

SDS 4410: Interpersonal Communication (Sect. 0998)

Course Instructor: Rachel Henesy

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Office location: Norman Hall, Room 1313C

Office hours: Wednesdays 1:45-3:45, or by appointment

Mode of instruction: Face-to-Face

Canvas website: <http://lss.at.ufl.edu>

3.0 Credit hours

Catalog description: The application of basic principles of interpersonal communication with emphasis on the affective dimensions. Attention is given to using basic counseling strategies and psychological techniques as an aid to effective communication.

Course goals: By the end of the course, students will be able to:

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| Examine the elements and dynamics of interpersonal, intrapersonal, and small group communication | 1 |
| Facilitate personal reflection and increase awareness of self, in order to enhance conscious, deliberate communications | 2 |
| Analyze how technology and media influence communication | 3 |
| Increase their ability to relate in a multicultural world | 4 |
| Create more effective and healthy communities through empathic communication | 5 |

What I hope you can learn from this course:

- An understanding of the many variables that go into communication with self and others
- Apply what you learn to your own life by using the tools and activities in this course to become an active participant in effectively communicating with others

Textbook: Adler, R.B., Rosenfeld, L.B., & Proctor, R.F. (2014). Interplay: The process of interpersonal communication (13th ed.) New York: Oxford University Press. ISBN: 978-0-19-939048-9 (Note: There have been substantial changes since the 12th edition; please make sure you have the correct edition of the textbook.)

Etiquette and Netiquette Expectations: All students are expected to follow rules of common courtesy in the classroom, in all email messages, and in online discussions.

- **Be professional** at all times. You are preparing yourself to be a career professional. Remember this as you establish your online presence.
- **Be respectful** of other people. Everyone is entitled to his or her own opinion. While it is okay to disagree, please do so with respect to others.
- **Be calm.** If you are upset or frustrated, keep this out of your communications with your fellow students or instructors. An angry or sarcastic comment does little to win respect or cooperation. Think about what you are going to say in an unemotional, professional manner. Provide adequate information when asking for help or assistance from your instructors or classmates.

- **Humor and sarcasm.** Because there are no visual cues in distance education, humor and sarcasm are nearly impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- **Harassment and other offensive behavior.** The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed as offensive, sexist, or racist will not be tolerated. It is never appropriate to put anyone down because of his or her age, race, religion, color, sex, or sexual preference. The instructor may deem it necessary to remove any such online postings or discussions.
- **Offensive material.** Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- **Capital letters and bolding.** In written communication, the use of capital letters and/or bolding is used for emphasis. In much of the corporate world, writing in all caps is considered yelling. Yelling is not tolerated in a residential classroom and, therefore, is not acceptable in any online communications with students.

This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. However, such changes will be clearly communicated to all students in class and through online announcements on Canvas.

Course Structure:

Course Descriptions and Objectives: This course's main purpose is to enhance your knowledge of communication principles, which in turn leads to improving your skills in perceiving others, interacting with people, and overcoming communication barriers. Both the emotional and cognitive components of communication will be discussed. During this course, we will explore our own communication patterns and how others perceive what we express to them.

Grades are earned by successful completion of the following activities:

100 points - Class participation and attendance.

These points are determined by attendance, preparedness, and participation. You are expected to read each assigned chapter and to show up on time to class prepared to engage in class discussions. Most classes will consist of lectures, discussions, and experiential activities. Respectful and professional interactions with others are a component of your participation grade. Please revisit the etiquette section of this syllabus if you have questions regarding respectful and professional behavior, or feel free to talk to me about questions or concerns.

100 points – Journal Assignments.

You will be expected to complete a 1-2 page journal assignment each week. Please discuss what you have learned from both the textbook and the classroom discussions. These journals will be worth ten points each, for a total of 100 points. The journals will be graded based on your ability to: a) think critically about the information, b) synthesize information across chapters and discussions, and c) discuss how the information learned can have an impact on your professional and personal life. I do not expect you to share any personal information that you are not comfortable sharing; therefore, your level of sharing personal information will not be a factor in grading.

100 points – Discussion Facilitation

By the second week of class, you will form three groups. Your group will develop and lead three class discussions lasting approximately 30 minutes each. These discussions will be based on the reading assignment for that week. You can incorporate media into your discussion, such as video clips, song clips, or passages from a book or article; however, this use of media will be to add to your discussion,

not to replace it. You will be expected to be prepared with questions for your classmates that will serve as prompts for your discussion. The first class discussion will be facilitated by the instructor so that you have an idea of what is expected.

