Introduction to Interpersonal Communication Skills
SPC 2300 – Spring 2021

Instructor: Dr. Stephanie M. Webster (swebster@ufl.edu)
Teaching Assistant: Rachel O'Neal (roneal@ufl.edu) - Rachel should be your first point of contact in the class. Feel free to 'cc me on all emails though.
Office: On Zoom.
Office Hours: Mondays 12:30pm-3:30pm via Zoom (link on canvas)
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Website: http://lss.at.ufl.edu - follow sign in for elearning

**Read this syllabus carefully. I know it's long, but it will help you be successful in this class.

I. Course Description

You engage in interpersonal transactions with many different people on a daily basis. Negotiating with a colleague, making small talk with a potential client, discussing Gator sports with your friends, communicating with family, or asking someone out on a date are all examples of interpersonal communication. Your ability to communicate with different people in different contexts will increase your ability to achieve goals (such as getting a raise at work or securing a donation for a program). In this course, you will learn what interpersonal communication is, how to analyze different aspects of it, and how to improve your own skills. We will cover topics such as communication and self-concept, perception, language, culture, nonverbal communication, conflict management, and listening. An added bonus of this online version is that you will also begin to master the ability to effectively communicate in web conferencing – a reality of our increasing global world.

I will oversee our course. I've worked to create assignments and lectures that bring the concepts in the text alive. Your TA, Rachel O'Neal will be in charge of grading and answering your questions. She should be your first point of contact regarding grading. You are welcome to 'cc me on emails though. When it comes to accommodations or missed work, please contact me directly.

II. Student Learning Outcomes

The purpose of this course is to help students (1) acquire and apply knowledge that demonstrates effective intrapersonal (self) and interpersonal (relational pair or small group) communication in various contexts, (2) demonstrate sensitivity to gender and intercultural differences in communication, and (3) analyze behavior (by understanding perception, language, self-disclosure and emotions).

III. Required Text:
Adler, R., Rosenfeld, L., & Proctor, R. (2015). Interplay: The Process of Interpersonal Communication. New York: Oxford University Press (13th Edition). You might decide to go to just get the ebook in order to quickly access the text for your discussion boards.

Students are responsible for all assigned readings as well as any supplemental materials noted in Canvas.

IV. Course Requirements:

2 Exams (150 each)	300 points
Movie and lecture project	300 points
Intercultural Paper	120 points
Participation (discussion boards)	280 points
	_____
	1000 points

Intercultural Paper: 120 points
Turn in a 2 page typed paper. Interview someone from a different culture than your own for 45 minutes and discuss how communication varies for that culture (see details in canvas guidelines). Use concepts discussed in the book in chapter 2.

Movie and a Lecture Project: 300 points
Students will do a 10-minute Movie and a Lecture presentation of their own. (Starting at Module 3, the instructor uses 'Movie and a Lecture' to highlight material in that chapter. You can get an idea of what you will do with these). Select a movie (rated G, PG, or R) and use the movie to illustrate several key concepts in the chapter you were assigned to (see all guidelines on canvas)
   1) Upload your video, outline, and ppt to canvas under Assignments.
   2) Winning videos will earn 20 points extra credit and serve for the Movie and a Lecture for the last 3 chapters in the class. Information in these winning videos is fair game for the chapter quizzes that week. These videos will get posted in your modules under 'watch.'

Discussion Boards: 280 points
Each module has opportunities for you to increase your interpersonal and intrapersonal communication skills through:

> ***Please view guidelines for substantive posts and netiquette prior to submitting your assignments.**

Exams (300 points)

There will be 2 exams (150 points each) to help you demonstrate your mastery of the material in your text and from the 'movie and a lecture' videos. These tests will include multiple choice, and true/false questions. Questions will be primarily based upon the chapters in your textbook; however, you will see some questions from the Movie and a

Lecture videos. Quizzes close on the due date mentioned at 11:59pm. They open 24 hours before that due date. Be sure to start them early enough to allow yourself the full allotted time to finish. For example, you don't want to sign on 5 minutes before the deadline or you will only get 5 minutes to finish. If you have accommodations from the DRC for extra time, please plan accordingly.

You will need to register with Honor lock prior to the exams.

Grading Scale

A	93-100%	930-1000 points	C	73-76%	730-769
A-	90-92%	900-929	C-	70-72%	700-729
B+	87-89%	870-899	D+	67-69%	670-699
B	83-86%	830-869	D	63-66%	630-669
B-	80-82%	800-829	D-	60-62%	600-629
C+	77-79%	770-799	E	0-59%	0-599

Confidentiality – Given the personal nature of discussion that can arise in a class like this, it is important that you honor the privacy of your classmates. Please refrain from mentioning any names or identifying information when discussing this class – and assume that most personal info could be identifying. It has happened in the prior classes that someone has been walking down a hall and heard their life story being told among strangers. We cannot guarantee confidentiality, so you are always free to choose the level of disclosure most comfortable to you. However, by staying in this class, you are agreeing to abide by the rules of anonymity described above.

