

**250 Norman Hall  
Wednesday 9:35-12:35pm (periods 3-5)  
January 8<sup>th</sup>-April 23<sup>rd</sup>**

**Course Objectives**

- To explore why we communicate and to better understand the communication process
- To explore and understand diversity
- To explore the self and how communication contributes to self-development and presentation
- To understand the relationship between communication and perception
- To explore and understand language and verbal and non-verbal communication
- To explore and understand listening
- To explore and understand emotions
- To understand communication climates and dysfunctions
- To explore and understand relationships and the role of communication

**Instructor Information**

**Name:** Katie Fields, MEd. EdS., Doctoral Student-Counselor Education

**Background:** Completing Masters in Urban and Regional Planning; earned Masters of Education/Marriage and Family Counseling degree in Spring 2010; graduated with Bachelors in Sociology in Summer 2006.

Currently employed by Partnership for Strong Families as Manager of the SWAG Family Resource Center. Working toward licensure as a Marriage and Family Therapist and Mental Health Counselor through Healthy Families, Alachua.

**Office Location/ Mailbox:** 1313C Norman Hall

**Email Address:** [KMFields83@yahoo.com](mailto:KMFields83@yahoo.com)

**Phone Number:** 386-299-2179 (call or text)

**Office Hours:** Immediately before and after class and by appointment

**Required Text**

Adler, R.B., Rosenfeld, L.B., & Proctor, R.F. (2013). Interplay: The process of interpersonal communication (12<sup>th</sup> ed.) New York: Oxford University Press.

**Confidentiality:** We will be talking about personal reflections, opinions, feelings and experiences related to relationships and communication. To facilitate an open and honest environment, confidentiality is taken very seriously in this course. Class discussions and statements or disclosures made by students in class should not be referred to or discussed with anyone outside of this course.

**Local Resources:** If you or someone you know is in need of resources, support, or mental health assistance, please contact the following:

- UF Counseling and Wellness Center: 352-392-1575
- The Alachua County Crisis Center: 352-264-6789
- U Matter: 352-294-2273
- UF Career Resource Center: 352-392-1601
- United Way resource helpline: 2-1-1

**SDS 4410: Tentative Class Meeting Schedule – Summer B 2013**

January 8	Introduction and Review of Syllabus; getting to know you activity ☺ For next class: Write reflection of class time, read Ch. 1
January 15	Ch. 1- Interpersonal Process For next class: Write reflection of class time, complete assignments, read Ch. 2
January 22	Ch. 2 - Interpersonal Communication in a Changing World: Culture and Social Networking For next class: Write reflection of class time, complete assignments, read Ch. 3
January 29	Ch. 3 - Communication and the Self For next class: Write reflection of class time, complete assignments, read Ch. 4
February 5	Ch. 4 - Perceiving Others For next class: Write reflection of class time, complete assignments, read Ch. 5
February 12	Ch. 5 - Language For next class: Write reflection of class time, complete assignments, read Ch. 6
February 19	Ch. 6 - Nonverbal Communication For next class: Write reflection of class time, complete assignments, read Ch. 7
February 26	Ch. 7 - Listening: Receiving and Responding For next class: Write reflection of class time, complete assignments, read Ch. 8
March 5	Spring Break – no class
March 12	Ch. 8 - Emotions For next class: Write reflection of class time, complete assignments, read Ch. 9
March 19	Ch. 9 - Dynamics of Interpersonal Relationships For next class: Write reflection of class time, complete assignments, read Ch. 10
March 26	Ch. 10 - Communication Climate For next class: Write reflection of class time, complete assignments, read Ch. 11
April 2	Ch. 11 - Managing Conflict For next class: Write reflection of class time, complete assignments, read Ch. 12

April 9	Ch. 12 - Interpersonal Contexts: Friends, Family, and Intimate Relationships, Take Home component of final exam given For next class: Write reflection of class time, complete assignments, complete take home exam
April 16	In-class presentations of individual projects
April 23	In-class presentations of individual project proposals, final reflection, in-class component of exam

**Summary of Course Requirements and Assignments:**

350 points	Attendance and participation in class through weekly assignments (approx. 20pts per class)
50 points	Individual project presentation
100 points	Take-home and in-class cumulative final exam
500 points	TOTAL

**ALL ASSIGNMENTS MUST BE HANDED IN AS A PAPER COPY. ASSIGNMENTS WILL NOT BE ACCEPTED THROUGH EMAIL. LATE ASSIGNMENTS WILL NOT BE ACCEPTED.**

**NOTE:** If you have any questions about a grade you receive on an assignment or an exam, it is your responsibility to make arrangements with the instructor to discuss your concerns in a timely manner. Please keep a record of all grades received during the semester and save all graded materials.

