

Contact Information

Instructor: Dr. Alexandra McClung, Ed.D Office hours: Virtual by appointment

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Course Description/Objectives: Communication is unavoidable. If you are not communicating with others, you are communicating with yourself. In this course, we examine intrapersonal communication, interpersonal communication, small group communication, public speaking, and media as communication. We look at understanding and applying rules of communication, perception, and the process of communication. We investigate language, nonverbal communication, listening, self-concept, emotions, persuasive messages, and conflict as it applies to the various forms of human communication. The class uses a laboratory approach in that we perform, demonstrate, and report on assigned activities that relate to various components of the course material. We spend much of the class time discussing applications of concepts to real life situations.

No previous experience with public speaking is necessary. Although students will be preparing and presenting their ideas clearly and effectively based on criteria given by the instructor for each assignment, emphasis is on accurate understanding and interpretation of the assignment. After studying the material presented in this course of study, the student will be able to do the following as evaluated by the instructor using various appropriate criteria.

- Define and explain basic communication terms and principles which are necessary for competent communication in personal, social, and professional settings.
- Demonstrate an understanding of perception, rules of communication, and the basic communication model.
- Apply communication principles and theory in diverse circumstances and demonstrate effective communication. This would include recognizing effective responses from less effective ones.
- Participate in class and group processes.
- Successfully complete oral and written assignments on time and with acceptable oral communication skills and effective messages.
- Use critical thinking skills to recognize, identify, and explain the use of interpersonal concepts demonstrated through the medium of film.
- Successfully complete a group project that uses written communication, oral communication, and the medium of film to demonstrate these interpersonal concepts in a class presentation.

The knowledge, skills, application technique, and attitudes gained by successfully completing this course can be used in the personal, social, and professional life of the student. Since much time is spent on evaluation and understanding of the self and relationships, learned skills can continue to help the student in his/her introspection long after the course work has ended.



Required Textbook: Joseph A. DeVito, <u>Interpersonal Messages</u>, (4th <u>ed.)</u>. New York, New York: Pearson Publishing Company, 2016

Student Handbook

Refer to: Student Handbook 2024-2025

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Al Policies

Generally speaking, you are not allowed to use artificial intelligence (AI) engines, software, or artwork generating programs to produce work for this class unless you have asked for permission to do so. In that case, AI can only be utilized to help generate topic ideas, main point ideas, and subpoint ideas. You may not, however, construe this limited use as permission to use these technologies in any other aspect of this course.

Grading

Course Grade - Final grades will be based on the following:

Quizzes	185	18.5%
Discussions	195	19.5%
Assignments	270	27%
Presentations	200	20%
Tests	150	15%
Total	1000	100%

Grade	Points	
Α	> 899	
В	800 - 899	
С	700 - 799	
D	600 - 699	
F	< 600	

Class Participation

Since this is a full online course, you are expected to actively participate and keep up with the



assignments. This includes videos, readings, discussions, etc. For discussions, students should write one original comment as well as reply to as many peers as the instructions specify. All speeches must be recorded (faces must be seen) and submitted through D2L. Video recordings will need to be uploaded. There may be online Zoom sessions (webinars). Some will be live, while others will be recordings. While virtual meetings are not mandatory, attendance is highly encouraged.

Privacy

Federal privacy law prohibits professors from releasing information about students to certain parties outside of the university without the signed consent of the student. College students are adults and are expected to behave accordingly. In addition, per university policy, a student's academic progress cannot be shared through electronic communication email. If a student would like to discuss their academic progress, a meeting with the professor must be scheduled.

Make-Up Policy

Due dates for all coursework can be found within D2L. All coursework must be submitted by the due date. The acceptance of late submissions is at the discretion of the professor. If a late submission is approved, the grade is subject to deductions as deemed by the professor. Students are responsible for keeping up with the coursework. Do not wait until the last minute on any of your work as it is difficult to predict the exact length of time the coursework will take.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. This is especially true for classes that are only online. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. D2L can be accessed through the MSU Homepage.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. *All coursework is due by the due date, and personal computer technical difficulties will not be considered a reason for the professor to allow students extra time to submit assignments, tests, or discussion postings.* Computers are available on campus in various areas of the buildings as well as the Academic Success Center. Your computer being down is not an excuse for missing a deadline. There are many places to access your class. Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your professor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however they are able to help you get connected to our online services. For help, log into D2L.

Services for Students With Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of



acceptance, students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services.

College Policies

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit Campus Carry.

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit <u>Safety / Emergency Procedures</u>. Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: <u>"Run. Hide. Fight."</u>

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

I reserve the right to drop any student with an F if he/she violates any of these policies. At the same time, I will work with all students to my fullest ability to ensure a worthwhile educational experience.