Student Conduct in the Online Class
Students are expected to behave professionally an in compliance with the UF Student Code of Conduct. This rule includes all discussion board posts, peer reviews, and emails with the instructor. This class is a good opportunity to get used to engaging privacy and proper netiquette.

Honor Code: All submitted work, written or oral (including exams), will be the student's personal, original work, with credit being given to sources used. Plagiarism, signing in another student, and other forms of dishonesty are grounds for failure of this course and referral to the University Judicial process.

Accommodations: Please inform me if I can do anything to make sure physical circumstances don't get in the way of your work. UF's official statement on ADA issues includes: "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation." I'd appreciate your paperwork, or notification that it is coming, in the first week of class.

Grade Disputes: If you dispute the grade you receive for an assignment, you may request to have it re-graded by Dr. Webster. First though, you should meet with your TA to discuss the grade you received to be sure you understand the rationale for your grade. Following that meeting, if you still wish to dispute the grade, you may email Dr. Webster (swebster@ufl.edu) to request that your assignment be re-graded. If you request this re-grade, the second grade will stand, regardless of whether it is higher or lower than the original score. You may request re-grading up to one week after an assignment has been returned. We will not consider requests after this time.

Assistance with Technology: If you need assistance with technology, see the link in the Start Here Module called 'What to do if you have technical problems.' When you contact the UF Help Desk, **the most knowledgeable staff is only on duty from 9-5 EST.** If you call other than those hours, the person might start a ticket for you, but may not be able to help you immediately. I can answer questions about the class, but any trouble with uploading or functioning of the website is best handled by the UF Help Desk. If you have technical problems on a deadline, take a screen shot of the problem and contact the help desk immediately. Having a ticket with the helpdesk will not guarantee that you will avoid penalty points because <mark>you should start all work well in advance to avoid technical issues</mark>.

Attendance Policy
Attendance will be marked by your weekly 'participation' in assignments. Students should log on to the class several times a week and complete the work on the 'Schedule of Topics' that is due each week.

Late/Missing Work
This online course is a "Modified" self-paced course. Modified self-paced means there are general deadlines within the semester. You will be at a disadvantage if you fall behind in your work.

I cannot allow students to submit large amounts of work for grading at a time. However, many assignments will open early. You can work ahead, but not back. Note that canvas has a **'due'** date and an **'available until'** date. **The 'due' date is when you must have the work in for full credit.** 'Available until' just means this is the date you can turn the work in with penalty points. Please not that discussion boards cannot be submitted late for a penalty (as noted below).

All work must be submitted within Canvas. You may not submit work via links to any external sites. The only exception is the Movie and a Lecture assignment, which can be submitted via youtube or voicethread (although, you will still submit the link to that site on canvas). It is the student's responsibility to learn the technology on Canvas. Any work submitted outside of canvas will receive a zero.

Here are the penalties for late work:

1) <u>Malfunctioning videos</u>:
    a. If your video file cannot be opened, your assignment will receive a zero. If you submit your video by youtube, please check your links and make sure they work. Remember that I do not open every video the day it is submitted. <u>It is not my responsibility to inform you that your link does not work.</u> Broken links receive a zero and are not considered 'late' work.

2) <u>Late assignments</u>:
    Discussion boards and exams will not be accepted late without documentation for an emergency.

    The Movie and a Lecture project can be submitted late for a late penalty of 10% per day late.

    The Intercultural project can also be submitted late for a penalty of 15% per day late.

    Late peer reviews on discussion boards can reduce that assignment by ½.

    a. Issues with technology is not an acceptable excuse for late work. You should always try to upload your work long before the deadline. In particular, if you know you are traveling, or there is a storm, you should anticipate issues and work ahead. This is a professional world skill for interpersonal success, and my goal is to help you shape those skills.

    b. Not realizing something was due, or not being able to find a video, are not acceptable excuses for late work.
    c. If you have a job, you should consult your schedule during the drop/add period and determine if you are able to commit to this class. For exams, you can complete them a full 24 hours in advance of the deadline; thus having to work is not an acceptable excuse.

    **Keeping this online class after drop/add is your commitment to completing the work as assigned. Successful students and future professionals start assignments early so they have time to compensate for obstacles, and they find solutions rather than problems.

