

Syllabus SPC 2300 – Introduction to Interpersonal Communication – Spring 2024

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See Canvas for more contact information.

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.

When I was in college, this was my favorite class! I hope you fall in love with the material and the ability to apply the concepts and see change in yourself and your interpersonal interactions. I think this class resonated with me so much because I could understand and relate to the material, but also, because I could apply everything I learned. You will get the most out of this class if you check the announcements every day and have fun completing the discussion posts and replies every week. Also, after the intro posts, reach out to one or more of your classmates and ask for a buddy to check each other's YouTube links. Broken links/links that don't open, earn a grade of zero points. So, if you don't have someone else check your YouTube link, you could lose from 30 to 250 points. Don't let that happen to you, especially for the Educational/Entertaining Video Project which is worth 250 points. Make sure you work ahead, and I suggest you turn in all assignments a few days early, because I am very strict about deadlines, and you cannot pass the class if you fall behind. If you turn in assignments early/on time and do the quality UF level of work that is expected of you, then you will do fine in this course. I personally found the book fascinating, and I hope you do too! Plus, I cannot wait to see your Educational/Entertaining Video Projects to see how creative you can be.

I will oversee our course. Most of my work is behind the scenes, but I am always here to monitor the progress of the class and to send announcements to remind you when work is due. If you have accommodations, please email me directly.

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).

Required Text

Adler, R., Rosenfeld, L., & Proctor, R. (2020). *Interplay: The Process of Interpersonal Communication*. New York: Oxford University Press (15th 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.

Textbook must be obtained by Sunday, **January 14, 2024** in order to complete all readings and assignments. No extensions will be given.

Course Requirements

3 Exams	300 points (100 points each)	30% of your final grade
Educ/Entertaining Video	250 points	25% of your final grade
Intercultural Paper	120 points	12% of your final grade
Participation (discussion boards and other assignments)	330 points	33% of your final grade
Total:	1000 points	100%

Completion of Exams, and both the Intercultural Paper and the Educ/Entertaining Video Project are required by Certain Dates to Pass the Course

To pass this course, you are not allowed to wait until the end of the semester to submit work. You must complete all 3 Exams by the due date *(unless you have an Accommodation from the Dean of Students Office). If you are late turning in your Intercultural Paper and/or your Educ/Entertaining Video Project you can only turn in those assignments no later than one week past the due date for zero points, or you will earn an E in the class. If you submit either of those two assignments late for zero points, no later than one week past the due date, those assignments must be quality work (would have earned a C or above) or you will earn an E in the class. Thus, regardless of the total points earned in the class, if you do not turn in quality work for both the Intercultural Paper and the Educ/Entertaining Video Project no later than one week past the due date (even though you will earn zero points), you cannot pass this class. For the video project, you MUST include the video AND the checklists for this assignment to be considered 100% complete. No exceptions.

Make sure you keep up with all assignment due dates throughout the semester. You cannot submit late work at the end of the semester and pass the class. Please note the last day to drop the course and drop before/by that date if you know you cannot pass the class.

LATE ASSIGNMENTS: Late assignments or make-ups will not be permitted without a University approved absence.

LATE POLICY: Assignments not turned in on the due date are considered late. There is a one-week (7 calendar days) grace period to turn in late assignments for partial credit, after which, your work will not be accepted, and you will receive a zero for that assignment. The penalty for late assignments turned in during the grace period is as follows:

- Minus 1 point per day for assignments up to 30 points.
- Minus 2 points per day for assignments from 31-100 points.
- Minus 3 points per day for assignments from 101 – 200 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 assignment). Use concepts discussed in the book in chapter 3 and chapter 7.

Educational/Entertaining Video Project: 250 points

Students will do an 8–10-minute creative video that demonstrates five concepts that I assign you. You must follow very specific directions on what to record, and the sequence of required items. See the Educational/Entertaining Video Project for the requirements and directions. All videos must be uploaded to YouTube and then upload the YouTube link to two places. Again, see the Assignment for the details. At the very bottom of the assignment, you can open a document that has creative projects for inspiration.

- Upload your YouTube video link, quick concept list, and detailed concept checklist to canvas under both Assignment and the correct chapter Discussion Board.
- Projects submitted under each chapter Discussion Board (Chapters 10-13) will serve as the review for some of the material in those 4 chapters.

Discussion Boards and Other assignments: 330 points

Each module has opportunities for you to increase your interpersonal and intrapersonal communication skills through discussions and other assignments with your classmates.

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

Exams: 300 points

There will be 3 exams (100 points each) to help you demonstrate your mastery of the material in your text and from the lecture videos. The first two exams cover 3 chapters, and the last exam covers 7 chapters. These tests will include multiple choice, and true/false questions. Questions will be primarily based upon the chapters in your textbook; however, you may see a few questions from the Lecture videos. Exams close on the due date at 11:59 PM EST. 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 Honorlock prior to the exams.**

Extra credit

There is only one extra credit opportunity available this semester. Extra credit is pinned to the top of the discussion Boards. It opens on the first day of class, therefore, you have plenty of time to complete the extra credit and no late extra credit will be accepted for any reason.

