

## Interpersonal Communication

Dr. Kim McCall

Office Hours: MWF 12:00-12:45, 1:40-1:55 Office: Rolfs 211A

Class meets MWF 12:50-1:40 from Jan 6- April 22

Email: mccall@ufl.edu I only check once a day at 7 PM

TA name \_\_\_\_\_

Email \_\_\_\_\_

TA name \_\_\_\_\_

Email \_\_\_\_\_

**Check your UF email everyday before class in case I need to cancel class!**

### LECTURES, READINGS, AND ASSIGNMENTS

- Week 1 (Jan 6): Course Introduction and Nature of IPC
- Week 2 (Jan 13): Nature of Interpersonal Communication  
ch. 1
- Week 3 (Jan 20): (NO class Monday) Listening  
ch. 7
- Week 4 (Jan 27): Self Concept: Development and Maintenance  
ch. 3 **Extra Credit due Friday** (ch 1,3,4,7)
- Week 5 (Feb 3 ): M Perception  
ch. 4 W Pick Groups and Discuss Final Project  
F **Exam I on Friday** (covers chs 1,3,4,7)
- Week 6 (Feb 10): Relational Development all week  
ch. 9
- Week 7 (Feb 17): M Verbal versus Nonverbal Comm and Gesture  
ch. 5,6 W Gesture cont'd and Space  
F Work in groups (decide which 7 concepts from the book each person will do-need 21 different concepts)Email list to Dr. McCall  
**Bring textbook to class!!!!!!!**  
**Extra Credit for Exam II due Friday**  
(ch 2,5,6,9)
- Week 8 (Feb 24): M Touch and Decide Nonverbal Activity  
- W Nonverbal activity around campus (come to class the last 15 minutes of class to share your experiences)  
F Activity
- Week 9 (Mar 2) NO CLASS SPRING BREAK
- Week 10 (Mar 9): M Culture and discuss Intercultural Paper  
ch. 2 W Group Work/Activity  
F **Exam 2 Friday (covers chs 2,5,6,9)**

- Week 11 (Mar 16): M Intimacy Barriers  
W Intimacy and Communication Climate
- Ch. 11 F **Intercultural paper due Friday** (Bring hard copy to class and email your TA a copy the night before). In class, everyone take turns describing the person they interviewed and the cultural differences they found.
- Week 12 (Mar 23): M Conflict and Negotiation  
ch. 10 **Monday Extra credit for Exam III is due (ch. 10,11,12)**  
W Conflict and Negotiation  
F Healthy Communication and Work in groups
- Week 13 (Mar 30): M **(Turn in typed checklist of specific Concepts-First Draft-see syllabus for an example)** Conflict and Negotiation Activity  
ch. 12 W Finances and Interpersonal Relationships  
F Finances and Interpersonal Relationships cont'd
- Week 14 (Apr 6): M Activity Relationship Advice-Ask relationship questions.  
W **Exam III (covers (ch. 10,11,12))**  
F Group Work- All work must be finished today!  
Run through for group project

For Final Group Projects, make sure every group comes in with its **typed checklist of specific concepts, listed in the exact same order as they will be presented throughout the class period.** I use this as my grade sheet. If concepts are out of order, or missing, I take points off for those errors.

- Week 15 (Apr 13):  
M Groups 1 & 2  
W Groups 3 & 4  
F Groups 5 & 6

- Week 16 (Apr 20):  
M Groups 7 & 8  
W Last day of class activity  
F No class-Reading Day

There is no exam during final exam week. Your last test is exam III.

Extra Credit: No Late Extra Credit Accepted

**Type** 25 questions **FROM THE BOOK.** (NOT from lecture).

Use multiple choice, true/false, and matching types of questions.

