

MIDSTATE COLLEGE
411 W. Northmoor Rd | Peoria, IL 61614
(309) 692-4092 | (800) 251-4290
Spring Quarter 2019

Course: ENG120 – Interpersonal Communication

Credit Hours: 4 Quarter Hours

Method of Delivery: eLearning

Instructor: Sarah Breymeier | scbreymeier@midstate.edu

Instructor Office Hours: Your instructor is available for scheduled phone calls and/or teleconferences via Skype, Monday – Friday, 8 a.m. – 5 p.m.

Course Description: A study of and participation in communication processes, including the self as communicator, verbal and nonverbal communication, cultural expectations, cooperation, and conflict resolution. Experiential exercises encourage understanding and interpretation of the student’s own and other people’s attempts at communication. At least one face-to-face presentation with visual aids is required.

Text Book: Beebe, S.A., Beebe S.J., Ivy, D.K. (2016) *Communication Principles for a Lifetime* (6th ed.). Upper Saddle River, NJ: Pearson.

ISBN-13: 978-0-13-375382-0

ISBN-10: 0-13-375382-4

Hardware/Software Materials Needed for this Course:

- Microsoft PowerPoint
- Microsoft Word
- Version 5+ Skype (free download from www.skype.com)
- WebCam with built-in microphone (recommend Logitech HD Webcam C310)

Topics:

- Principles of Communication
- Interpersonal Communication
- Presentational Speaking

Learning Objectives:

1. Comprehend the communication process and the role of the communicator in that process.
2. Compare and contrast the role of verbal and nonverbal symbols in communication.
3. Apply the role of culture, gender, and ethnicity in the communication process.

4. Define the role of interpersonal communication in developing and maintaining relationships.
5. Prepare and present an oral presentation using visual aids.
6. Evaluate the self as communicator.

Midstate Grading Scale:

- 100-90 A
- 89-80 B
- 79-70 C
- 69-60 D
- 59-0 F

Plagiarism: Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses which involve writing assignments, the college promotes the use of an electronic resource that compares the student's writing against previously submitted papers, journals, periodicals, books and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electric resource has been found to confirm to legal requirements for fair use and student and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

Participation:

- All assignments, projects, reports and presentations must be completed and submitted on time (or resubmitted) and earn passing grades. Students are responsible for following the syllabus and checking the eLearning course board for any additional assignments.
- Students must be present for all collaboration exercises, quizzes, exams and oral presentations and earn passing grades.

Policies and Procedures:

- Regular attendance is required. Every two (2) unadvised absences will result in one lower final course grade.
- Projects, quizzes, exams and other assignments must be submitted on the week assigned. **LATE WORK WILL NOT BE ACCEPTED**. Make-ups or extensions must be approved by your instructor prior to the due date.
- All assigned work must be typed or word-processed.
- The student must retain copies of all assignments submitted until a final course grade has been earned. Ungraded, lost documents without a back-up copy must be resubmitted or will be considered incomplete.

Method of Evaluating Student Performance:

- Students will be expected to participate in class discussion, group studies and projects and will earn grades based on quality and frequency of contributions.
- All submitted papers, reports, etc., will be graded on content (scope, clarity, language, organization and understanding) and form (grammar, punctuation and structure). See written report rubric.
- Pre- and post-assessment tests will be given from material in the text to determine comprehension of core course concepts.

Examination Information: Quizzes and exams will feature multiple choice, true/false and/or short answer questions.

Grading Distribution:

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| • Project | 100 points |
| • Midterm Exam | 50 points |
| • Final Exam | 100 points |
| • Assignments (20 pts/ea) | 200 points |
| • Quizzes (20 pts/ea) | 200 points |
| • Participation/Discussion (10 pts/ea) | <u>100</u> points |
| | 750 points |

WEEKLY BREAKDOWN

Week	Instruction	Participation, Assignments, Quizzes, Projects, Exams, Extra Credit
(1) Date: 2/25/19 (noon) – 3/4/19 (8 a.m.)	Discussion, Reading, Lecture <ul style="list-style-type: none"> • D: Foundations of Human Communication • R: Chapter 1 • L: Chapter 1 	To be completed by 3/4/19 at 8 a.m. <ul style="list-style-type: none"> • Course Pretest (no credit) • P#1: Weekly Discussion (10 pts) • A#1: Miscommunication Analysis (20 pts) • Q#1: Chapter 1 (20 pts) • EC#1: Journal Entry (5 pts)
(2)Date: 3/4/19 (noon) – 3/11/19 (8 a.m.)	Discussion, Reading, Lecture <ul style="list-style-type: none"> • D: Self-Awareness and Communication • R: Chapter 2 • L: Chapter 2 	To be completed by 3/11/19 at 8 a.m. <ul style="list-style-type: none"> • P#2: Weekly Discussion (10 pts) • A#2: Comparing Selves (20 pts) • Q#2: Chapter 2 (20 pts) • EC#2: Journal Entry (5 pts)
(3)Date: 3/11/19 (noon) – 3/18/19 (8 a.m.)	Discussion, Reading, Lecture <ul style="list-style-type: none"> • D: Understanding Verbal and Nonverbal Messages • R: Chapters 3 & 4 • L: Chapters 3 & 4 	To be completed by 3/18/19 at 8 a.m. <ul style="list-style-type: none"> • P#3: Weekly Discussion (10 pts) • A#3 & 4 Combo: Metaphors, Slanguage, & Violations (40 pts) • Q#3: Chapters 3&4 (20 pts) • EC#3: Journal Entry (5 pts)

