

## Interpersonal Communication (COMM1318.793)

- Instructor: Sarah Cho
- Email: cho\_s@utpb.edu
- Office: MB 4140
- Office Hours: TU/TR 9-11AM; W 9AM-1PM (MS Teams, by appointment)

### Course Description

**Course Prerequisites:** None.

**Course Catalog Description:** This course enables students to analyze and practice communication in one-on-one relationships. Topics include problem-solving, decision-making, working with diversity, information processing, understanding of self and others, and effective speaking and listening skills in interpersonal contexts. Specifically, the course will be divided into four modules:

- Fundamentals of Interpersonal Communication
- Elements of Interpersonal Communication
- Interpersonal Communication in Relationships
- The Darkside of Interpersonal Communication

**Purpose:** Communication plays an important role in our everyday lives and is used to facilitate the pursuit of our goals (i.e. self-presentation, relational, and instrumental goals). The goal/purpose of this course, then, is to introduce you to these common concepts and principles that underlie interpersonal communication.

Upon completion of the course students will be able to:

- Apply theories of interpersonal communication to evaluate and explain behavior in interpersonal relationships
- Engage in effective conflict management strategies in a variety of settings
- Describe the nature of interpersonal communication
- Employ the interpersonal concepts of giving feedback, receiving criticism, and resolving conflict

**General Topics:** *Verbal communication, nonverbal communication, emotion, listening, deception, romantic relationships, male/female communication, family communication*

**Supplemental instruction:** Students are encouraged to visit the Success Center in MB 2215 for assistance with written assignments. Supplemental Instructors and Lab Assistants are available to help you with all other course material in the Communication Lab in MB 4147. Supplemental course material may also be found in Canvas.

**Course Grades:** University policy stipulates that average work in this course merits a grade of 'C.' A grade of 'B' indicates high achievement that exceeds course requirements; a grade of 'A' indicates superior achievement that far exceeds course requirements. A grade of 'D' or 'F' indicates that there are major issues with the given assignment.

([http://www.utpb.edu/utpb\\_student/undgrad\\_catalog/pdf/studentinfo/academicregs.pdf](http://www.utpb.edu/utpb_student/undgrad_catalog/pdf/studentinfo/academicregs.pdf))

**Method of instruction:** This course is a Web Course and is conducted within [Canvas](#). The due dates and times for the activities will adhere to the Central Time Zone. ; you are responsible for reading, watching, and/or listening to the materials your instructor has provided for each week of the course. In addition to those presentations, you will interact with peers, your instructor, and your academic coach in weekly discussions and in other written assignments. You will also be required to login and post on several (different) days in your weekly discussion boards. Posting on multiple days will ensure that you are able to interact with your peers in an academic setting (much like that of a classroom), as well as encourages active course participation by logging in and reviewing course updates and course materials.

## Required Materials

To effectively complete the requirements of the course, you must have the following:

- **Floyd, K. (2017). *Interpersonal Communication (3rd Edition)*. Boston, MA: McGraw-Hill.**
- An e-mail address linked to Canvas through my.utpb.edu (checked daily).
- Daily access to your UTPB Canvas account.
- A working computer and high-speed Internet connection (dial-up is insufficient).
- A web camera or other means to record and upload up to 7 minutes of medium-quality video.
- Microsoft365 access to word processing and presentation software, provided by UTPB.

## Important Dates

Important dates for the course vary by semester; consult the UTPB Academic Calendar and are available at [www.utpb.edu](http://www.utpb.edu). Information available there includes graduation deadlines, holidays, and the days on which you can add and drop a course. For course assignment deadlines, please see the schedule at the end of this syllabus as well as the Canvas announcements your instructor provides.

## Course Activities and Assessment

**Final Paper (Guide to Interpersonal Communication Competence):** The purpose of the Final Paper is to extend a concept discussed in class or to present a concept not discussed in class. Through outside research and creativity, you will act as an interpersonal expert. Final paper will be 4-6 pages, in APA format, and include three empirical sources, peer-reviewed sources (in addition to your textbook).

