

SPEECH COMMUNICATION 2423 INTERPERSONAL COMMUNICATION SPRING, 2022 SYLLABUS

Instructor: Sandra Grant

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OFFICE HOURS: By appointment or Monday and Wednesday from 2:00 to 4:30

Tuesday and Thursday from 2:00 – 4:00 There are no scheduled office hours on Friday.

You might find me later. You might be able to catch me between classes.

Class Location: 9:30 Tuesday and Thursday, Section 201. Lamar D. Fain Fine Arts Center, B 114

12:30 Tuesday and Thursday, Section 2H1, Lamar D. Fain Fine Arts Center, B114

TEXT: Understanding Interpersonal Communication by Richard West and Lynn H. Turner

Personal Responsibilities:

ATTEND CLASS. Be sure you understand and follow the attendance policy.

Remember class rules concerning cell phone use. **NO PHONES.**

Be on time. Tardiness causes problems for you, the class, and me. Three tardies equals one absence.

TAKE NOTES. Bring the necessary tools to class. Be sure to have a pen or pencil and paper.

Complete assignments as instructed and on time.

Be sure that you understand each assignment and when it is due.

Please ask me for help when you need help. Do not let yourself get behind on assignments.

Conduct yourself according to Student Conduct Code included in this syllabus.

Your attitude and your behavior really matter in this class.

Use this syllabus.

GRADING POLICY:

65% TESTS (Material that is covered during lecture. A study guide will be given prior to each test.)

Tests will be over material covered in class and taken from the indicated chapters.

35% DAILY GRADES (Instructions for presentations will be given during class prior to the due date.)

Examples include the interview speech, written assignments, oral presentations over concepts, participation in class assignments. **ANY WRITTEN ASSIGNMENT DUE IN CONJUNCTION WITH AN ORAL PRESENTATION IS DUE AT THE BEGINNING OF CLASS ON THE DAY THE ORAL PRESENTATION IS PRESENTED. LATE PAPERS WILL NOT BE ACCEPTED. NO EXCEPTIONS. MUST BE TYPED, DOUBLE**

SPACED, AND STAPLED. INSTRUCTIONS ARE GIVEN DURING CLASS. YOU MUST BE PRESENT ON THE DAY THE ASSIGNMENT IS GIVEN TO PARTICIPATE AND RECEIVE A GRADE.

Obviously, it is helpful for you to keep up with your grades and be aware of your average in the class. I would go so far as to say it's necessary for you to keep up with your average.

GRADING SCALE:

A 90-100

B 80-89

C 70-79

D 60-69

F below 60

- 0 Failure to comply with the Academic Dishonesty Policy.
- 0 Failure to hand in written work when it is due.
- 0 Failure to take a test when scheduled.

- 0 Failure to produce any assigned work when it is scheduled.

It is difficult to predict the exact length of time that some assignments will require. Additions, deletions, and substitutions in the schedule are possible. Your cooperation is expected, and appreciated. Dates for tests and assignments and complete instructions will be given during class. This brings us to the importance of attendance.

Attendance: Classroom activities and lecture notes are an important part of this course. In order to learn this material, you will need to come to class. "In-class performance" is required, so your attendance is required. Upon your **THIRD** absence, excused or not, you will be asked to drop this class if it is prior to the final drop day. If it is after that deadline, or you do not initiate the drop yourself, you will be instructor-dropped with a final course grade of "F." If absences are due to circumstances truly beyond your control, and you have contacted me according to requirements, you might be allowed to stay in this class. But, your final course grade will be lowered. Tardiness exceeding ten minutes counts as an absence. Three tardies count as one absence. Habitual tardiness, excessive tardiness will result in a negative adjustment to your final course grade. If you arrive after attendance has been taken, it is your responsibility to make sure that you have not been counted absent from the class. You must talk with me after class and clarify this. If you leave class early, you will be counted as absent. According to the MSU Code of Conduct: "Absences due to required participation in university-sponsored activities must be approved by the College Dean or Athletic Director and the Vice President for Academic Affairs.

Students with written approval must present a signed letter or memo to each instructor at least two days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor

to make up work missed during an authorized absence.