My Expectations
Be proactive. Online classes are definitely **NOT** easier than traditional classes. Because of the amount of reading required, online classes can be more time consuming. Successful students can expect to commit 3 hours per week to lecture and 6-9 hours per week on reading and other assignments. The good thing is you can do the work at any hour of the day convenient for you.

Tips to orient you early/help you manage time:

Not all modules include a lecture. To encourage you to use multiple ways of learning, other tools are incorporated (blogs, youtube videos, and the text). You will find recorded lectures (after the welcome video) for chapters 3-8. To help the material come alive, these lectures are based upon a movie.

Peer Reviews. In online classes, we like to encourage you to interact with each other and not just submit documents of your own. Thus, some discussion boards require a peer response back on the discussion board. Pay attention to what your assignment description is telling you. Peer reviews are due within 48 hours from the assignment's deadline. Remember to do them. If your grade on an assignment is changed and you are wondering why, it might be that you didn't complete the peer review.

Tracking. You have 1 assignment (in the chapter on Listening (ch. 7 located in Module 9) that requires you to track information over 3 days. Be careful to start that assignment early.

Your Movie and a Lecture project is worth starting early. This will allow you to work out any kinks in recording. It is a huge part of your grade. I encourage you to break up that project into manageable components for you, while also leaving time to overcome any uploading issues. Trouble with internet speed/uploading will not be an acceptable excuse for late work on this task.

Schedule of Topics

(I've posted the major assignments below, but not the smaller discussion board posts. You can find all deadlines under 'Assignments.')

Jan 11-15	Course Orientation
Jan 18-22	Modules 1 and 2
Jan 25-29	Module 2 (cont) - Intercultural Paper Due
Feb 1-5	Modules 3 and 4
Feb 8-12	Module 4 (cont) and Mod 5
Feb 15-19	Module 5 (cont) and Mod 6
Feb 22-26	Module 6 (cont) and Mod 7
Mar 1-5	Module 7 Movie and Lecture Due this week, and start Mod 8
Mar 8-12	Modules 8 Midterm Exam and Mod 9

Mar 15-19	Module 10
Mar 22-26	Module 11
Mar 29-April 2	Module 12
April 5-9	Module 13
April 12-16	Module 14
April 19-21	Module 15 Final Exam

Good approach to canvas:
- View 'home' and you will see the modules in the center of the page. Work through these in the order following the 'schedule of topics' in the syllabus link. Modules represent a 'classroom' with all readings, videos, assignments, and resources for that chapter. Since we don't meet physically, the module gives you a variety of tools to help you master that information.

  - **You must view every item in Module 0 before the computer will allow you to open other modules.

- If you need to find something specific, consider clicking right on the 'assignment' link or 'discussion' link to quickly reach the topic.

- If you view 'course stream' from time to time, you can see announcements or new information.

- Notice that you can adjust your settings to receive notifications of almost everything that happens on canvas. In particular, I recommend regularly checking announcements.

- There is a canvas tutorial in your first module. Remember, it is your responsibility to take time to get familiar with canvas.

**If you are having technical problems, make sure you follow instructions for technical problems before writing me. The UF helpdesk has more ability to view your screen and be helpful about computer glitches because that is their expertise.

Procedure for Honorlock (must complete before both exams)

Prior to test start, you will need the following:

● Government issued photo ID (or Student photo ID).
● Working camera and microphone.
● Stable internet connection.
● Google Chrome browser (https://chrome.com).

During the test:
The online testing environment should mimic the 'in class' testing environment, and has following guidelines:

Testing Area :
● Sit at a clean desk or table (not on a bed or couch)
● Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
● Ensure your desk or table is cleared of all other materials.
● If prompted to do a room scan, be sure to include your work area. Make sure to do a complete 360 degree rotation of your room, then show your work space. Partial scans and/or failure to show your work space may be flagged during the proctoring review.
● Make sure your laptop is fully charged, or keep the charger within arm's reach.

The following items/actions are not permitted:
● No writing visible on desk or on walls.
● No websites other than Canvas and the Honorlock proctoring extension should be used or open while taking a proctored exam.
● Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
● Make sure music/televisions are not playing in the background.
● Communication or receiving assistance from others is not permitted during a proctored assessment. Exceptions: contacting Honorlock support or your institution's help desk.
● No other persons except the test-taker should be in the room during testing.
● Using a phone or any other electronic device, other than your test-taking device, is not permitted.
● Remain visible in the web camera during the entire duration of the exam.
● Leaving the room during the testing period is not permitted.
● You must not take the computer into another room to finish testing (exam must be
completed in the same room the "Exam Environment View" is completed in).
● Headphones or smart watches are not permitted.
● Dual monitors are not permitted.

Questions? Contact Honorlock support at (844) 243-2500