



TEXAS A&M UNIVERSITY- SAN ANTONIO

INTERPERSONAL COMMUNICATION

Arts & Sciences

Syllabus Spring 2024

Syllabus Overview:

Your college syllabus is your road map to success. You should always keep your syllabus with your class notes AND REFER TO IT OFTEN. Please **CAREFULLY** review this syllabus. Your syllabus represents a binding agreement between you and your instructor. The instructor reserves the right to change this syllabus, *except for the grading scale and attendance policy*, anytime during the course. You will be notified of all changes via a Blackboard Announcement and forwarding email correspondence from your instructor.

Course Information:

Course Title: Interpersonal Communication

Course Number & Section Number: COM 1318-900

Credit Hours/Contact Hours: 3

Prerequisite/Co-requisite: None

Drop Deadline: The last day to drop this course without a grade penalty is **April 13th, 2024**.

Faculty Information:

Instructor: Courtney Bobb-Meilinger

Office Location: Mod C Room 101

Office Hours: Monday's 12:30 PM to 1:30 PM & Wednesday's 12:30 PM CST to 1:30 PM CST. This also includes if a student would like to do a Zoom meeting instead of a face-to-face meeting.

Email: cmeilinger@tamusa.edu Please make sure that you check the spelling of your instructor's name as you prepare, review, and submit any email correspondence. The misspelling of your instructor's name will affect your correspondence with your instructor. Additionally, please use your TAMUSA email account for ALL online communication with your instructor to ensure that your message is received. Phone number: 210-784-2808

Best time to contact outside of office hours: Thursday's 12:45 PM to 1:45 PM, please schedule your appointment by contacting me via email. Reminder this is an additional time frame that I may be available if the student follows the previously mentioned terms in which to contact me prior. But note, this time frame is also designated for faculty meetings or other administrative duties as well. Therefore, scheduling in advance is important. Please keep in mind that I do not check my email before 9:00 am or after 6:00 pm Monday through Friday (unless I have announced otherwise). Note that this does not mean that your instructor will not periodically check his/her email beyond that time frame. Lastly, if there is any class related information and or changes, you will be notified via email and through a Blackboard Announcement.

Course Description:

Interpersonal Communication enables students to analyze and practice communication in one-on-one relationships. Students will learn and evaluate basic interpersonal communication theories as well as learn about their personal communication strengths and weaknesses and be given opportunities to improve their

communication skills in both individual and group contexts. This course meets the standards for the Component Area Option category of course under the core curriculum.

Course Format:

This class incorporates a face-to-face learning environment with course responses and interaction through the usage of Blackboard. The online learning elements via Blackboard also include McGraw-Hill Connect which students purchase as their access code to course eBook. These elements consist of several forms of computer-mediated communication assignments and forums needed to supplement the course content (readings, video links, discussion questions, and assignments). Class will be held FACE-TO-FACE in the format of a lecture-based recitation on Wednesday's from 2:00 pm to 3:15 pm CST; with specific assignments and deadlines being addressed and highlighted in class. Please keep in mind that weekly course information is posted every Sunday between the hours of 5:00 pm and 9:00 pm CST. This post is called "Communication Sunday Reveal" and will inform the student about upcoming assignments and course materials.

Therefore, every Sunday (Communication Reveal), Tuesday Nights (Assignments are due by 11 PM CST), Wednesday (Class Meeting & New Week Folder Opens). Note your instructor will inform you if the course designation of face-to-face switches to online asynchronous on Blackboard due to extenuating circumstances. If that occurs, the course module will be altered for a temporary period. Thus, resulting in the class participating in group work, peer-evaluation, research assignments, or self-paced course related tasks online until further notice to return to the original course module of face-to-face.

Time allocated for assignments in Open Educational Resources (OER), McGraw-Hill Connect, assigned interactive educational apps and Blackboard may consist of two or more hours a week depending on the assignment. For example, as students prepare for various written assignments and a presentation in the course one's time on Open Educational Resources (OER), assigned interactive educational apps, McGraw-Hill Connect, and Blackboard will increase to more than two to three hours depending on a students' level of preparation, understanding of course expectations and retention of course materials.

All class meetings will be held face-to-face on Wednesday's at 2:00 pm to 3:15 pm CST in the Central Academic Building room 337. Due to this course having various formats of online engagement, please review our classes **Online Civility Code** below:

This class encourages critical thinking and the ability to perceive information, thoroughly analyze it, and then question problematic components of it. This means you are encouraged to question the course teachings, findings, etc. of both your instructor and fellow peers. Of course, this is to be done in an academically encouraging and respectful manner. We as a community and student body must come together to create an online environment that embraces "A&M-San Antonio as being reflective of its diverse and heritage rich community it serves." By no means will the following behaviors be tolerated or given credence during our online meetings: instances of personal attacks which include all racist, sexist, homophobic, ageist, etc. language and/or *comments. The act and or presence of an illegal substance or alcohol usage during our online meetings. If at any time you feel violated or uncomfortable about anything said, witnessed or discussed in class, please communicate those concerns with your instructor immediately.