Academically related activities (class field trips, attendance of conferences, etc.) do not qualify as university sponsored activities. Excused absences for such activities may be given at the discretion of the faculty member whose class is missed.”

If you know you are going to be absent from class, notify me prior to that date. If you are ill, you will need a medical doctor’s written excuse. Present this to me at the beginning of class when you return. Please, contact me by phone if you have an unexpected absence/emergency situation. Then I will know that you do plan to return and do not plan to drop the class. The right to accept your excuse or not to accept your excuse is the exclusive right of the instructor. This applies to any work missed. There are no exceptions. Please do not schedule appointments of any kind during the time you should be in class. Personal problems such as work and child care should be managed so that you do not miss class. Missing class usually affects your grade and work in the class adversely. It creates unnecessary work for the person who has to help you “catch up.” Unfortunately, most people do not have that extra time to give you. Your attendance helps all of us to remain focused and to facilitate learning.

I DO UNDERSTAND THAT PROBLEMS CAN AND WILL OCCUR WHEN USING TECHNOLOGY. PLEASE ADVISE ME ABOUT ANY PROBLEMS SO THAT THEY CAN BE ADDRESSED. IF NECESSARY, IT WILL BE YOUR RESPONSIBILITY TO FIND THE CLASS ON D2L AND ATTEND. YOU WILL THEN NEED ACCESS TO A COMPUTER WITH A MICROPHONE AND A CAMERA. I OFTEN SEND EMAILS CONCERNING CLASS INFORMATION AND ASSIGNMENTS. PLEASE BE SURE THAT MSU HAS THE EMAIL THAT YOU WANT US TO USE WHEN CONTACTING YOU. PREFERABLY THAT EMAIL CONTAINS YOUR ACTUAL FIRST OR LAST NAME OR BOTH. UNUSUAL WED ADDRESSES OFTEN WIND UP IN SPAM, AND WE DON’T EVER SEE THEM.

PLEASE REVIEW THE MSU PROTOCOL LOCATED ON THE HOME PAGE IF YOU FEEL YOU MIGHT HAVE COVID. WE ARE TRYING TO PROTECT YOU AND ALSO KEEP YOU ON CAMPUS AT MSU. THERE IS HELP IF YOU DO BECOME ILL. JUST KEEP US INFORMED. HOPEFULLY YOU WILL BE ABLE TO KEEP UP WITH CLASS WORK IF YOU HAVE TO SELF-QUARANTINE OR BECOME ILL. AGAIN, PLEASE KEEP US INFORMED AND FOLLOW MSU PROTOCOL. IT IS BASED ON THE LATEST GUIDELINES. ONCE YOU CONTACT MSU, THEY WILL REQUIRE DOCUMENTATION. THE LETTER THEY MAIL YOUR PROFESSORS IS REQUIRED FOR YOU TO BE EXCUSED FROM A CLASS OR CLASSES. YOU MUST RETURN ON THE DATE DESIGNATED BY MSU IN ORDER TO HAVE AN EXCUSED ABSENCE.

YOU WILL NOT BE REQUIRED TO WEAR A MASK. BUT IT IS CERTAINLY ALLOWED, EXCEPT WHEN YOU ARE SPEAKING. YOU WILL NOT BE REQUIRED TO CLEAN YOUR DESK BEFORE AND AFTER USING IT. HOWEVER, CLEANING MATERIALS WILL BE PROVIDED IN THE CLASSROOM. PLEASE FEEL FREE TO USE THEM.

TESTS AND PRESENTATIONS WILL BE CONDUCTED IN THE CLASSROOM. THIS IS NOT AN ONLINE COURSE. WE ARE TRYING TO KEEP YOU IN THE CLASSROOM. OBVIOUSLY, BEING STRICTLY ONLINE DOES NOT MEET THAT GOAL. GIVING A PRESENTATION REQUIRES AN AUDIENCE. YOUR PRESENTATIONS WILL BE GIVEN IN THE CLASSROOM WITH AN AUDIENCE. THAT AUDIENCE WILL BE YOUR CLASSMATES. NO EXCEPTIONS. PLEASE CHECK YOUR EMAIL REGULARLY FOR ADDITIONAL INFORMATION. THAT IS YOUR RESPONSIBILITY. I DO SEND REMINDERS. PLEASE DO NOT SEND EMAIL MESSAGES TO ME THROUGH D2L. USE THE UNIVERSITY SYSTEM. YOU CAN ALSO CALL AND TALK WITH ME OR LEAVE A MESSAGE. I WILL RETURN YOUR CALL AS SOON AS POSSIBLE.