<p>(4)Date: 3/18/19 (noon) – 3/25/19 (8 a.m.)</p>	<p><u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture</p> <ul style="list-style-type: none"> • D: Listening & Responding Adapting to Others: Diversity and Communication • R: Chapters 5 & 6 	<p>To be completed by 3/25/19 at 8 a.m.</p> <ul style="list-style-type: none"> • P#4: Weekly Discussion (10 pts) • A#5 & 6 Combo: Skype & Shoebox (40 pts) • Q#4: Chapters 5&6 (20 pts) • EC#4: Journal Entry (5 pts)
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<p>(5)Date: 3/25/19 (noon) – 4/1/19 (8 a.m.)</p>	<p><u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture</p> <ul style="list-style-type: none"> • D: Midterm Review • D: Understanding Interpersonal Communication • R: Chapter 7 	<p>To be completed by 4/1/19 at 8 a.m.</p> <ul style="list-style-type: none"> • P#5: Weekly Discussion (10 pts) • A#7: Superficial, Intimate, and Very Intimate Analysis (20 pts) • Q#5: Chapter 7 (20 pts) • EC#5: Journal Entry (5 pts)
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<p>(6)Date: 4/1/19 (noon) – 4/8/19 (8 a.m.)</p>	<p><u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture</p> <p>Midterm Exam</p> <ul style="list-style-type: none"> • D: Enhancing Relationships • R: Chapter 8 • L: Chapter 8 	<p>To be completed by 4/8/19 at 8 a.m.</p> <ul style="list-style-type: none"> • E#1: (50 pts) • P#6: Weekly Discussion (10 pts) • Q#6: Chapter 8 (20 pts) • EC#6: Journal Entry (5 pts)
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<p>7)Date: 4/8/19 (noon) – 4/15/19 (8 a.m.)</p>	<p><u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture</p> <ul style="list-style-type: none"> • D: Speaking to Inform • R: Chapter 14 • L: Chapter 14 	<p>To be completed by 4/15/19 at 8 a.m.</p> <ul style="list-style-type: none"> • P#7: Weekly Discussion (10 pts) • A#8: Organizing Intro, Body, Conclusion (20 pts) • Q#7: Chapter 14 (20 pts) • EC#7: Journal Entry (5 pts)
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(8)Date: 4/15/19 (noon) – 4/22/19 (8 a.m.)	<u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture <ul style="list-style-type: none"> • D: Developing Your Presentation • R: Chapter 11 • L: Chapter 11 	To be completed by 4/22/19 at 8 a.m. <ul style="list-style-type: none"> • P#8: Weekly Discussion (10 pts) • A#9: Speaking to Inform Critical Analysis (20 pts) • Q#8: Chapter 11 (20 pts) • EC#8: Journal Entry (5 pts)
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(9)Date: 4/22/19 (noon) – 4/29/19 (8 a.m.)	<u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture <ul style="list-style-type: none"> • D: Organizing and Outlining Your Presentation Delivering Your Presentation • R: Chapters 12 & 13 	To be completed by 4/29/19 at 8 a.m <ul style="list-style-type: none"> • P#9: Weekly Discussion (10 pts) • A#10: Project Outline (20 pts) • Q#9: Chapters 12 & 13 (20 pts) • EC#9: Journal Entry (5 pts)
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(10)Date: 4/29/19 (noon) – 5/6/19 (8 a.m.)	<u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture <ul style="list-style-type: none"> • D: Understanding & Enhancing Group/Team Performance • R: Chapters 9 and 10 	To be completed by 5/6/19 at 8 a.m. <ul style="list-style-type: none"> • P#10: Weekly Discussion (10 pts) • Q#10: Chapters 9 & 10 (20 pts) • EC#10: Journal Entry (5 pts)
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(11)Date: 5/6/19 (noon) – 5/13/19 (8 a.m.)	<u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture Project – Speaking to Inform	To be completed by 5/13/19 at 8 a.m. <ul style="list-style-type: none"> • Course Project: Speaking to Inform (100 points)
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(12)Date: 5/13/19 (noon) – 5/20/19 (8 a.m.)	<u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture Final Exam Review	To be completed by 5/20/19 at 8 a.m. <ul style="list-style-type: none"> • E#2: Final Exam (100 pts)
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