**Exams:** You will take three exams at the conclusion of each module. Exams will require knowledge of all assigned readings, supplemental materials, lectures, and content of the discussion boards. Exams will be open book but must be completed individually (i.e., working collaboratively on the exams is prohibited and punishable by the standards of Academic Dishonesty). Exams must be **completed** by the given deadlines; exams will not be available after these deadlines. Do not begin the exam close to the time the exam period closes, as Canvas will close and automatically submit the exam at the deadline, regardless of whether you have completed it or not. You have one attempt at each exam (i.e., exams must be completed in one sitting-you cannot save and return to the exam), back-tracking on questions is prohibited, and time is limited to three hours for each exam (Canvas will automatically submit the exam once the time has expired).

**Application Reports:** You will complete four reports requiring you to observe concepts in the “natural world” or to reflect on your personal experiences. You are expected to clearly, accurately, and directly integrate material from the text and any outside readings into your Application Reports. Reports should be in APA format (e.g., double-spaced, 1” margins, cover page, etc.) if text is required, as some assignments may require speech video uploads.

**Discussion Boards:** In this course, forums are primarily used for discussing topics and issues related to course content. There are four discussion topics for the semester. In addition to the course content related topics in discussion tool there are a number of ungraded forums. Use the Introductions forum to get to know your classmates; use the General Questions and Comments forum to ask questions of your classmates and instructor; use the Water Cooler forum for socializing. I expect you to read a large majority of the messages as part of the course readings. I will separate you into appropriate groups (for discussion boards) anytime that the course becomes larger than 25 students. When you reply to your classmates’ messages, address your classmates directly—doing so helps all participants maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better.

Please change the subject line when you introduce a new topic.

Example of forum (discussion) grade applied:

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Sample Syllabus

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Sample Syllabus

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EXAMPLE:

Discussion Board Assignment is due Sunday



- Susie posted her Primary Post on the Wednesday before the assignment deadline and received full points for the section of the rubric entitled “Date of First Post” (20 points out of 20 points). Susie also received 35 points on the portion of the rubric entitled “Responsiveness to the topic and readings” because her primary post was thoughtful, original, academic in nature, and contained references to the online course textbook as well as outside articles that added to the weekly discussion.
- Susie responded to Joe's post on the evening of the Wednesday prior to the assignment deadline.
- Susie responded to Tara’s post, the next day, which was the Thursday prior to the assignment deadline.
- Susie responded to Maria’s post as well as George’s post on Saturday (again, prior to the assignment deadline).
  - o Because Susie responded to 4 peers (assumed quality responses with proper punctuation and grammar), she received 25 of the 25 points available for the section of the rubric entitled “Number of quality responses”.
  - o Susie also posted on 3 separate days of the week, therefore she received 15 of the 20 points available for the “Number of days posted “section of the rubric.
  - o Because Susie's discussion board post and responses illustrated responsiveness to the topics and readings; 4 quality responses; she posted her responses on 3 separate days; and the date of her first post was no later than Wednesday, Susie received a grade of 100 points out of 100 available.
  - o **PLEASE NOTE: POSTING ONLY A PRIMARY RESPONSE, WITH NO PEER RESPONSES, WILL ONLY ALLOW YOU TO OBTAIN POINTS FOR THE "RESPONSIVENESS TO TOPIC & READINGS" PORTION OF THE RUBRIC!!! THAT WILL ONLY ALLOW YOU TO OBTAIN A MAXIMUM OF 35 POINTS!!!**

## Grading

### Assignment Weights

<i>Course Activity</i>	<i>Percentage of Total Grade (rounded for clarity)</i>	<i>Total Points</i>
Signed Course Agreement	1.5%	10
Application Report 1	4%	25
Application Report 2	4%	25
Application Report 3	4%	25
Application Report 4	4%	25
Class Participation 1	3%	20
Class Participation 2	3%	20
Class Participation 3	3%	20
Class Participation 4	3%	20
Class Participation 5	3%	20
Class Participation 6	3%	20
Class Participation 7	3%	20
Exam 1	15.5%	100
Exam 2	15.5%	100
Exam 3	15.5%	100
Final Paper	15%	100
<b>Total Points</b>	<b>100%</b>	<b>650</b>

### Grading Scale

Student work is not graded on a curve. Your work will be evaluated on its content, organization, writing and presentation,

originality, analysis, and understanding, as described in the following table.

