

State University of West Georgia
Department of Mass Communications and Theatre Arts
COMM 4485 Interpersonal Communication T – Th 12:30 PM – 1:45 PM
Instructor: Gail G. Reid
Office: Humanities 149, 678-839-4936
Spring 2005 Office Hours: M & W 3:15 – 4:00 PM and T & Th 1:45 – 3:00
Or by appointment
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COURSE DESCRIPTION

This class is a study of the principles of interpersonal communication. The direction of study will take the student from an awareness of themselves to those around them at home, school, and work. This class will minimize lecturing in favor of video, experimental exercises and directed role play practice to help students learn the key principals.

LEARNER OUTCOMES

1. To experience a variety of communications situations.
2. To experience training in research preparation, organization and presentation of communication concepts, both individually and in a group setting.
3. To successfully use and respond to nonverbal communication.
4. To learn to become a more effective listener.
5. To improve critical thinking skills.

TEXT AND SUPPLIES

Text: Adler, R.B., & Towne, N. (2002) Looking Out Looking In (11th ed).
Student Workbook: Activities Manual/Study Guide to Accompany Looking Out Looking In
3- Ring Binder for Journal Assignments & Additional Student Exercises
Visual Aid Materials
Writing Paper / Pen
(2) Scantron #229629

COURSE POLICIES

- A. Attendance/Participation**- Attendance at all classes is mandatory and will be noted every day. Communication is an interactive process that requires personal commitment and involvement. Class time will be very experiential so come prepared to participate having both read the assignment and done the homework. Your level of participation will be extremely important and will be considered when determining your final grade.
- B. Absences/Make-ups** – You are allowed two (2) absences without penalty except on test days group presentation days. Any classes missed (after the allowance) without appropriate written documentation will result in the deduction of **10 points from your class participation grade (equals 1 point from FINAL grade) for every absence after the allowance**. There are no exceptions.

Each student is expected to participate in class activities, take quizzes and exams on the assigned day. There will be no make-ups for pop quizzes. No make-up for presentations or exams will be allowed unless:

1. The instructor is notified before the absence or, if an emergency arises which totally precludes a phone call prior to class time, the student must contact the teacher within 24 hours of the emergency.
2. Written verification is provided for the emergency situations that result in a student missing a project or exam
3. There is sufficient time to allow a make-up.

Special opportunity: Zero absences will ADD **3 BONUS POINTS TO YOUR FINAL GRADE**. Tardiness on (3) days will count as an absence. You are responsible for making sure you are marked in attendance if you arrive after roll call.

C. Late Arrivals/Early Departures- Students who arrive late or depart early are a disruption to the instructor and other students. If you are not present when roll is taken, an absence will be recorded.

D. Class Etiquette-

- Cellular phone are to be turned **off** during class. Pagers shall be turned off or set to vibrate during class. You have been warned.
- There are many of us in this classroom. Please try to be considerate of everyone and keep focus. Talking, reading the paper, sleeping, doing homework for another class, balancing your checkbook, etc. are all distracting behaviors that will not be tolerated.
- There is reading assigned for every class, and sometimes written homework. Failure to read the assigned material or complete the assigned homework will have a damaging effect on your grade.

E. Originality- All work you turn in or present **MUST** be your own work. All outside source material must be given credit or referenced verbally within the context of your speech. Any non-original work is subject to one or more of the following actions: “0” for the assignment in question; and “F” for the Course; and /or severe disciplinary action from the University.

COURSE ASSIGNMENTS AND GRADING:

During the semester there will be in-class assignments, pop quizzes, and homework, (1) one major group project (2) two exams, and (3) Film Analysis Papers. You must complete ALL the assignments to pass the course.

	# of Points
Film Analysis #1	100
Midterm Exam	100
Film Analysis # 2	100
Film Analysis # 3	100
Group Student Teaching Project	100
Grade for each student in group	100
Journal (checked 3x—each worth 50 pts)	150
Final Exam	100
Quizzes/Homework	50
Participation	100

Written Assignments:

- All assigned papers must be TYPED double-spaced and STAPLED.
- All bibliographies must use Modern Language Association (MLA) format—this includes all internet sources, books, periodicals, interviews.
- All papers should be carefully edited. This means reading your outline several times to check all aspects of grammar and spelling (spell check will not correct the wrong word).
- Your name, the title of your paper and my name should be typed, in that order, in the upper left corner of the first page. Each page should have a footer or header with your last name and the page number.
- If you are having trouble writing your paper, you should consider using the resources of the Writing Center. This does not mean I am not available to help you – it is a great resource that is free and at your disposal. To make appointment call 770-836-6513.

