COURSE INFORMATION

COURSE TITLE
COM 125—Interpersonal Communication

COURSE DESCRIPTION
Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

CREDIT HOURS
3

SUGGESTED PREREQUISITE KNOWLEDGE
There are no curriculum prerequisites for this course. However, all students are expected to read and write in English at the college level.

CCCOnline Course Policies
The CCCOnline Course Policies page contains information about the student’s role in the classroom, grading policies, and rights and responsibilities.
COURSE MATERIALS

All course reading material is available online and linked within the course site. You do not need to purchase any additional materials.

MINIMUM COMPUTER REQUIREMENTS

To complete this course, you will need regular access to a computer from which you can access the Internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a critical step, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, select Tools in the course NavBar, and then select System Check.

REQUIRED eText

MAIN eText


SOURCES OF OTHER COURSE READINGS


COURSE COMPETENCIES AND OUTCOMES

STUDENT COMPETENCIES

The competencies you will demonstrate in this course are as follows:

A. Distinguish the interpersonal communication context from other communication contexts.
B. Understand self-concept and its relationship to interpersonal communication.
C. Demonstrate an awareness of the effect of perception on interpersonal communication.
D. Critically evaluate and apply appropriate emotional expression in interpersonal interactions.
E. Demonstrate an understanding of the impact of language on relationships.
F. Demonstrate an understanding of the impact of nonverbal communication on relationships.
G. Demonstrate effective listening and response strategies.
H. Recognize and describe appropriate strategies for self-disclosure.
I. Analyze conflict situations, and propose approaches for conflict management and resolution.
J. Illustrate understanding of gender and cultural influences on interpersonal communication.
K. Recognize concepts of relationship dynamics.
L. Demonstrate understanding of the link between technology and interpersonal communication.

The module outcomes that will permit you to demonstrate course competencies are:

MODULE 1

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Define interpersonal communication.</td>
<td>A</td>
</tr>
<tr>
<td>2 Define self-concept.</td>
<td>B</td>
</tr>
<tr>
<td>3 Define perception.</td>
<td>C</td>
</tr>
<tr>
<td>4 Define the importance of interpersonal communication in a work and personal context.</td>
<td>A</td>
</tr>
<tr>
<td>5 Practice perception and self-concept in interpersonal communication.</td>
<td>C</td>
</tr>
<tr>
<td>6 Identify personal stumbling blocks to effective interpersonal communication.</td>
<td>B</td>
</tr>
<tr>
<td>7 Use technology in analysis of interpersonal communication.</td>
<td>L</td>
</tr>
</tbody>
</table>
MODULE 2

Outcomes
1. Define relationship dynamics.
2. Define gender and cultural differences.
3. Report how gender and culture can affect interpersonal communication.
5. Identify conflict resolution methods.
6. Practice conflict resolution.

Competencies
- K
- J
- J
- I
- I
- I

MODULE 3

Outcomes
1. Define listening.
2. Define self-disclosure.
3. Analyze appropriate and inappropriate self-disclosure.
4. Analyze self-disclosure in the workplace.
5. Consider differences in listening between genders.
6. Demonstrate good listening practices.
7. Identify good and bad listening habits.

Competencies
- G
- H
- H
- G
- J
- D
- G

MODULE 4

Outcomes
1. Define language.
2. Define nonverbal communication.
3. Apply culture to differences in language.
4. Apply gender to differences in language.
5. Determine the impact of nonverbal communication on relationships.
6. Practice effective nonverbal communication.

Competencies
- E
- F
- E, J
- E, J
- F
- F

MODULE 5

Outcomes
1. Review lessons learned earlier in the course.
2. Evaluate progress in improving interpersonal communication.

Competencies
- A, B, C, D, E, F, G, H, I, J, K, L
- C, D, E, F, G, I, J
**Grading and Evaluation**

**Methods**

Each module has three items to be turned in: two discussion boards and one assignment. While this may seem like a lot of work, please note that there is a great deal of overlap between assignments. Also, one of your discussion boards each week is based on your practice of the skills being covered in the course.

Evaluation is based on discussion board posts, discussion board participation, and assignments. This is a communication course; your ability to communicate in writing will be assessed. Please review the Writing Guide for more information on how your writing will be evaluated.

**Grading Policies**

This is a writing-intensive course. In this course you will have three different types of assignments each week:

1. A research-based discussion board on the topic of the module
2. A discussion board in which you report on your personal practice of interpersonal communication skills
3. An assignment about the module's topic that requires watching a video and doing research (Modules 1-4), or an assignment in which you reflect on your course experience (Module 5)

Please make sure to review the course Netiquette Guide for more information about appropriate discussion board language.

