

## COMPREHENSIVE COURSE GUIDE

**COURSE DEPARTMENT AND NUMBER:** COMM 2105

**TITLE:** Introduction to Interpersonal Communication

**CREDIT HOURS:** 3

**CONTACT HOURS:** 3

**COURSE DESCRIPTION:** This course examines the dynamics of communication. It focuses on basic processes in face-to-face interaction from the perspective of communication competence. This course also analyzes the variability of design, production, exchange and interpretation of messages in relational family, professional, and cultural contexts. It develops skills in oral communication and building relationships.

**PREREQUISITE:** READ 0099

**FREQUENCY OF OFFERING:** Spring semester

**REQUIRED TEXT:** Looking Out Looking In, 11th Edition, Adler, Wadsworth Publishing

### **COURSE OBJECTIVES:**

- I. Students will identify the basic principles of interpersonal communication through oral presentations, class discussions, examinations, essays, and journal assignments. Written assignments will adhere to rules of Standard English.
- II. Students will assess personal traits in themselves and others utilizing behavioral and relational theories of communication.
- III. Students will participate in a variety of inquiry and delivery methods including group discussions, role playing, and individual speech presentations.
- IV. Students will complete journal entries based on text reading assignments, interpersonal observations, and outside readings.
- V. Students will research and deliver through written and oral presentation a final project on some aspect or issue of interpersonal communication. Students will be required to use library resources in their research efforts.
- VI. Students will apply verbal and nonverbal concepts to all speeches.
- VII. Students will analyze audiences in the preparation of their presentations.

- VIII. Students will deliver a minimum of three speeches, based on interpersonal communication analysis, readings, and experiential activities.

**MINIMAL PROCEDURAL REQUIREMENTS:**

- I. Develop a journal of text reading responses, outside reading responses, and observations of situations involving interpersonal communication.
- II. Prepare oral presentations involving aspects of interpersonal communication.
- III. Prepare and present, in both written and oral form, a final research project involving some aspect of interpersonal communication.
- IV. Students will be responsible for examinations in written or oral format.

**POLICIES:**

- I. Attendance - Irregular attendance reduces students' opportunity for success in the course. Students who miss the equivalent of three 50-minute class periods will receive a letter advising them of their absences and warning them of the fact that they are jeopardizing their final grade.

If any student is absent on the day his/her speech is due or is not prepared to give the speech, the speech may not be made up unless the absence is excused in advance. If the absence is not excused, the student will receive a zero for assignments missed.

II. GRADING

- 50% Classroom speeches
- 40% Written assignments, quizzes, reading responses, class activities, exams and participation
- 10% Final exam

The following grading scale will be used:

100-90	A
89-80	B
79-70	C
69-60	D
59-00	F

Participation is evaluated on the basis of evidence of preparation of assignments and collection of selected exercises.

\*Students must successfully accomplish all oral presentations in order to pass this course.

- III. Individual Conferences - Instructors carry many responsibilities that require them to be out of their offices, sometimes even during posted office hours. Students needing assistance or clarification regarding class work should make appointments for conferences with their instructors.
- IV. Plagiarism - Presenting someone else's phrasing and/or ideas as one's own will result in a 0 for the assignment and may result in an F for the course.
- V. Technology – Students are expected to access Web CT to participate in classroom discussions and/or retrieve additional information required by the instructor. Students having difficulty accessing their accounts should consult the instructor or computer help desk personnel.
- VI. Disability - In compliance with the Americans with Disabilities Act (ADA), Darton College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self-disclose their disability to the Office of Disability Services before academic accommodations can be implemented.
- VII. Electronic Devices – It is the individual student's responsibility to silence the ringer of his or her cell phone, beeper, or any other device before entering a class (including guest lectures and performances/recitals). The production of any audible alert by these devices when a class is in session is considered disruptive classroom behavior. The instructor may take appropriate actions to curb such disruption in accordance with the College's Policies of Disruptive and Obstructive Behavior under Code of Conduct in the Student Handbook.
- VIII. Respectful learning atmosphere – Students are expected to professionally compose their demeanor at all times. This means being respectful of their peers and instructor. Disrespectful and disruptive behavior such as making fun of peers and/or instructor, talking during others' speeches or when someone else is talking, walking into or out of the classroom during speeches, and acting in a rude manner will not be tolerated. Students will be asked to stop their disrespectful behavior, and then may be asked to leave if additional problems persist. The instructor will determine appropriate disciplinary action in accordance with the College's Policies of Disruptive and Obstructive Behavior under the Code of Conduct in the Student Handbook.

The instructor will announce office and telephone numbers. Office hours are posted on the office door. Students are encouraged to seek the assistance of their instructors should they have any questions or concerns about the course.

COMM 2105  
PAGE 4

Congratulations on your completion of reading this comprehensive course guide, which will certainly give you a better chance to succeed in this course. Please log into **MyDC** and send an email message to your instructor to acknowledge that you have read the complete document and understand the objectives, requirements, and policies of this course.