At the end of the semester, your total points determine your final grade based upon the grading scale below. Please note that you must pass the class with a C, not a C-. The Extra credit assignment is the only opportunity to earn points. If you know you cannot earn enough points to pass the class, please drop the class by/before the drop date.

Grading Scale

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
E	0-59%

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. Please don't say things such as "my roommate," or "my current significant other," etc., as people in the class can find out who those people are. Instead say things such as, "I know someone who..." or "I once had

someone say to me..." Unfortunately, it has happened in a prior class 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 and 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 practice using privacy and proper netiquette.

Recordings: You have one recording you make in this class. You must record your Educational/Entertaining Video Project Assignment and upload it to YouTube and share the link.

Honor Code

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/> (Links to an external site.)) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of in this class.

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

I'd appreciate your documentation from the DRC, or notification that it is coming, in the first week of class. Please email me at dnagy@ufl.edu if we need to discuss/clarify any of your accommodations.

*Note, in order to complete your Educational/Entertaining Video Project assignment, you will need to have the ability and the equipment to create a video.

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 ET**. 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 handled by the UF Help Desk.

Issues with technology, power/internet outages are not an acceptable excuse for late work even if you submit a ticket from the help desk. You should always try to upload your work long before the

deadline rather than that morning. Loss of power and/or internet connections happen and are NOT acceptable reasons for late work. Be proactive and upload days early. The UF Help Desk can take up to 24 hours to respond to your email, so work ahead.

In response to COVID-19, the following recommendations are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available and have been demonstrated to be safe and effective against the COVID-19 virus. Visit [One.ufl.edu](https://one.ufl.edu) for screening / testing and vaccination opportunities.
- If you are sick, stay home. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 to be evaluated.
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.

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 because you cannot go back and make up missed assignments.

However, many assignments will open the first day of class. You can work ahead, but not back. **I strongly encourage you to turn in all work at least three days early** so you can deal with any technical issues and do not run into issues with power/internet outages. 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' is for my administrative use. Turn in all of your assignments on time. There are no make ups for discussion boards or exams. Other assignments have large penalties deducted for each day late.

All work must be submitted within Canvas. You may not submit work via links to any external sites. The only exception is the Educational/Entertaining Video Project assignment and a few Discussion Board Posts which require a link to YouTube (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.

Penalties for Late Work

Malfunctioning YouTube videos

If your video file cannot be opened, your assignment will receive a zero. When you submit your video by YouTube, please check your links and make sure they work. You must change the YouTube default setting from "private" to "unlisted." If you don't, the link will always open for you, but not for anyone else. Get a buddy in the class and you should check each other's links to make sure they open/work. Remember that I do not open every video the day it is submitted. **It is not my responsibility to inform you that your link does not work.** **Broken links receive a zero** and are not considered 'late' work. If you submit a file format other than a YouTube link, **if I cannot open the link,**

you will earn a zero out of 250 points for the assignment. If I can open it, you will have **30 points deducted** from your grade **for using the incorrect file format.**

Late assignments

Discussion boards will not be accepted late.

Exams will not be accepted late *(unless you have an Accommodation Letter from the Dean of Students Office).

The Educational/Entertaining project can be submitted late for a late penalty of 50 points per day late.

The Intercultural project can also be submitted late for a penalty of 25 points per day late.

Peer replies on discussion boards will **not** be accepted late.

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.

Not realizing something was due, or not being able to find a video, are not acceptable excuses for late work.

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 to find solutions.

My Expectations

Be proactive. Online classes are definitely **NOT** easier than traditional classes. Because of the amount of reading required and Modules to work through, 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. Just make sure you work ahead and submit work early.

Heed my warning about not being able to pass this course if you do not complete all 3 Exams by the due date * (unless you have an Accommodation from the Dean of Students Office) and you must turn in your Intercultural Paper and your Educational/Entertaining Video Project for zero points no later than one week past the due date, or you will earn an "E" in the class. If you submit either of those two assignments late for zero points, no later than one week past the due date, those assignments must be quality work (would have earned a C or above) or you will earn an "E" in the class. Thus, regardless of the total points earned in the class, if you do not complete all 3 exams by the due date *(unless you have an Accommodation from the Dean of Students Office), and turn in quality work for both the Intercultural Paper and the Educational/Entertaining Video Project (even though you will earn zero points), no later than one week past the due date, you cannot pass this class. **No exceptions.**

If you are the type of student that finishes work before the deadline, and you successfully submit quality work, you will flourish in this class. As I said, this was my favorite class in college, and I hope you enjoy the material and enjoy getting to know a little more about one another in this class.

Tips to Orient You Early/Help You Manage Time

Peer Replies. In online classes, we like to encourage you to interact with each other and not just submit documents of your own. Thus, five discussion boards require a peer response back on the discussion board. Pay attention to what your assignment description tells you. Peer replies 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 replies. **Canvas will not send you a reminder to complete those peer reviews, so make sure you mark those dates in your calendar.**

Your Intercultural Paper requires you to start working on it the first week of class. You have to read chapter 3 and understand the concepts and be able to explain them to someone else. You also need to set up an interview (a Zoom interview is safer for both of you) with someone from a culture different from your own. Have a backup interview in place in case your first person gets sick, has an emergency, etc. Then, you need to type a 2-3-page paper with 7 specific paragraphs, formatted a specific way, by the end of Week 3.