Additional Tips:

- ❖ **Read your syllabus** - it is extremely important to know when due dates are. Also, it is subject to change. You are responsible for getting any changes made in class.
- ❖ **Read your textbook** – read each chapter prior to the class discussion of it. Assignments will be made in the Student Workbook you are required to have.
- ❖ **Use the CD Rom** - Although this course is not heavily based in technology, you will greatly benefit from using the CD-ROM provided with your text and the other websites provided during the class
- ❖ **Journals** – you are responsible for getting any handouts or exercises even if you are not in class. Your journal must be complete, 3-hole punched and in the correct order to receive the maximum points on each of the three reviews: 2/22, 4/7, 4/28.
- ❖ **Get Creative** – The group presentation is an important opportunity to teach the class and you should use a variety of teaching methods to keep it fast-paced and interesting to the class.
- ❖ **Rehearse your group presentation** – practice, practice, practice! Not only will you be better prepared when you have practiced the presentation as a team, but your confidence level will increase significantly, thus enhancing your delivery.

Calendar of Events Interpersonal Communication- Spring Term 2005

- Tu Jan 11 Introduction to Course
Student Questionnaire
- Th Jan 13 Chapter 1
Communication Skills Inventory
- Tu Jan 18 Discussion of Homework Assignment
Distribute Film Analysis Directive
View “The Breakfast Club”
- Th Jan 20 Complete viewing “The Breakfast Club”
- Tu Jan 25 Chapter 2: Communication and Identity-The Self and Messages
- Th Jan 27 Chapter 2 (cont.)
“Breakfast Club” Film Analysis Due
- Tu Feb 1 Chapter 3: Perception
- Th Feb 3 Chapter 3 (cont.)
(last day to withdraw with “W”)
- Tu Feb 8 Chapter 4: Emotions --note Festival of Majors is today!
- Th Feb 10 Chapter 4 (cont.)
- Tu Feb 15 Chapter 5: Language
- Th Feb 17 Continue work on Chapter 5: Language
- Tu Feb 22 View “Playing By Heart
Distribute Film Analysis Directive
Turn in Journals (First Time)
- Th Feb 24 Complete Viewing “Playing By Heart”
- Tu March 1 Review for Midterm Exam
- Th March 3 Midterm Examination (covers Chapters 1, 2, 3, 4, 5)
Don’t forget your scantron!
- Tu March 8 Assignment of Groups for Teaching Chapters 9 & 10
“Playing By Heart” Film Analysis Due

- Th March 10 Chapter 6: Non-Verbal Communication
- Tu March 15 Chapter 6 (cont.)
- March 17 Group Presentation Team Day Meeting – no formal class
- Tu March 22 Spring Break – no class!
- Th March 24 Spring Break – no class!
- Tu March 29 Chapter 7: Listening
- Th March 31 Discussion of Listening Homework
Chapter 7 (cont)
- Tu April 5 Distribute Film Analysis Directive
View “When Harry Met Sally”
- Th April 7 Complete viewing “When Harry Met Sally”
Turn in Journals (Second Time)
- Tu April 12 Chapter 8: Relationships
- Th April 14 Continued work on Chapter 8: Relationships
“When Harry Met Sally” Film Analysis Due
- Tu April 19 Group Presentation Team Day –use for rehearsal - no formal class
Remember : *Team must make all arrangements for any extra equipment
and its operation.*
Team must provide handouts for **all** students (even to students in that
presentation) to be included in their journals.
- Th April 21 **Team A & B** Presentations: Chapter 9
- Tu April 26 **Team C & D** Presentation: Chapter 10
- Th April 28 Review for Final Exam
Turn in Journals (Third Time)
- Th May 5 11AM – 1 PM Final Examination (covers Chapters 6, 7, 8, 9, 10)
Pick up your journals at the Exam

Be sure you have your scantron for both the Midterm and Final Exams