**Include a separate answer sheet. Include the page number** from the book where you found the information.

**Application questions are the type of question I use most often.** Example:

1. Cliffy and Muffy are holding hands. This is an example of haptics.

A. TRUE                      B. FALSE

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Test 1 Answer Sheet  
Question 1. A-True

**You must turn in a TYPED hard copy to me on the day it is due** AND you must email it to your TA by 9 Am the day it is due (but recommend the night before so you don't forget it). When you email it to the TA you must in the **subject heading** write **Your Name, Attendance Number, and Extra Credit 1** (or whatever the assignment is). You are emailing it to your TA for two reasons: 1) in case you can't make it to class it won't be late and 2) your TA will merge all the extra credit questions into one document and send it out to everyone who turned in extra credit to the TA. You can turn in extra credit via email to your TA early (I recommend the night before it is due in case you get sick, miss the bus, etc).

If you are smart, email a copy to yourself so you can run and print a copy in case you forget it the day it is due.

Explanation of Assignments:

### **Intercultural paper:**

You are expected to turn in a 2-3 page **typed** paper. Interview someone from a different culture than your own for 45 minutes and discuss how communication is different. Use concepts discussed in the book in chapters 2 (p 43-50) and ch 6. Compare and contrast how your culture is different from the other person's through out the paragraphs expected below.

In the first paragraph, discuss why the person you interviewed feels part of a certain culture. The next five paragraphs should cover the five cultural norms discussed in chapter 2 (p 43-48). For example, the second paragraph would cover low versus high context, the third would cover individualism vs collectivism, the fourth would cover power distance the fifth would cover uncertainty avoidance and the sixth would cover achievement versus nurturing. The last paragraph should include any nonverbal differences and any other interesting information you found. The paper is worth 15 points. It is graded as either 15 points (great job) or 0 points (poor job and/or late).NO LATE PAPERS ACCEPTED.

## Group Project:

At the end of the semester each group is to take a maximum of 20 minutes to demonstrate what has been learned over the course of the semester. Each group should demonstrate proficiency in one major area of concentration. (For example- One major area of concentration could be Relationship Development). The form of the project is up to each group. Be creative. Use combinations of skits, tv/you tube videos, game shows etc. to get your knowledge across to the audience. You are more than welcome to get the audience involved through games, etc. You are NOT allowed to lecture (for example, stand up and just give a definition of each concept). I have already done that this semester. Do something different!!!!!!! During each skit, or talk show etc, it is necessary to both show the concept and then tell the audience how what they just saw was an example of the concept. You could have one person approach another person sitting on a bench and sit way too close. The narrator (or interpersonal wizard) could freeze the scene and say, "That was a violation of intimate space. Only people who know each other very well should sit 0-18 inches apart. Poor Muffy is really making a bad impression on Cliffy by sitting so close. See how Cliffy's face and body language show how uncomfortable he is? Okay, back to Cliffy and Muffy." You must stop and explain after each concept. So you will stop 21 times. Do NOT try to show two concepts at once. **Have a different example for EACH concept.** It makes it less confusing for your audience. In other words, if your theme is conflict, do not have 21 skits about whether the toilet paper roll should be placed over or under. Have 21 different conflict scenarios- only one of which is about toilet paper for example.

### **Typed list of specific concepts-First and Final Draft:**

The check list of concepts should be easy for me to quickly check that you have correctly demonstrated the concept. Make the font size at least 14. Actually put a box for me to check in front of each concept, number each concept from 1-21 and bold the concept. Underneath and tabbed to the right I want three items 1)DEF-a brief definition 2)SHOW ME- tell me how you are specifically going to show the concept (be detailed!!!! Do not just give me a you tube address, explain in detail what I would see/hear) and 3) EXPLANATION- write how you are going to explain to the audience how what they just saw/heard showed your concept (again be detailed). It is better to have too much than too little. A sample entry is below (it needs a box in front of the number one but I don't know how to make the computer make one!)

#### **1. Intimate Distance** (Muffaboo)

**DEF-** Use of space 0-18 inches, usually reserved for people in a very intimate relationship.

**SHOW ME-** Muffy says, "Hello Boyfriend!" She smiles as she approaches Cliffy who is sitting on a bench. Cliffy responds, "Hello Girlfriend!" and pats the space right next to him on the bench. She sits five inches away from him and they smile at each other.