585 – 650 points	A
517 – 584 points	B
455 – 516 points	C
390 – 454 points	D
0 – 389 points	F

#### *Letter Grade Description*

- A (585-650) Excellence in the above categories. Far exceeds the requirements of the assignment.
- B (517-584) Excellence in some, but not all of the above categories. More than an adequate response to the assignment.
- C (455-516) Satisfactory completion of the content and structure of the assignment. Adequate response; meets minimal requirements but with noticeable errors.
- D (390-454) A passing grade with significant errors. Poorly thought out or poorly supported concepts and response to the assignment.
- F (0-389) Does not adequately meet major requirements of the assignment. Substantially missed major objectives or parts of the assignment. Contains significant errors.

#### **Policies & Procedures**

***Cheating, Plagiarism, and Academic Dishonesty:*** I may submit any portion or all of your work to anti-plagiarism software and services to make sure it is your original product. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such acts.

“Plagiarism” includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work being offered for credit.

NOTE: Students found plagiarizing or cheating will receive a zero on the course activity, which could cause failure in the class and/or suspension or dismissal from the college. Incidents of academic dishonesty are referred to the Dean of Students for review and prosecution.

***Communication and Assignment Feedback:*** Course activities will be graded within seven days after the set due date. You can check your grades by going to Grades. If you note any problem with your grade, contact me through the Email link in the course within one week. I will review your work and respond through tracked changes within the file itself or in the grading notes area of the Canvas assignment. I may also offer general feedback in the performance of the course activity, but I will protect your identity in such a case.

Course messages are the best point of contact for your instructor; Be prepared to wait up to two full business days for responses to course messages. I check my email regularly during normal business hours.

***Attendance and Class Participation:*** Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a **minimum** of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.

***Tracking:*** The learning management systems have a tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

***Absenteeism:*** All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

***Submission of Course Assignments:*** To earn credit for your course activities, you must submit them online through the

appropriate dropboxes in the Assignments area of Canvas as instructed. Keep in mind the following practices for submission of online assignments:

- Submit all assignment files in .doc, .docx, or rich text format (.rtf). Please do not submit PDF files unless absolutely necessary, as they are difficult to mark up with comments, or Pages files, which I cannot open.
- Any time you link to content on the open web (such as a YouTube video), include a working URL and a proper citation of those materials.
- Always keep a copy of all the work you submit and a copy of the confirmation page generated by Canvas.
- Be aware that the server may slow down as you approach the end of a due date. A slow server does not excuse late submissions.

**Make-Up/Late Submission Policy:** Timeliness is one component of professionalism, and because this is an accelerated course, your learning and your classmates' learning depends on your timely participation. Assignments submitted after the deadline delay your progress in the course and can diminish your classmates' learning opportunities.

Because students are made aware of the due dates of all assignments well in advance, I will not accept work that is not turned in by the date and time noted in the syllabus. If there is any discrepancy between the due date listed in the syllabus and the due date listed in Canvas, assume that the syllabus is correct and notify me as soon as possible so I can correct the error. You are welcome to submit work early; however, any work submitted early will be graded with the other submissions for that assignment. If the assignment allows for multiple submissions, I will grade the submission with the latest date unless you request otherwise in writing.

For students that have a legitimate, documented excuse (such as a doctor's note or play on a team that is competing for the university) those students must communicate with me in advance or within 24 hours of returning to campus to be allowed to makeup missed work.

**Course Incompletes, Drops, Withdrawals, and Grade Appeals:** All students are required to complete the course within the semester in which they registered for it. Incomplete grades for the course are rarely given, particularly in online classes, and will only be granted when a student meets all of the following criteria:

- The student has completed at least 75% of the course with a grade of 'C' or better.
- The student provides a valid, documented excuse for not being able to complete the course on time. Low grades are not a valid excuse.
- The student requests the incomplete in writing before the last scheduled week of class.
- The student signs or agrees in an email to a contract that lists the course activities to be completed, the revised due dates, and the specific terms of the extension.

UTPB course drop policy, course withdrawal policy, university withdrawal policy are noted at

<http://aa.utpb.edu/registrar/addsdrops/>. UTPB grade appeal processes are detailed at

<http://ss.utpb.edu/dean-of-students/student-grievances/>

**Accommodation for Students with Disabilities:** Americans with Disabilities Act: Students with disabilities that are admitted to The University of Texas of the Permian Basin may request reasonable accommodations and classroom modifications as addressed under Section 504/ADA regulations. Students needing assistance because of a disability must contact Leticia Madrid, Director, Programs Assisting Student Study (PASS) Office, 552-2630, no later than 30 days prior to the start of the semester.