*Note comments are considered to be both verbal and nonverbal (Blackboard Collaborate Chat messages, interactive educational apps, inappropriate images/post/emoticons shared with the class or individuals).

Student Learning Outcomes:

Upon successful completion of this course, the student will be able to:

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1. Understand the interplay between diverse cultures, communication, & our identity in both digital and face-to-face contexts.
2. Establish realistic self-awareness & self-appraisal by using various communication lenses.
3. Develop critical thinking skills through application of the communication process.
4. Identify differing perceptions in interpersonal relationships.
5. Compose effective messages using verbal & nonverbal communication.
6. Understand how their communication impacts their interpersonal relationships.
7. Practice active listening skills.
8. Identify effective conflict management skills.
9. Practice effective group communication.

Text, Technology, and additional materials

Text: INTERPERSONAL COMM (Connect Access) ISBN: 9781266291838

Technology: Students should have access to a reliable computer and Internet connection. This course will be using Blackboard on a day-to-day basis and thus a student should check their Blackboard page frequently for course updates and more. It is also recommended that each student have the appropriate hardware to back up their course materials (I.e., jump drive, email, etc...).

Technology concerns: If you are currently experiencing technological difficulties or various moments of inconsistent internet connection, please contact your instructor immediately. We are aware that living in these unprecedented times may unfortunately challenge the way in which a student can access their course materials. With that being said, it is the students' responsibility to contact their instructor in a timely manner to inform them of such changes that may drastically affect one's ability to successfully participate or engage in the course.

Additional Materials & Resources: Art Supplies & Note Cards (please wait for the instructor's comments regarding these materials or see Blackboard for more information once announced in class).

Course Overview

- 1) Culture & Gender
- 2) Communication & Self
- 3) Interpersonal Perception
- 4) Language
- 5) Verbal & Non-Verbal Communication
- 6) Emotions
- 7) Relationships (Friend, Family, Romantic & Other)
- 8) Conflict and Deceptive Communication

EVALUATION METHODS:

Test, 10%

Journal Readings, 10%

Dear Diary Project, 15%

Get Out of Your Feelings Discussion Boards, 20%

Class Activities & Participation, 20%

Drama Who Group Speech, 25%

Grade Breakdown

During the semester, your grade will be recorded under the column labeled Course Grade via the grade book on Blackboard. In this category, you will be able to view your grade as the semester progresses as well as the calculation of your final grade. Please keep in mind that Blackboard does not automatically round up. So even if you have an 89.73 in your grade book, Blackboard will still count that as a B and so will your instructor. Please be aware of this as you progress through the class. More details will be provided in class and on the course Blackboard page.

A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59 or lower

All assignments are based upon a percentage grading scale. Students will receive a detailed explanation of all assignments and grading procedures before the due date. Each student's work will be assessed in terms of concept comprehension and skill mastery. Concerning skill mastery assessment in connection with the Drama Who Group Speech, it must be stressed that although objective standards exist and can be used to determine the quality of an oral communication skill presentation, a certain amount of subjectivity is inherent in the determination of the degree to which such standards are met. Thus, the presentation will be graded based on the factors provided by the rubric, which will be discussed in class and later posted to Blackboard for students to evaluate the expectations for each assignment as well as speech presentation.

Lastly, students in this course will be expected to engage in the APA style of writing. For more information about APA, we will be discussing additional resources that will guide the student through the writing style process.

Again, there are NO MAKEUPS for any assignments (Open Educational Resources, Blackboard, McGraw-Hill Connect, and interactive educational app generated) given in this course, unless the students' situation falls under our courses extenuating circumstances clause for make-up work (See make-up policy on Blackboard or below). Makeup Policy can only be applied in such circumstances that include serious illness/injury/ natural catastrophe and/or disaster/or a death in the immediate family. In such circumstances, documentation is required. Thus, if none of these situations applies to you, then you will not be given the opportunity to do makeup work unless the situation requires and pertains to sensitive information.

AI Statement

Because a major focus of this course is on developing your skills and fostering creativity in [writing, argumentation, and critical thinking], you must complete assignments for this course entirely on your own. You may not copy from any online sites (e.g. Course Hero or Chegg) or utilize composition technologies (e.g. ChatGPT or other GenAI software). Work submitted by students—all process work, drafts, low stakes writing, final versions, and all other submissions—will be generated by the students themselves. For the purpose of this course, any use of these sites or tools will be considered academic misconduct and consequences will follow University policies. If you have any questions or concerns about this policy, contact your instructor before submitting any assignments.