Your Educational/Entertaining Video Project is worth starting early. Part of your grade is creativity, so allow plenty of time to think of creative/entertaining ways to show your five concepts, while staying within the specific guidelines listed for the project on the Assignment page. Starting early will also allow you to work out any issues while recording. This project 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.

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

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.
- 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' daily, 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 checking announcements every day so you do not miss important information.
- 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 contact the UF Help Desk and follow instructions for technical problems instead of writing to me. The UF helpdesk has more ability to view your screen and is helpful about computer glitches because that is their expertise.

Procedure for Honorlock (must complete before both exams)

Test information

Prior to the 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)
- The 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 clear 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 workspace. Partial scans and/or failure to show your workspace 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.
- Avoid looking away from the screen during the exam.

- Do not read the questions out loud during the exam.

Canvas Information & Technology

Discussions, assignments, and exams will be web based and submissions will occur electronically. If technology help is required, please contact the UF Help Desk at:

- helpdesk@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml> (Links to an external site.)

Any requests for make-ups due to technical issues **MUST** be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You **MUST** e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up. The instructor will decide on a case by case basis if a make-up is warranted/allowed.

Health and Wellness

- U Matter, We Care: If you or someone you know is **in distress**, please contact umatter@ufl.edu, **352-392-1575**, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call **352-392-1575** for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need or visit the Student Health Care Center website.
- Dean of Students Office: **If an emergency occurred and you need an accommodation**-please follow the directions at this website <https://care.dso.ufl.edu/instructor-notifications/>.
- University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

Other resources are available at <http://www.distance.ufl.edu/getting-help> (Links to an external site.)for:

- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> (Links to an external site.) to submit a complaint.

UF online/internet privacy statement: <http://privacy.ufl.edu/privacy-policies-and-procedures/onlineinternet-privacy-statement/> (Links to an external site.)

Contact Honorlock support at (844) 243-2500

UF Policies

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Disability Resource Center.

The Disability Resource Center will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Policy on Academic Conduct:

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Netiquette: Communication Courtesy: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

IPC Due Dates Fall 2023

Due by 11:59 PM EST

Course Summary:

Date 2024	Details	Due
Jan 14	Quiz Course Orientation and Syllabus Quiz	due by 11:59pm
Jan 14	Discussion Topic Module 1 Discussion	due by 11:59pm
Jan 16	Peer Response to Mod 1 Discussion	Due by 11:59 pm
Jan 21	Discussion Topic Module 2 Discussion	Due by 11:59pm
Jan 23	Peer Response to Mod 2 Discussion	due by 11:59pm
Jan 28	Discussion Topic Module 3 Discussion	due by 11:59pm
Jan 30	Peer Response to Mod 3 Discussion	due by 11:59pm
Feb 4	Assignment Intercultural Paper	due by 11:59pm

Date 2024	Details	Due
Feb 4	Quiz Exam 1	due by 11:59pm
Feb 11	Discussion Topic Module 4 Discussion:	due by 11:59pm
Feb 13	Peer Response to Mod 3 Discussion	due by 11:59pm
Feb 18	Discussion Topic Module 5 Discussion	due by 11:59pm
Feb 20	Peer Response to Mod 5 Discussion	due by 11:59pm
Feb 25	Discussion Topic Module 6 Discussion	due by 11:59pm
Feb 27	Peer Response to Mod 6 Discussion	due by 11:59pm
Mar 3	Discussion Topic Chapter 7 Discussion	due by 11:59pm
Mar 5	Peer Response to Mod 7 Discussion	due by 11:59pm
Mar 3	Quiz Exam 2	due by 11:59pm
Mar 17	Discussion Topic Module 8 Discussion	due by 11:59pm
Mar 19	Peer Response to Mod 8 Discussion	due by 11:59pm
Mar 24	Discussion Topic Module 9 Discussion	due by 11:59pm
Mar 26	Peer Response to Mod 9 Discussion	due by 11:59pm
Mar 31	Assignment Educational/Entertaining Video Project	due by 11:59pm
Mar 31	Discussion Topic Module 10 Discussion	due by 11:59pm
Apr 2	Peer Response to Mod 10 Discussion	due by 11:59pm
Apr 7	Discussion Topic Module 11 Discussion	due by 11:59pm
Apr 9	Peer Response to Mod 11 Discussion	due by 11:59pm

Date 2024	Details	Due
Apr 14	Discussion Topic Chapter 12	due by 11:59pm
Apr 16	Peer Response to Mod 12 Discussion	due by 11:59pm
Apr 21	Discussion Topic Chapter 13	Due by 11:59pm
Apr 23	Peer Response to Mod 13 Discussion	due by 11:59pm
Apr 26	Calendar Event University of Florida GatorEvals – Fall 2023	due by 11:59pm
Apr 26	Discussion Topic Extra Credit Assignment	due by 11:59pm
Apr 28	Quiz Exam 3	due by 11:59pm