In-Class Activities: Exercises will be used in class to illustrate various aspects of the course's content/objectives. It is important that you participate in order to better understand course content/objectives. Please be on time for the beginning of each class. This is necessary so that you will not miss essential instructions nor interrupt class activities.

If you miss a test, you will probably not be allowed to make it up. If a make-up test is allowed, it will be given at the convenience of the instructor. Content and format will also be at the discretion of the instructor.

Written assignments will be discussed in class and will be due on specific dates. Please remember that they are due at the beginning of the class on the due date. Late papers will not be accepted. If you are not going to be in class on the day that written work is due, another student may hand in your work for you. It may also be slipped under my office door prior to class time on the date it is due. Again, late papers will not be accepted under any circumstances. If you arrive late on the day a paper is due, the paper will be considered late and will not be accepted.

Academic dishonesty: The MSU Code of Student Conduct states:

Dishonest work on examinations is a serious offense as is 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. Neither offense will be tolerated by the University and appropriate disciplinary action will result. Additional guidelines on procedures in these matters may be found in the Office of the Dean of Students. Plagiarism is lying, cheating, and stealing. The Student Creed developed and adopted by the MSU Student Government reinforces the discouragement of plagiarism and other unethical behaviors. The first statement of the Creed reads, "As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so." Violation of this policy will result in the student receiving a failing grade for this course. Furthermore, do not take pictures of any exam given in this course. That appears to be an attempt at academic dishonesty, and will be treated as such. If you do not understand this, please ask me to clarify. Let me remind you that doing another student's work for them is not acceptable. Don't ask someone to do it for you and don't do it for them. Taking a picture of a test with your cell phone is not acceptable. These are obvious examples of academic dishonesty and can lead to serious problems.

Student conduct: The MSU Code of Student Conduct will be strictly followed. Briefly, this means that any student conduct that is intentionally rude, disruptive, threatening, harassing, or has the purpose or end result of interfering with an individual's academic or work performance will not be tolerated. Such behavior undermines University Policy interferes with the educational process. Violators will be appropriately dealt with at the discretion of the instructor. This may include dismissal from the course without credit and disciplinary action from the appropriate University officials. "MSU actively promotes the philosophy that students are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions."

Presentations require that you dress appropriately. Simply follow the instructions given for each assignment. During class, you will be allowed to wear a cap if it is considered not to be a disruption or inappropriate by the instructor. Please do not wear the hood of your hoodie pulled up during class. If you are unclear concerning appropriate clothing, please ask me to clarify.

In addition, the University requires faculty to provide this statement to all students:

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and

authenticity, and educational purposes.

In accordance with the law, MSU provides students with documented disabilities certain academic accommodations. Students with disability must be registered with Disability Support Services before classroom accommodations can be provided. If you are a student with a disability, please contact me no later than some time during the first week class of class. We cannot give special accommodations without proper documentation.

Privacy statement: Conflict resolution of any type is best handled by you and your instructor. Federal privacy law prohibits the release of certain information about students without written consent. Even with written consent, I will not, in most cases, discuss your academic progress with your parents or significant other. Please do not have them call me or visit my office. College students are adults and are responsible for their actions or lack of action. (See statement under Student Conduct referred to as MSU Philosophy.)

Campus carry statement: Senate Bill 11 was passed by the 84th Texas Legislature and became effective on August 1, 2016. It allows licensed handgun holders to carry concealed handguns on campus. Areas excluded from concealed from concealed carry are clearly marked, in accordance with state law. For more information regarding campus carry, please refer to the MSU webpage under Campus Carry Rules/Policies.