- The definition of a disability for purposes of ADA is that she or he (1) has a physical or mental impairment that substantively limits a major life activity, (2) has a record of such an impairment or, (3) is regarded as having such an impairment.
- Students who have provided all documentation and are eligible for services will be advised of their rights regarding academic accommodations and responsibilities. The University is not obligated to pay for diagnosis or evaluations nor is it obligated to pay for personal services or auxiliary aids.
- If you need accommodations because of a disability, if you have emergency medical information to share with the instructor, or if you need special arrangements in the case the building must be evacuated, please inform the instructor immediately. It is best to contact the instructor after class or during his/her office hours.

**Changes to the Syllabus:** Your instructor reserves the right to change the terms of the syllabus as she believes necessary. All changes will be announced once to the class. Changes to any part of the syllabus or failure to enforce the policies of the syllabus in any particular instance are at the discretion of the instructor and will not modify that or any other provision of the syllabus except as explicitly outlined by your instructor.

**End-of-Course Evaluation & Instructor Evaluation:** Every student must complete end-of-course evaluation provided by UTPB.

A link to this evaluation will be provided in Canvas.

**Civility and Netiquette:** Anything you type in the discussion area is public, which means that every student in this class (including your instructor) will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
- Do not use all caps in the message box, as doing so is considered the same as shouting.
- Be courteous and respectful to other people. You are acting as UTPB representatives.
- Use standard business writing style; do not overuse acronyms as you would in text messaging, for some participants may not be familiar with them.
- Use strong paragraph structure—one main idea per paragraph.
- Change subject lines when you change topics.
- Write your full name at the end of the post, as if you were signing an email.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.
- Revise and proofread your posts before you submit them.

NOTE: If you do not adhere to the guidelines for any posting, you will lose the points that would have been granted, and the instructor reserves the right to remove your posting and to deny you any further posting privileges.

Refer to the following links for additional help on netiquette: <http://www.albion.com/netiquette/corerules.html> ;  
<http://www.dtcc.edu/cs/rfc1855.html>

Instructors and students are partners in creating and maintaining an environment that is conducive to learning. Students shall not engage in any form of behavior that detracts from the learning experience of fellow students; those who do engage in such inappropriate behavior will receive notice regarding their behavior from the instructor and may be reported to the Dean of Students for further disciplinary action. Students are prohibited from engaging in any form of bullying, discrimination, or harassment toward the course instructor and coach(es).

Problems with other students in the course should be reported to the course instructor. Problems regarding your instructor may be reported to Dr. Rachel Martin Harlow, COMM1315 Basic Course Director (harlow\_r@utpb.edu or 432-552-3319). If Dr. Harlow is your instructor, report such issues to Dr. Shawn Watson, Department Chair – Visual and Performing Arts (watson\_s@utpb.edu or 432-552-2295).

## Computer Requirements

**Student's Computing Skills:** The student should be sufficiently comfortable in an online environment to handle basic web navigation, to perform basic functions of Canvas (including uploading and downloading assignments), to do some online research using the UTPB Dunagan Library databases, and to participate in online social media.

**Student Email and Push Notifications:** UTPB students are given a university email account upon matriculation. This email account is linked to Canvas. Students are expected to use this UTPB email account for all university-related communication. You may forward this account to your preferred email address.

Both my.utpb.edu and Canvas are enabled to send you SMS (text) messages. If you would like to receive these messages, please check my.utpb.edu to make sure that you have listed an SMS-capable phone number. Check Canvas to set your push notification preferences.

For course-related communication, please use the Canvas Inbox message system, which you can open from the main navigation bar in the course

**Hardware and Software Requirements:** REACH is the campus division that manages Canvas and the online and the online classes that use it. REACH maintains a web page with current information about hardware and software requirements, internet connection requirements, and other information. Before you begin the class, test your browser to be sure that it is correctly configured.

