you. Papers will be submitted by attaching them to emails and sending them to the instructor through the class email system.

Quizzes and Exams:

Quiz #1 Online by Aug 26 Reading Chapter 1, Lecture on Theory

Quiz #2 Online by Sep 2 Reading Chapter 4, Lecture on Perception

Quiz #3 Online by Sep 9 Reading Chapters 6 & 7, Lecture on Language

Quiz #4 Online by Sep 16 Reading Chapter 8, Lecture on Nonverbal Communication

Exam #1 Online by Sep 18 Mid-Term Exam on reading and lectures to this point

Quiz #5 Online by Oct 14 Reading Chapters 10 & 11, Lecture on Relational Stages

Exam #2 Test Ctr by Oct 17 Mid-Term Exam on reading and lectures to this point

Quiz #6 Online by Oct 28 Reading Chapter 2, Lecture on Intercultural & Gender Comm

Quiz #7 Online by Nov 7 Reading Chapter 3 & 14, Lectures on Disclosure & Assertive Power

Quiz #8 Online by Nov 11 Lecture on Roles and Rules

Exam #3 Online by Nov 13 Mid-Term Exam on reading and lectures to this point

Quiz #9 Online by Nov 25 Reading Chapter 12, Lecture on Family Communication

Quiz #10 Online by Dec 7 Lecture on Growth

Final ExamTest Ctr by Dec 13 Final Exam on reading and lectures

Class Schedule:

For details concerning the class schedule, including reading, assignments, quizzes, and exams, click on the 'Calendar' link on the menu on the left side of this screen.

Regulations:

Submitting Written Work: All written work must be word processed, double spaced, and on one side only of each page. The header of every page of each assignment must bear your name, a page number (except the first page), and the assignment title. Some papers will be attached to e-mail messages sent to the address shown at the top of this syllabus. Others will be posted in appropriate placed on the course web page. Hand delivered assignments will not be accepted unless approved in advance by your instructor.

Timeliness of Assignments: Exercises, forum postings, and all other assignments are due by 5:00 PM on the day that they show as due on the class schedule or calendar. Assignments that appear in the instructor's e-mail box or on the web page after 5:00 PM will be considered late. To avoid delays caused by the network, it is suggested that you e-mail or post assignments at least one hour before they are due. There is a one-grade deduction for late work during the first week and an additional grade deduction for each week thereafter that it is late.

Grading of Papers: Written assignments will be graded according to professional business standards. This includes both the quality and depth of the analysis and the mechanical correctness of the writing. A paper deemed not to meet professional standards will receive a "D" grade. A paper which meets some but not all professional standards will receive a "C" grade. Better quality papers, requiring less editing and demonstrating above average critical analysis will receive a "B" grade. Superior papers with solid analysis and no mechanical errors will receive an "A" grade. Each error in spelling, grammar, or usage costs one point. Factual correctness is also required, and significant deductions will be made for factual errors.

Quizzes and Exams: Unit quizzes taken online must be completed not later than 12:00 midnight on the date shown on the class schedule or calendar. The midterm exam and the final exam must be taken in the Dixie State College Testing Center or elsewhere by prior arrangement with the instructor. All quizzes and the final exam are open note and open book, but will be strictly timed and must be taken entirely in one sitting. You cannot jump in and out of the web site once you start, and early exit will earn you only those points you have accumulated to that point. No make-up quizzes or exams will be given. There can be no exceptions to this policy, so be careful not to start until you're ready to finish the

entire quiz or exam. Unit quizzes cover only the reading and lectures for that unit. The midterm and final exams are omprehensive--they cover material from the entire course to that point.

Academic Dishonesty: Plagiarism (claiming somebody else's work or ideas as your own), and cheating on exams will not be tolerated. At best, these will result in a failing grade on the assignment or test involved. More likely, they will result in a failing grade and dismissal from the class.

Accommodation for Disabilities: If you need special accommodation on the Web, on papers, or on exams, please immediately contact the Disability Resource Center at Dixie State College. The instructor will be happy to accommodate any special need thus reported, but cannot accommodate needs that are not handled in this manner.

Consultation Hours: As shown on the front page of this syllabus, your instructor has set aside time each day for consultations with students. If you wish to meet with or phone the instructor during this time, you are advised to make an appointment in advance. Walk-in appointments or phone calls during the scheduled times are welcome, but the instructor cannot guarantee his presence in the office on days on which he has no advance appointments with students. You may also e-mail the instructor at any time, but you should not expect a response to an e-mail message in less than 24 hours.

Grading:

SCHEDULE OF POINTS:

Unit Quizzes (10 @ 10 pts)100 pts.
Web Board Discussions (4 @ 25 pts) 100 pts.
Major Assignments (2 @ 50 pts)100 pts.
Term Papers (4 @ 100 pts)400 pts.
Midterm Exams (3 @ 50 pts)150 pts.
Final Examination 150 pts.
TOTAL POSSIBLE: 1000 pts.

ADJUSTMENT FOR DIFFICULTY: Your instructor does not grade on the curve; therefore, to guard against the rare possibility of quizzes or exams being too difficult for all students, grades on exams will be adjusted to insure a median score of 75%. For example, if 100 points are possible and the median score is 70, all students who took the exam will receive an additional 5 points. Final grade points will be similarly adjusted.

PARTICIPATION GRADE: Because this class necessarily involves class discussions, participation in chats and forums is essential to your success. Participation will be evaluated as a plus (+), a null (0), or a

minus (-), and your instructor reserves the right to adjust your final grade by as much as a half-grade, based on your participation rating. To earn a plus (+) you must (a) consistently do all assigned reading as evidenced by a 75% or better average on unit quizzes; and (b) make significant, thoughtful, and helpful contributions to every class discussion, chat, and forum. A minus (-) will be given if, in the instructor's opinion, (a) you fail to participate in a significant number of these discussions, chats, or forums, or (b) if you engage in disruptive conduct of any kind. The average student will earn a null (0) on participation and will be unaffected.

FINAL GRADES: After any adjustments for difficulty and participation, final grades will be assigned according to the following schedule:

950+ points (95%)	A740+ points (74%)	C
900+ points (90%)	A- 700+ points (70%)	C-
870+ points (87%)	B+670+ points (67%)	D+
840+ points (84%)	B640+ points (64%)	D
800+ points (80%)	B-600+ points (60%)	D-
770+ points (77%)	C+Below 600 points	E