For all assignments, you should use spell-check and check grammar, as well as proofread your assignment before submitting it. Typos and errors will be counted against your grade.

**Deadlines**

Early submission is permitted. However, early submissions will not be graded until after the deadline for the assignment has passed. Late submissions will be considered for acceptance on a case-by-case basis; please contact the instructor.

**Communicating Difficulties/Absences**

It is your responsibility to contact the instructor in a timely manner if you become ill or have scheduling or computer problems that would keep you from participating in course activities for an entire week.
KEEP A COPY OF ALL SUBMISSIONS

Be sure to save copies of everything you send to the instructor, including both emails and assignments. Murphy's Law of the Computer seems to be that what can go wrong, will.

RUBRICS

Submissions will be graded using rubrics. You will be able to review grading feedback from the instructor in order to improve future submissions. Be sure to review the Rubrics posted in the Tools dropdown menu.

SUMMARY OF GRADING

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Discussion (1 @ 20 points)</td>
<td>20</td>
<td>2.0%</td>
</tr>
<tr>
<td>Research-Based Discussion Board (5 @ 35 points each)</td>
<td>175</td>
<td>17.5%</td>
</tr>
<tr>
<td>Practice Discussion Board (5 @ 35 points each)</td>
<td>175</td>
<td>17.5%</td>
</tr>
<tr>
<td>Assignment (4 @ 105 points each)</td>
<td>420</td>
<td>42%</td>
</tr>
<tr>
<td>Reflection Assignment (1 @ 210 points)</td>
<td>210</td>
<td>21%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Scale

A = 90 to 100%  B = 80 to 89%  C = 70 to 79%  D = 60 to 69%  F = 59% and below

DISCUSSIONS

1. Both discussion boards require you to offer substantial comments on the posts of classmates. “Nice job!” is not substantial.

2. Substantial comments mention the person's name, address a point made in his or her post, and continue or expand on that point by supporting your points with evidence from the readings to further the conversation.

3. For both discussion boards, you will have one main post and a minimum of two response posts to other students each module. Please note that you must write your main post on the discussion board before you will be able to view and comment on posts by other students.

4. See the grading Rubrics under the Tools dropdown menu for specific grading information.
RESEARCH-BASED DISCUSSION BOARD

1. Your tone for this discussion board post should be academic and professional in nature. You will have specific questions to answer each week.
2. The best way to lay out this discussion board is to divide your post into paragraphs by question. You can even put the question at the top of the paragraph to indicate that you are answering it. Also, doing so makes it less likely that you will forget to answer any of the questions.
3. You must use a minimum of three sources in your research discussion board posts.
4. All references should be cited in the body of the paper and included in a reference list. Use either APA Style to format the in-text citations and reference list. Need help with APA or MLA? Please refer to the CCCOnline APA Citation Toolkit.

PRACTICE DISCUSSION BOARD

1. This discussion board can be more conversational in tone, as it is personal to you. However, spelling and grammar still count! Also, "conversational" does not include the use of slang or swear words.
2. For your practice discussion board, you will also need to keep track of your practice in an ongoing Word document. You will post a copy of that file to the discussion board each week. Please see the Writing Guide for an example of how to format your document.
3. Part of your evaluation is to reflect on how you have improved your interpersonal communication skills and what you can do to continue improving them. Consider how improving your communication skills could improve your personal life and professional life.

ASSIGNMENTS

1. All assignments should be formatted in 12-point Times New Roman or Calibri font, with one-inch margins. Your name should appear on your paper.
2. See the grading Rubrics under the Tools dropdown menu for specific grading information.
ASSIGNMENT (MODULES 1-4)

1. Use the movie clip on the module’s Exploration page as a starting point for understanding the issues.
2. Use appropriate, relevant, and compelling content from your readings and research to build your written response.
3. A minimum of three sources should be used in your written assignment.
4. All references should be cited in the body of the paper and included in a reference list. Use either APA or MLA Style to format the in-text citations and reference list. Need help with APA or MLA? Please refer to the CCCOnline APA Citation Toolkit.
5. For the assignment, you will research terms and define them in your paper. You will also use examples from your own experience and your research to answer specific questions about the week’s topic, as well as answer questions about a movie clip you will view.
6. See the grading Rubrics under the Tools dropdown menu for specific grading information.