ELECTRONIC AND OR TECHNICAL DEVICES CREATE DISTRACTIONS THAT ARE NOT ACCEPTABLE IN THIS CLASSROOM. PREFERABLY, KEEP THESE OUT OF REACH DURING CLASS. THEY MUST BE TURNED OFF AND KEPT OFF AND OUT OF SIGHT DURING CLASS. THESE DEVICES HAVE BEEN KNOWN TO BE USED FOR ACADEMIC DISHONESTY. THAT SERIOUS ISSUE HAS BEEN COVERED EARLIER IN THE SYLLABUS. IF YOUR CELL PHONE, BEEPER, PAGER, ETC. MAKES ANY NOISE, THE INSTRUCTOR RESERVES THE RIGHT TO ASK YOU TO LEAVE CLASS AND NOT RETURN UNTIL THE NEXT CLASS MEETING. SO, THAT WOULD MEAN YOU WILL BE COUNTED ABSENT FOR THAT CLASS. REMEMBER THAT YOU ARE ALLOWED A LIMITED NUMBER PF ABSENCES IN THIS CLASS. THE INSTRUCTOR ALSO RESERVES THE RIGHT TO EMBARRASS YOU MERCILESSLY FOR SUCH AN OFFENSE. PLEASE, JUST DON'T DO IT. ADDITIONALOLY, YOU WILL BE ALLOWED TO USE A LAPTOP, ETC. IF YOU ARE ACTUALLY USING IT FOR CLASS AND NOT SOMETHING ELSE. I RESERVE THE RIGHT TO CHECK. YOU SHOULD KNOW THAT YOUR CLASSMATES WILL USUALLY LET ME NOW WHEN THIS HAPPENS. PLEASE DON'T PUT THEM IN THAT POSITION.

Seriously, just pay attention during class. It isn't too much to ask.

SIMPLY PUT, ONCE CLASS HAS STARTED, CELL PHONE USE MUST STOP. PUT YOUR PHONE AWAY SO YOU WILL NOT BE TEMPTED TO USE IT. IF PROBLEMS DEVELOP WITH YOU AND YOUR CELL PHONE USE, YOU WILL BE ASKED TO LEAVE CLASS. CONTINUED PROBLEMS WILL RESULT IN YOU BEING ASKED TO DROP THE CLASS OR BEING DROPPED FROM THECLASS. IT IS DISRUPTIVE. IT IS NOT NECESSARY. IT IS RUDE. PLEASE READ THE STATEMENT ABOUT STUDENT CONDUCT. IT BECOMES A PROBLEM ANY TIME I HAVE TO STOP CLASS AND ASK YOU TO PUT YOUR PHONE AWAY.

IF FOR SOME REASON YOU ARE JOINING CLASS THROUGH D2L, AGAIN NOT ANTICIPATED THIS SEMESTER, PLEASE BE ON TIME. STAY FOR THE ENTIRE CLASS. MUTE YOUR MIC SO WE CAN AVOID UNNECESSARY FEEDBACK. CLASSES WILL NOT BE RECORDED. LIMIT DISTRACTIONS SO YOU CAN PAY ATTENTION.

DO NOT TRY TO DO OTHER ACTIVITIES DURING CLASS. PAY ATTENTION AS IF YOU WERE IN THE CLASSROOM. LISTENING AND ASKING QUESTIONS IS THE BEST WAY TO KEEP UP WITH THE CLASS AND ASSIGNMENTS.

AGAIN, THERE ARE CURRENTLY **NO PLANS** TO RETURN TO D2L CLASSES.

SOCIAL JUSTICE: Social justice is one of Midwestern State University's stated core values. This classroom is a place where students will be treated with respect regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, and even ability. As stated earlier, we will be considerate of one another and even be kind. It provides a much better learning environment. Diversity of thought is appreciated and encouraged. But, that is provided we can all agree to disagree.

