

COM 212: Interpersonal Communication – Syllabus (Fall 2012)

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Office Hours:
10:30 to 11:30, MTWF
Also by Appointment, just e-mail

Textbook: Trenholm, S., & Jensen, A. (2013). Interpersonal Communication (7th ed.). New York: Oxford University Press.

Course Overview: This class focuses on face-to-face communication. In order to further the students' understanding of such interpersonal processes, a number of current theories and concepts will be introduced. Students will draw connections between these ideas and their own experiences. It is hoped that each student will acquire knowledge of current research and theory and will also become sensitized to the beauty and dynamics of the interpersonal interchanges in which he/she participates.

Readings: The entire content of assigned readings is important. Some content will not be reviewed in class. Quizzes and exams will include content from assigned readings, even if it is not discussed.

Attendance: Attendance is strongly encouraged. Attendance will be taken during the first two weeks, per university policy. Quizzes and exams will include content from class meetings which has not been covered in assigned reading. The classroom environment also encourages discussion, which promotes clear understanding and familiarity with course content.

Office Hours: My office hours are scheduled for your benefit, but unfortunately some students go an entire semester without stopping by. I enjoy the opportunity to interact with my students interpersonally. Feel free to come by if you just want to talk, if you have a question or a complaint (about this class specifically, or anything else), or for no reason at all—even after you're done taking the class.

Academic Dishonesty: Academic dishonesty will not be tolerated in this course. Purdue has strong policies against academic dishonesty. Anyone engaging in academic dishonesty will be reprimanded and subject to disciplinary action which can result in a minimum of a ZERO on an assignment, but may include failure of the course or expulsion from the university. Academic dishonesty includes, but is not limited to:

- A. Plagiarism, which includes:
 1. Copying someone else's work and claiming it as your own.
 2. Paraphrasing someone else's work and claiming it as your own.
 3. Collaborating with another person and claiming the work solely as your own.
- B. Using work from another course or from a previous semester. For example, you may not reuse papers from another course. The work must be original to this course and this

semester.

C. Cheating on a quiz.

Students are advised to become familiar with Purdue's Student Code of Rights and Responsibilities to resolve questions about this matter. The following publication from the Office of the Dean of Students may prove helpful as well:

<http://www.purdue.edu/odos/aboutodos/academicintegrity.php>.

Disabilities: Students with disabilities who need accommodation (seating placement, arrangements for examinations, etc.) should inform the instructor at the beginning of the course so appropriate arrangements can be made. Accommodations cannot be retroactive, so work from the beginning to ensure you get the most possible from this course. Students may also contact the Office of the Dean of Students for additional information on accommodation: <http://www.purdue.edu/odos/drc/welcome.php>.

Exams: There will be three exams. They will include a variety of question types, but most will be short answer. Many questions on exams are derived from questions used on quizzes. The final exam will be given during our assigned final exam slot. The final is semi-cumulative and will be longer than the first two exams. The additional questions on the final will come from the first two exams.

Quizzes: There will be several quizzes throughout the semester. The quizzes will cover both the reading and the content of lectures. When figuring the quiz average, each student's lowest quiz grade will be dropped. Each quiz will include 3 questions worth 4 points each for a total of 12 points. Questions answered correctly will receive all 4 points; partially correct answers will receive 2 points; incorrect answers will receive no points. Students may correct wrong or partially correct answers on the back of the quiz to get half credit back. If you come to class after a quiz has been given, you will not be able to take the quiz. Quizzes cannot be made up, but missed quizzes can be corrected for half credit. Corrections are due the class after graded quizzes are returned.

Important: Corrections must include a page number from the textbook or other reading where the answer was located or the date of the lecture when the answer cannot be found in assigned reading. Corrections without this information will receive no points.

Skill-work Field Reports: Students will be responsible for turning in 6 skill-work field reports. These are an important part of the course because they are an opportunity to apply the principles discussed in class in the real world, either through personal experience (3 reports) or by bringing examples to class (3 reports). Each skill-work field report will be no more than one page long. Reports should display a clear understanding and application of the appropriate concepts. Reports that are turned in late will receive no credit.

Reports will be as graded on a "check" system (✓+, ✓, ✓-, 0). A paper that is free of errors, meets the requirements of the assignment, and reflects a solid grasp of the topic will typically receive a ✓. Reports characterized by exceptional insight, clarity of writing, and compelling application of additional concepts from the course will receive a ✓+.