**Grading:** (There are no minus grades offered for this course.)

A	92-100%	C	72-76.9%
B+	87-91.9%	D+	67-71.9%
B	82-86.9%	D	61-66.9%
C+	77-81.9%	F	60.9% or less

**The University of Florida Honor Code:**

*As students of the University of Florida, you have accepted the honor code, which governs all students. For clarification or further explanation, please consult your undergraduate catalog or the University of Florida Student Guide (on line at [www.dso.ufl.edu](http://www.dso.ufl.edu)).*

**Preamble:** In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the honor code. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

**The Honor Code:** We, the members of the University of Florida community, pledge to hold our peers and ourselves to the highest standards of honesty and integrity. 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."

**Reflection Papers and Assignments (Attendance)**

**(approximately 350 points)**

Due to the skill-building and experiential nature of course activities, it is essential that students (1) attend all classes and are present during entire class, (2) complete the assigned readings before each class meeting, and (3) actively participate in all experiential and small group activities, which are an integral part of the course. In this course, you are expected to be responsible not only for maximizing your own interpersonal development, but also for facilitating the development of others. Consequently, your absence and/or nonparticipation will significantly influence your learning outcomes and those of your classmates.

**Reflection Papers:** Reflection papers are to be turned in at the beginning of class summarizing your experience/reflection of the previous class' discussion and assigned readings. The reflection paper should include the main points that you have taken from the assigned readings and/or class content from that previous class. Sometimes there will be directed questions (guiding questions) that you will be asked to answer in your reflection papers. These papers are designed to assess your understanding and facilitate reflection on the course material.

**Assignments:** In addition to class discussion and reflection papers, each class will have at least one experiential/reflective assignment regarding that week's chapter(s).

**Attendance Policy:**

- Students are expected to attend and participate in all class meetings.
- Students are expected to arrive on time for class and to remain for the entire class period. Tardiness and leaving during the class session will be deducted from the attendance grade through assignment points. In-class assignments and individual and group activities will occur each class, if you are not present you cannot earn points.
- Individual contributions to class discussions are important and will be graded through reflection papers and assignments. While it is recognized that learning styles vary, a significant lack of individual contributions to class discussions will have a significant negative effect on final grade.
- Attendance is taken every class through participation, reflection papers, and assignments.
- Excused absences require documentation – ex: a doctor's or legal note. If your absence is excused you may turn in assignments due when you return and you can make up assignments, you have a one week extension. You must ask the instructor for the outline and the assignments you missed. You cannot make up reflections because you were not in class.
- Unexcused absences – one allowed – homework will be accepted if you turn it in early. No late assignments are accepted. Assignments assigned on the day you missed can only be gotten from a classmate. You can still turn these assignments in, but no extension will be given. You cannot make up reflections because you were not in class.
- After your one allowed unexcused absence, assignments from the day(s) you miss will not be accepted. You may get the outline from a classmate to study from. No late assignments will be accepted.

Items from day missed	Excused Absence	One Unexcused Absence	Additional Unexcused Absences
<b>Reflection</b>	Cannot be completed	Cannot be completed	Cannot be completed
<b>Outline</b>	Ask for it from instructor	Ask for it from classmate	Ask for it from classmate
<b>Assignments given on missed day</b>	Ask for them from instructor	Ask for them from classmate	Cannot be completed
<b>Assignments due on missed day</b>	Turn them in the class after you return	Cannot be turned in after absence	Cannot be turned in after absence

- No absences on dates of exam or individual presentations will be allowed. These requirements may

not be made up without PRIOR permission from instructor.

- Students are responsible for all information and deadlines presented in the course (notes, readings, assignments, etc.) regardless of any absence. *It is not the responsibility of the instructor to provide the student with this information.*

### **Individual Project (approximately 50 points)**

Throughout the semester, various aspects and implications of communication will be discussed. Towards the end of the semester you will be asked to consider an aspect/implication of communication that applies to or interests you or that you think will be essential to your career. **IMPORTANT: CHOOSE A TOPIC YOU ARE WILLING TO PRESENT IN FRONT OF THE CLASS!**

**Project proposal:** Create a one page proposal (1) identifying the communication topic(s) you have selected, (2) explaining why you have chosen this topic, and (3) discussing how this topic will be part of your future. Include information from research articles (a minimum of 3) on the topic as it applies to you. Use APA style for citing your research articles. Here is a helpful website:  
<http://owl.english.purdue.edu/owl/resource/560/01/>

**Project Presentation:** From the information included in your proposal, create a 15 minute presentation to share your topic with the class. You may use whatever media you prefer, but media usage is required. **BE CREATIVE!**

### **Exam (approximately 100 points)**

One exam is scheduled during the semester. This exam will cover content from class readings, lectures, and discussions occurring during the semester. It is cumulative. A practice take-home exam will be given the week prior to the final. You will receive points for completing this take-home exam.

Absences are unacceptable on exam dates. Please arrange your schedule accordingly. No advance or make-up exam will be given without a doctor's note or other documentation of an emergency.

### **Instructor's Note**

This class is designed to create an environment where you and your classmates can learn from each other as well as the instructor. I encourage you to join our class with an open mind and willingness to share your perspectives and experiences, learn about others', and grow, possibly in ways you have not experienced before. I encourage your feedback not only on the course content, but also the facilitation of learning within and outside class time. You are a valuable and integral part of this learning experience. I look forward to our semester together.