100 points – Final Presentation:

In groups of two or three, you will present on a topic of your choice concerning communication. You can keep the same groups that you used for the discussion facilitation assignments, or you can form new groups. The presentation should include a handout, a class participation activity, a thorough discussion of your topic, and your perspectives of this topic. You will be required to discuss your presentation with the instructor at least two weeks before you present. You are encouraged to be creative with this assignment and to incorporate multiple different communication strategies that we have learned. Some examples could be communication via art, music, poetry, phone apps, etc. You can elaborate on a topic that we have covered, or you can present on a topic that was missing from the textbook.

100 points – Final Exam

The final exam will be a cumulative multiple choice exam. The final exam schedule can be found on the registrar's website. Please check your UF email and Canvas account for updates throughout the time of the course.

*Time management is crucial to your academic success, so be prepared to create a schedule that works for you and stick to it. **Please note that NO late work will be accepted.** However, I understand that life happens. Should you find yourself not able to meet a deadline, please contact me prior to the deadline, so that we can discuss a resolution.*

Course Point Breakdown

Class Participation and Attendance – 100 points

Discussion Facilitation – 100 points

Journal Assignments – 100 points

Final Presentation – 100 points

Final Exam – 100 points

Total Points: 500

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|---|---------------|
| A | 90% - 100% |
| B | 80% - 89% |
| C | 70% - 79% |
| D | 60% - 69% |
| F | Less than 60% |

Tentative Course Due Dates:

| Date | Reading | Assignment Due | In Addition |
|-------------|---|-----------------------|-----------------------------------|
| 8/26 | None | None | |
| 9/2 | Ch. 1 Interpersonal Process | | |
| 9/9 | Ch. 2 Interpersonal Communication in a Changing World | Journal 1 | Discussion Facilitation – Group 1 |
| 9/16 | Ch. 3 Communication and the Self | Journal 2 | Discussion Facilitation – Group 2 |
| 9/23 | Ch. 4 Perceiving Others | Journal 3 | Discussion Facilitation – Group 3 |
| 9/30 | Ch. 5 Language | Journal 4 | Discussion Facilitation – Group 1 |
| 10/7 | Ch. 6 Nonverbal Communication | Journal 5 | Online Discussion |
| 10/14 | Ch. 7 Listening | Journal 6 | Discussion Facilitation – Group 2 |
| 10/21 | Ch. 8 Emotions | | Discussion Facilitation – Group 3 |
| 10/28 | Ch. 9 Dynamics of Interpersonal Relations | Journal 7 | Discussion Facilitation – Group 1 |
| 11/4 | Ch. 10 Communication Climate | Journal 8 | Discussion Facilitation – Group 2 |
| 11/11 | Veterans Day (no class) | | |
| 11/18 | Ch. 11 Managing Conflict | Journal 9 | Discussion Facilitation – Group 3 |
| 11/25 | Thanksgiving (no class) | | |
| 12/2 | | | Final Presentations |
| 12/9 | Ch. 12 Interpersonal Contexts: Friends, Family, and Intimate Relationships | Journal 10 | |
| 12/18 | Final Exam 10:00 am – 12:00 pm, 250 Norman Hall | | |

University of Florida Policies

Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

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 (at 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."

Getting Help: Resources for Students

The University of Florida recognizes that pursuit of an online degree requires just as much student support as pursuit of a traditional on-campus degree and therefore, each online program is responsible for providing the same student support services to both students who are in residence on the main campus and those who are seeking an online degree through distance learning. Resources are available at <http://www.distance.ufl.edu/getting-help> and at the following:

Online Computing Help Desk- e-Learning Support Services: The UF Computing Help Desk is available to assist students when they are having technical issues.

Online Library Help Desk: The help desk is available to assist students with access to all UF Libraries resources.

Disability Resource Center: If you have a physical, learning, sensory or psychological disability, please visit our Disabilities Resource Center.

Counseling and Wellness Center: Would you like to speak to a counselor about a problem that you are having? Please visit our counseling and wellness center.

Dean of Students Office: Do you need help resolving a conflict or would you like access to the student code of conduct? Visit the Dean of Students site.

Student Complaints: If you have an unresolved administrative issue while enrolled in a distance learning program, please contact us at distance@dce.ufl.edu