Rudeness and airing of "personal issues" just to take up class time is out of place. All students need to feel that this classroom is a safe place to learn and hopefully even enjoy

So, please understand that talking with others in class when you should be listening to your instructor hurts you and the other people you are distracting. **IT IS RUDE, INAPPROPRIATE, AND CANNOT BE TOLERATED. IF YOU CONTINUE TO TALK AFTER I HAVE ASKED YOU TO STOP, IT WILL RESULT IN YOU BEING ASKED TO LEAVE CLASS. YOU WILL BE COUNTED ABSENT. CONTINUED PROBLEMS WILL RESULT IN YOU BEING ASKED TO DROP THE CLASS OR BEING DROPPED FROM THE CLASS. A CONDUCT ALERT WILL BE SENT TO THE DEAN OF STUDENTS OFFICE.** You might be able to handle conversation and listening at the same time—or at least fully believe that you can. But, the person you are disturbing might not be able to do so. It can adversely affect your grade or someone else's grade. Consider that during a presentation, it's upsetting to most presenters to see someone in the audience talking to someone, working on something else, or acting bored. You don't want to be treated this way. So, just don't do it. It's a life skill that you need to learn if you have not done so already.

BY STAYING ENROLLED IN THIS CLASS AND ACCEPTING THIS SYLLABUS, YOU ARE INDICATING THAT YOU UNDERSTAND AND ACCEPT THE TERMS OF THIS SYLLABUS. THERE IS NO REFERENCE TO WHETHER YOU AGREE OR LIKE THESE TERMS, JUST THAT YOU DO UNDERSTAND WHAT IS EXPECTED AND AGREE TO ABIDE. I KNOW. BUT, IT IS NECESSARY.

REMINDER: ABSENCES AND TARDIES ARE A PROBLEM IN THIS CLASS. GUIDELINES ARE STRICTLY FOLLOWED. IF YOU ARE ALLOWED TO STAY IN THE COURSE, YOUR FINAL GRADE WILL BE LOWERED.

Mid-term grades are scheduled to be posted. Please understand that this grade does NOT reflect your final course in the course. Your final grade might be higher or lower than your mid-term grade depending on your work during the remainder of the course. It is a statement of how you are doing in this class at mid-term. Remember to check your mid-term grade through Web World at the appropriate time.

AS YOU KNOW, IT MIGHT BECOME NECESSARY FOR US TO QUICKLY CHANGE FROM THE IN PERSON, ON CAMPUS FORMAT. WHILE THAT IS NOT EXPECTED, THE SYLLABUS AND SCHEDULE MIGHT NEED TO BE CHANGED. YOUR COOPERATION AND UNDERSTANDING IS BOTH EXPECTED AND APPRECIATED.

Stay focused, keep up with your assignments, attend class. Your daily assignment is to review what we discussed in class that day whether there is a written assignment or not. Truly, that is for your benefit. If you have questions or issues, please contact me. Calling me is sometimes faster than emailing me. I

want you to succeed in this course and at MSU. Please let me know if you are having problems. There are resources available to help. But, you do have to let me know.

Welcome back to campus! We are so excited that you are here!

THIS IS THE SCHEDULE OF ACTIVITIES AND ASSIGNED CHAPTERS TO READ FOR EACH WEEK OF THE SEMESTER.

_REMEMBER THAT ORAL PRESENTATIONS OVER CONCEPTS WILL BE ASSIGNED DURING THE SEMESTER. SPECIFIC DIRECTIONS FOR THESE PRESENTATIONS WILL BE GIVEN DURING CLASS. PRESENTATIONS WILL BE GIVEN DURING CLASS. THERE WILL ALWAYS BE ADEQUATE TIME TO PREPARE. REALLY.

Week 1 is January 10 to January 14.

The lectures will deal with the syllabus and a general introduction to the course.

Students will participate in a dyadic speaking assignment during the first class.

There is no reading assignment for Week 1.

Week 2 is January 17 to January 21.

The lectures will deal with the Introduction to Interpersonal Communication.

Read Chapter 1.

We will cover the Axioms of Communication and the communication model.

Week 3 is January 24 to January 28.

The lectures will deal with Communication, Perception, and the Self.

There will be a test over the Axioms of Communication and the Communication Model on Thursday.

Read Chapter 2

Week 4 is January 31 to February 4.

The lectures will deal with Communication, Culture, and Identity.

Read Chapter 3.