CRITICAL SUCCESS STRATEGIES: (Recommended topics that students need to know)

SPRING 2024

Students should be proficient in the usage of computer software (PowerPoint, Microsoft Office, McGraw-Hill Connect platform, and Blackboard). Additionally, students should be able to construct a paper with proper citations, grammar, footnotes, margins, font style and size, etc... All assignments call for the student to send it electronically. The assignment must be submitted through the appropriate Blackboard assignment link or McGraw-Hill Connect link. Please do not send your assignment via email or drop off a hard copy to your instructor's box.

- Your instructor will not accept any late assignments in the course. Please do not ask your instructor for extra credit or if he/she/they/them could reopen an assignment for you to at least get half credit. If the assignment is not completed by the deadline, then it is late and warrants a grade of zero.
- When a student submits an assignment via Blackboard or McGraw-Hill Connect platform, it is the final representation of the student's work of body and therefore will be graded accordingly. Accidentally, submitting the wrong assignment does not warrant a do over for the assignment. Thus, each student should double check their work before they submit the assignment.
- Students should be aware that your instructor will not accept Google Doc links or shared Google Doc invites as an acceptable format of assignment submission. There is a way to convert a Google Doc to a word document or a PowerPoint. Please make sure that you do so before submitting the assignment.
- Students should be able to locate, access, and submit an assignment on Blackboard, Open Educational Resources, McGraw-Hill Connect platform, and interactive educational apps. Students who struggle with Blackboard should immediately contact Blackboard IT. If there is an issue with the interactive educational apps or Open Educational Resource, please let your instructor know. A student who states that they are unable to complete or find an assignment, should reach out to the appropriate student services for help or instructor before an assignment deadline has either happened or is quickly approaching.
- If a student has a concern with an assignment or grade, the student must communicate that with their instructor within a week of the assignment or grade to resolve the matter. Waiting to discuss such a matter is not in the best interest of the student. Therefore, a student should be monitoring their grades weekly on Blackboard.
- Students are encouraged to keep up with the assigned readings to participate in classroom discussion and activities.
- Students who are registered for the course will take part in the group formation, preparation, and presentation of a group speech project (Drama Who). Students are not permitted to present this speech as an individual speech presentation. The group speech project is a direct reflection of the following student learning outcomes: 3, 4, 5, 7, 8 and 9.
 - o Although this speech is conducted in a group atmosphere, please be aware that everyone in the group is still responsible for their portion of the speech, group outline, and peer review. Be aware that if your group communication is less than stellar, this does not excuse you, the student, from completing your portion of the work. You are still being graded on your contribution to the speech and the group. If you or your group happens to experience minimal to no communication and participation within your group, your instructor will contact you to discuss an academic plan.
 - o There is no make-up for this speech. Thus, if you miss your speech without enacting the extenuating circumstance based on the make-up policy, a zero will be given for the project. Keep in mind the goal of the project is for each student to deliver a presentation based on their work, contribution and understanding of interpersonal communications (outline, PowerPoint, speech, and peer review).
- If a student fits the parameters of the make-up policy and is approved, please note:
 - o The student only has 24 hours to complete a missed assignment upon their virtual return to class. Note the course is online and therefore, upon the student's return to a virtual meeting session of our course.
 - o The student only has 48 hours for a missed speech upon their return to class in order to schedule a time to later present that speech. Remember it is up to the student to schedule the time and date on which the

speech make-up will occur. All make-up speeches are done via a coordinated virtual meeting on Blackboard Collaborate with the instructor.

ASSESSMENT

ATTENDANCE POLICY:

To remain officially enrolled in the course, all students must enter class prior to the class census date, which is the date set by the state for reporting purposes. Regular and punctual attendance is expected of all students for them to achieve their potential in class and to develop desirable personal traits necessary to succeed in employment. Class attendance is calculated from the first scheduled class meeting to the last. **Late arrivals and/or early departures may count toward total absences.** You are responsible for material covered and assignments regardless of whether you are present.

For this course, if a student misses **more than 12.5%* or 2** weeks in the course the student will be dropped. The student can be dropped at ANY TIME during the semester including that time before the date designated each semester as the last day a student can drop without grade penalty. This rule includes absences from class **for any reason including sickness, jury duty/court, work demands, funerals.** If an instructor drops a student due to excessive absences, a grade of “WF” will be issued. A “WF” is a GRADE PENALTY and could affect his/her financial aid. The student must ask for REINSTATEMENT permission from the instructor to reenter class. If an instructor denies the request, the student may petition the Dean for reinstatement. If the Dean denies the request, the Vice President of Instruction will make the final ruling on the decision.

Students who choose to participate in college related activities such as SGA, ambassadors, athletes, or departmental student organizations must adhere to the attendance policy. Students are responsible for informing their instructors in advance of absences and are expected to plan to make up for the work missed. In such cases, a student will need to ascertain the approval to do so from the instructor. In such cases, upon approval from their instructor, class time missed will not be counted as absences provided the students are otherwise in good academic standing (2.0 cumulative GPA).