**EXPLANATION-** This is an example of intimate distance.

Intimate distance is 0-18 inches and used by people in an intimate relationship. Cliffy and Muffy have

identified they are in a close relationship by calling each other "girlfriend" and "boyfriend." Muffy sat within five inches of Cliffy and based on both of their smiling faces, this was appropriate use of intimate interpersonal distance.

What **NOT To Do** on your group checklist:

Intimate Distance

Def how people use space

Show me seinfeld video [www.youtube.com/13889](http://www.youtube.com/13889)

Explanation video showed intimate distance

### **While Presenting Your Group Project:**

1) Each group member may have info written on **one side of half of an 8 by 11 piece of paper** . **Failure to comply will result in 20 points being subtracted from your individual group grade!!** (for example, if your group earns 90 points, but you use the entire 8 by 11 piece of paper, your grade will drop to a 70!!! You are not allowed to read powerpoint slides. Even if playing the role of someone who would normally read off of cue cards, you are NOT allowed to read! If you are doing a game show and you use powerpoint slides, the audience may read the slides, but you may not. **Failure to comply will result in 20 points being subtracted from your individual group grade!**

2) **You must identify for the audience every concept covered EXACTLY when it occurs.** Do this through a power point slide for each concept or write it on your video screen. You cannot put up a power point slide with more than one concept written on it. You **cannot present two concepts at the same time.** You will stop 21 times and explain what we just saw. **All concepts must come from the textbook.** If you do a recorded video, show the skit, then pause and in class do the explanation (on your screen should be the name of the concept and the definition). So you will play, stop, explain, 21 times.

3) **On the day of your group speech-Each group must also turn in a typed sheet that has each concept in the order it will be demonstrated (a checklist). Be detailed!** This is the sheet I will use to grade you. Make sure you do not switch the order of the concepts or leave one out during your presentation or points will be deducted. Remember to be detailed!

**Make sure at the top of the checklist you write your *Group Number, Everyone's Name and Attendance Number and Your Topic.***

4) **Your group must go on the day you are assigned.** Be prepared to go even if a group member does not show up. I cannot grade you without a grade sheet, so make sure you do not rely on just one person to bring this the day you are to present.

**EVERYONE SHOULD BRING A COPY OF THE CHECKLIST IN CASE NO ONE ELSE SHOWS UP**

**OR IS LATE.**

Again, email the check list to everyone's account so in case only one person shows up, he/she has access to print the checklist. Any class time used to print the checklist will be deducted from your group time. So if you take 10 minutes to get a copy made, your group will only have 10 minutes to present all 21 concepts. In case of equipment failure, make sure you can do your assignment without powerpoint, or showing your video and/or make sure you can explain your video clips even if we can't see the video clips in class.

5) DO NOT READ ANYTHING!!!! Not your half sheet, not the computer screen, NOTHING!!! You can use your half sheet to prompt you, but do not read it. If you record a video, do not read from sheets of paper on screen or off screen. You will lose 20 points off the group grade.

6) Your group presentation can be less than 20 minutes, but you will be stopped at exactly 20 minutes. No credit will be given for any material you ran out of time for and could not say.

SPC 2300 INTRODUCTION TO INTERPERSONAL COMMUNICATION  
Departmental Syllabus

Course Description:

You engage in interpersonal transactions with many different people on a daily basis. Arguing with your roommate, discussing Gator sports with your friends, or asking someone out on a date are all examples of interpersonal communication. Your ability to communicate with different people (i.e. strangers, friends, lovers) in different contexts (i.e. home, school, work) will increase your ability to achieve a variety of goals (such as making friends, getting a raise at work, etc). In this course, you will learn what interpersonal communication is, how to analyze different aspects of interpersonal communication, and how to improve your interpersonal communication skills.