Week 5 is February 7 to February 11.

The lectures will deal with Communicating Verbally.

Read Chapter 4.

Week 6 is February 14 to February 18.

The lectures will deal with Communicating Nonverbally.

Read Chapter 5.

Week 7 is February 21 to February 25.

This week we will review for the test on Tuesday and take the test on Thursday.

The test will cover material taken from chapters 1, 2, 3, 4, and 5. Review your study guide.

Week 8 is February 28 to March 4.

The lectures will deal with Effective Listening.

Read Chapter 6.

Week 9 is March 7 to March 11.

The lectures will deal with Communication and Emotion.

Read Chapter 7.

NO CLASSES MARCH 14 TO MARCH 18. SPRING BREAK.

Week 10 is March 21 to March 25.

The lectures will deal with Sharing Personal Information .

Read Chapter 8.

Week 11 is March 28 to April 1. .

This week we will review for the test on Tuesday, and take the test on Thursday.

The test will cover material taken from chapters 6, 7, and 8. Review your study guide

Week 12 is April 4 to April 8

The lectures will deal with Communication Conflict.

Read Chapter 9.

THERE WILL BE NO CLASS ON THURSDAY, APRIL 8. HOLIDAY BREAK

Week 13 is April 11 to April 15.

The lectures will deal with Communicating in Close Relationships.

Read Chapter 10.

Week 14 is April 18 to April 22 .

The lectures will deal with Technology and Interpersonal Communication.

Read Chapter 11

Week 15 is April 25 to April 29.

We will review for the test on Tuesday and take the test on Thursday.

The test will cover material taken from chapters 9, 10, and 11. Review your study guide.

Remember that the instructor reserves the right to give or not give a final exam.

AGAIN, IT IS DIFFICULT TO PREDICT THE EXACT LENGTH OF TIME THAT SOME ASSIGNMENTS WILL REQUIRE. ADDITIONS, DELETIONS, AND SUBSTITUTIONS IN THE SCHEDULE ARE POSSIBLE. YOUR COOPERATION IS EXPECTED, AND IT IS ALSO APPRECIATED.

AGAIN, the Course description and course objectives include the following.

INTERPERSONAL COMMUNICATION IS A COURSE THAT INTRODUCES INTERPERSONAL COMMUNICATION CONCEPTS AND PROVIDES SPEECH INTERACTION IN ONE-TO-ONE AND SMALL GROUP SITUATIONS. IT ALSO EXPLORES GROUP DYNAMICS, COMMUNICATION BARRIERS, CONFLICT RESOLUTION, DECISION MAKING, PERCEPTION AND LISTENING SKILLS.

ACTIVITIES ARE BASED ON APPLICATION OF CONCEPTS STUDIED. GRADED ACTIVITIES INCLUDE TESTS, ORAL PRESENTATIONS, AND WRITTEN WORK.

ALL PAPERS CONCERNING ACTIVITIES WILL BE DUE AT THE BEGINNING OF CLASS ON THE DAY THEY ARE DUE. THEY MUST BE DOUBLE SPACED, STAPLED, NOT PRINTED ON THE BACK.

LATE PAPERS WILL NOT BE ACCEPTED. IF YOU ARRIVE LATE FOR CLASS ON THE DAY A PAPER IS DUE, THE PAPER WILL BE CONSIDERED "LATE" AND WILL NOT BE ACCEPTED."

FAILURE TO HAVE THE ASSIGNED PAPER THAT IS DUE IN CONJUNCTION WITH THE ACTIVITY OR ORAL PRESENTATION WILL RESULT IN A ZERO GRADE. INSTRUCTIONS FOR THESE PRESENTATIONS WILL BE GIVEN DURING CLASS AT VARIOUS POINTS DURING THE SEMESTER. THE PRESENTATIONS DEAL WITH CONCEPTS THAT ARE BEING STUDIED THROUGHOUT THE SEMESTER.

FINAL EXAM SCHEDULE:

9:30 TR	TUESDAY, MAY 3	8:00 a.m. to 10:00 a.m.
12:30 TR	THURSDAY, MAY 5	10:30 a.m. . to 12:30 p.m.