REFLECTION ASSIGNMENT (MODULE 5)

1. In your final assignment, you will reflect on the course and your experience. In your paper, make sure you answer all of the questions thoroughly.
2. Be sure to consider how interpersonal communication impacts your personal life and professional life. Reveal how your perspectives have been strengthened or changed through this experience.
3. Your reflection needs to demonstrate that you are able to apply knowledge learned in class for future self-improvement.
4. You should make explicit references to your prior learning from the discussion board, practice discussion boards, assignments, and grading feedback in your assignments.
5. In your paper, you must discuss at least one interpersonal skill from each of the first four modules.
6. Although you will use first person narrative in your paper, please make sure you maintain an academic tone throughout.
7. See the grading Rubrics under the Tools dropdown menu for specific grading information.
**WRITING ASSISTANCE**

If you need help with the writing assignments in this course, check out these tools, which may make the writing process a bit easier.

- [COM 125 Writing Guide](#)
- CCCOnline Library has created a writing guide that offers help with grammar and sentence structure, and offers tips for the writing process.
- This course requires the APA format when citing in-text citations and references.
COURSE SCHEDULE

The schedule is subject to change as needed.

This page summarizes all of the graded assignments, exams, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the module assignment pages. If you have questions, check there and/or send the instructor an email.

This course is not self-paced and is not open-exit. All assignments, papers, quizzes, discussions, etc., are to be completed by no later than 11:59 p.m. MST/MDT of the due date.

NOTE: Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the CCCOnline Calendar.

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<tr>
<th>MODULE 1</th>
<th>Reading/Assignments/Exams</th>
<th>Due Dates</th>
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</thead>
<tbody>
<tr>
<td>Icebreaker</td>
<td>Review and read materials in Exploration of Topic page and complete your assigned readings</td>
<td></td>
</tr>
<tr>
<td>Discussion Board: What Makes an Ideal Interpersonal Communicator?</td>
<td>Practice Discussion Board Main Post: Who Do You See in the Mirror?</td>
<td></td>
</tr>
<tr>
<td>Discussion Board Comments: What Makes an Ideal Interpersonal Communicator?</td>
<td>Practice Discussion Board Comments: Who Do You See in the Mirror?</td>
<td></td>
</tr>
<tr>
<td>Assignment: Picture Perfect</td>
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<tr>
<th>MODULE 2</th>
<th>Reading/Assignments/Exams</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and read materials in Exploration of Topic page and complete your assigned readings</td>
<td>Discussion Board Main Post: Fight or Flight?</td>
<td></td>
</tr>
<tr>
<td>Discussion Board Main Post: Improving YOUR Interpersonal Communication Skills</td>
<td>Discussion Board Comments: Fight or Flight?</td>
<td></td>
</tr>
<tr>
<td>Practice Discussion Board Main Post: Improving YOUR Interpersonal Communication Skills</td>
<td>Practice Discussion Board Comments: Improving YOUR Interpersonal Communication Skills</td>
<td></td>
</tr>
<tr>
<td>Assignment: Mars? Venus? Earth?</td>
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**Module 3**

**Reading/Assignments/Exams**
Review and read materials in Exploration of Topic page and complete your assigned readings
Discussion Board Main Post: Would You Call Yourself a Listener or a Talker?
Practice Discussion Board Main Post: Improving YOUR Interpersonal Communication Skills
Discussion Board Comments: Would You Call Yourself a Listener or a Talker?
Practice Discussion Board Comments: Improving YOUR Interpersonal Communication Skills
Assignment: Do You Hear What I Hear?

**Due Dates**

**Module 4**

**Reading/Assignments/Exams**
Review and read materials in Exploration of Topic page and complete your assigned readings
Discussion Board Main Post: Communicating Without Words
Practice Discussion Board Main Post: Improving YOUR Interpersonal Communication Skills
Discussion Board Comments: Communicating Without Words
Practice Discussion Board Comments: Improving YOUR Interpersonal Communication Skills
Assignment: What Are You Really Saying?

**Due Dates**

**Module 5**

**Reading/Assignments/Exams**
Review and read materials in Exploration of Topic page and complete your assigned readings
Discussion Board Main Post: Video Scavenger Hunt
Practice Discussion Board Main Post: Improving YOUR Interpersonal Communication Skills
Discussion Board Comments: Video Scavenger Hunt
Practice Discussion Board Comments: Improving YOUR Interpersonal Communication Skills
Assignment: Hindsight Is Always 20/20

**Due Dates**

Last modified 8/13/2019