Required Text Book:

Adler, R., Rosenfeld, L., and Proctor, R. (2015). Interplay: The Process of Interpersonal Communication. New York: Oxford University Press (13<sup>th</sup> Edition). Students are responsible for all assigned readings as well as any supplemental materials provided by your instructor.

Semester Schedule:

This schedule includes university holidays and drop deadlines. See your instructor's addendum for the day to day schedule of readings and assignments..

|             |                         |
|-------------|-------------------------|
| January 20  | MLK Day-No Classes      |
| March 2-6   | Spring Break-No Classes |
| April 10    | Last Day to Drop        |
| April 21,22 | Last Day of Classes     |

Course Requirements:

|                              |                     |
|------------------------------|---------------------|
| Exam One                     | 100 points          |
| Exam Two                     | 100 points          |
| Exam Three                   | 100 points          |
| Final Project                | 100 points          |
| Intercultural Paper          | 15 points           |
| Attendance and Participation | 85 points           |
| <hr/>                        |                     |
|                              | 500 points possible |

Possible Extra Credit Points                      10 points  
(See Instructor's addendum)

Point System

A =93-100%    Or 465-500 points

A-=90-92 %    Or 450-464

B+=87-89%    Or 435-449

B=83-86%      Or 415-434

B-=80-82%    Or 400-414

C+=77-79%    Or 385-399

C =73-76%    Or 365-384

C-=70-72%    Or 350-364

Course Policies and Assignments: (Please see your instructor's addendum for additional policies and information)

**Attendance and Participation:** A combination of lecture, discussion, and exercises are necessary to understand and analyze interpersonal communication. Thus, attendance and participation are mandatory! Three days (or hours in Tues/Thurs classes) of absences are allowed throughout the semester. These are to be used for illness, death in the family, etc. You do NOT get three days (hours) to miss class to have fun and then get three days (hours) excused for illness. Each day (hour) missed for whatever reason counts as an absence. Use your three days (hours) wisely. For each day (hour) past the third that you miss, 20 POINTS will be DEDUCTED from your 85 points. So if you miss three days(hours), your attendance grade is 85. If you miss four days (hours), your attendance grade is an 65, and so on. Once all the points have been deducted from your attendance grade, any remaining points that need to be deducted will be deducted from your final point total in the class.

During each class, attendance will be recorded. **YOU are responsible for making sure you sign the attendance sheet.** If you do not sign the attendance sheet during the class period in which it is being circulated, you will be counted as absent. **Your signature on the attendance sheet is THE ONLY way to get attendance credit. This is a departmental policy we enforce.** Thus, if on Monday you forget to sign the sheet, do not come to the instructor the next

class period and ask him/her to put you on the attendance sheet. That will count as one of your absences even though your instructor may have talked to you in class or you turned in a paper or took an exam. PLEASE ask for the attendance sheet if it does not make it to you. **Remember, signing your name is YOUR responsibility.**

Arriving late or leaving early will result in a late mark. THREE LATE MARKS = 1 ABSENCE!! Remember if you are late or if you plan to leave early, sign the attendance sheet! You must be in class at least 40 minutes for each 50 minute segment to get credit for being in class for that 50 minute block. Being in class 39 minutes or less per 50 minute block is equivalent to an absence!!!

**Missing and Making up an assignment:** You cannot turn in your intercultural paper late. You cannot miss your group project. If you miss one exam, you will have **24 points deducted off the grade you earn.** You only have one week to make up an exam during your instructor's office hours. Failure on your part to reschedule the exam within one week will result in a grade of a 0. You can only miss one exam and have points deducted. **If you miss more than one exam, your grade will be a 0.**

**Assignments for the Intercultural Paper, Participation Points, and the Final Project:** These assignments are determined by each instructor. Please review your instructor's addendum for a complete explanation of each assignment.

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact

1. [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

### **Students with Disabilities**

"Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565),

1. [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations. Students with disabilities should follow this procedure as early as possible in the semester."

Problems or Concerns- If you have any questions or concerns regarding this course, please first see your instructor. If you need additional help, please contact Dr. Kim McCall



at mccall@ufl.edu.