Important: Regardless of their performance on exams and quizzes, students must submit all six skill-work field reports in order to pass this course! All essays (even those you cannot receive credit for) must be submitted by the end of the last class period of the semester in order for you to pass.

Grading Disputes: You must wait twenty-four hours after receiving a grade to discuss it with your instructor. This ensures that you have the opportunity to look up any supporting information prior to the discussion. A meeting should be scheduled between the instructor and student, either during office hours or outside of them if necessary. I will not discuss grades (good or bad) in front of other students, in the classroom before or after class, in the hallway, or if you run into me around campus or in town. Grades and scores are considered final unless the instructor is contacted within two weeks of their return. The instructor cannot discuss the grades of other students, and will not discuss student grades in the presence of other students, friends, family, etc.

Extra Credit: Participation in research is not a requirement of this course. However, students may earn a bonus of 1% on their final grade in the course for each 1% a student earns through participation in research administered through the Department of Communication's Research Participation System, up to a maximum of 2%.

This opportunity allows you to see how we develop the communication theories that underlie the principles and advice covered in this course. The sessions usually last between 30 minutes and one hour. For information about times and dates of specific studies visit the Department of Communication's Research Participation's website at <http://purdue-comm.sona-systems.com/>. The website will allow you to register for the study of your choice. Please note that if you sign up to participate in a study and fail to show up without canceling your appointment in advance (up to 2 hours before the study), you will be automatically restricted from signing up for any studies for 30 days.

Students who do not wish to participate in research may request (by e-mail) assignments for 1 or 2 additional skill-work field reports to complete in order to earn this bonus.

Calculating Final Grades: Final grades are a weighted average of Exams, Quizzes, and Field Reports:

	Weight
First Exam	20%
Second Exam	20%
Quiz Average	15%
Skill-work Field Reports	20%
Final Exam	25%

Total	100%
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Grading Policy: Grades are a system of communication, and as such must be used in similar ways by everyone in order for them to have meaning. In general, modern society interprets grades as follows:

A	Far Above Average, No/Few Flaws, Innovative, Among the Best
B	Above Average, Has Some Flaws, Exceeds Requirements
C	Acceptable, Not Above Average, Met Requirements, Followed Directions
D	Substandard, Barely Sufficient, Missed a Few Requirements, Trying
F	Learned Essentially Nothing, Not Trying

Work which satisfies the requirements of an assignment is not “A” level work—it is “C” level work. Although this is not a grammar or writing class, professionalism is expected. All work should be relatively free of significant (i.e. distracting or confusing) spelling, grammar, and punctuation errors because these undermine a professional appearance.

Classroom Environment: Please be respectful to other students. Electronic devices (including computers) will not be used in a way that is distracting. The instructor will determine what is “distracting.” I will treat you as adults, and expect that you will behave with common courtesy. Students who cannot show this basic level of respect will be asked to leave.

Campus Emergencies: In the event of a major campus emergency, course requirements, deadlines, and grading percentages are subject to change that may be necessitated by a revised semester calendar or other circumstances beyond the instructor’s control. Information about course changes related to campus emergencies can be accessed via Blackboard.

For all COM Majors & Minors: If you are planning to count this class toward your requirements for either the COM major or the COM minor, you must earn at least a C- in this course.

COM 212: Interpersonal Communication – Schedule (Fall 2012)

1. Introduction	pp. 4-9, 24-41
2. Production	
2.A. Non-verbal	pp. 45-75
2.B. Verbal	pp. 71-100, 159-173
3. Reception	
3.A. Listening	pp. 107-116, p. 125
3.B. Perception	pp. 131-146
3.C. Attribution	pp. 146-153
4. Skills	
4.A. Openings and Closings	pp. 100-103
4.B. Self-Disclosure	pp. 192-197
4.C. Conflict Management	pp. 116-125
4.D. Influence	pp. 201-224
4.E. Comforting	pp. 253-255
5. Major Contexts	
5.A. Public Relationships	pp. 295-301
5.B. Intimate Relationships	pp. 260-291
5.C. Family Relationships	pp. 229-255
5.D. Professional Relationships	pp. 301-320
5.E. Culture	pp. 325-348
6. Conclusion	

This schedule is subject to change during the course of the semester based on progress in the course. Additional readings will be assigned to supplement the text.

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