## Computer Emergencies

**Computer Crash.** Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use should your personal computer crash.

**Server Problems.** When the Canvas server needs downtime for maintenance, the Canvas administrator will post an

announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

*Complete Loss of Contact.* If you lose contact with me completely and cannot contact me through Canvas or email, call me at my office (432-552-2201) as soon as you are able to do so. Please explain the reason you cannot contact me and how to contact you.

*Lost, Corrupt, or Disappeared Files.* When you submit a file to Canvas, keep a copy of the submission confirmation. Keep a backup copy of every project, posting, and assignment on an external drive, cloud drive, or personal computer. In the event of any kind of failure, such as a Canvas server crash, a virus infection, a personal computer crash, the loss of files in cyberspace, incorrect file versions, corrupt files, or other assignment problems, I may request you to resubmit the files. It is your responsibility to resend it to me, corrected, at your earliest opportunity.

### Student Support Services

Academic advising	UTPB E-Advisor at <a href="http://cas.utpb.edu/academic-advising-center/e-advisor/">http://cas.utpb.edu/academic-advising-center/e-advisor/</a>
ADA accommodation and support	Testing Services & Academic Accommodations Department (432) 552-2630 <a href="http://www.utpb.edu/academics/undergraduate-success/TSAAD">http://www.utpb.edu/academics/undergraduate-success/TSAAD</a>
Admissions, registration, transcripts	UTPB Office of Admissions (432) 552-2605
Canvas technical support	Technical Support Canvas 1-866-437-0867 <a href="https://guides.instructure.com/">https://guides.instructure.com/</a>
Bookstore	(432) 552-0220 <a href="http://www.bkstr.com/texas-permianbasinstore/home">http://www.bkstr.com/texas-permianbasinstore/home</a>
Counseling	(432) 552-2661
Email, Outlook 365, my.utpb.edu	Information Resources Division <a href="http://www.utpb.edu/services/ird">http://www.utpb.edu/services/ird</a>
Financial aid and scholarships	(432)552-2620 <a href="http://www.utpb.edu/campus-life/financial-aid">http://www.utpb.edu/campus-life/financial-aid</a>
Registrar	(432) 552-2635 <a href="http://www.utpb.edu/services/academic-affairs">http://www.utpb.edu/services/academic-affairs</a>
Student Services	<a href="http://www.utpb.edu/campus-life/dean-of-students">http://www.utpb.edu/campus-life/dean-of-students</a>
UTPB library	(432) 552-2370; The J. Conrad Dunagan Library Online at <a href="http://library.utpb.edu/">http://library.utpb.edu/</a>
Tutoring & learning resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course). <a href="http://www.utpb.edu/online/reach/smarthinking-online-tutoring">http://www.utpb.edu/online/reach/smarthinking-online-tutoring</a>

### Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB, to make changes in the course content or instructional techniques without notice or obligation. Students will be informed about such changes in sufficient time to adapt to them.

## Course Schedule

### Module 1: Fundamentals of Interpersonal Communication

Week 1 | Aug 24 - 30 Ch. 1 About Communication; Ch. 3 Communication and the Self  
*Application Report 1*

Week 2 | Aug 31 - Sep 6 Ch. 2 Culture and Gender; Ch. 4 Interpersonal Perception  
*Discussion Board 1; Exam 1*

### Module 2: Interpersonal Communication Skills in Action

Week 3 | Sep 7 - 13 Ch. 5 Language; Ch. 6 Nonverbal Communication  
*Application Report 2*

Week 4 | Sep 14 - 20 Ch. 7 Listening; Ch. 8 Emotion  
*Discussion Board 2; Exam 2*

### Module 3: Dynamics of Interpersonal Relationships

Week 5 | Sep 21 - 27 Ch. 9 Forming and Maintaining Personal Relationships;  
Ch. 10 Interpersonal Communication in Close Relationships  
*Discussion Board 3*

Week 6 | Sep 28 - Oct 5 Ch. 11 Interpersonal Conflict  
*Application Report 3; Annotated Bibliography (Extra Credit)*

Week 7 | Oct 5 - 11 Ch. 12 Deceptive Communication  
*Discussion Board 4; Exam 3*

### Module 4: Course Conclusion

Week 8 | Oct 12 - 16 Individual Consulting with Instructor about Final Project  
*Final Paper* (Course will close at 10 pm on Friday Oct 16)