SPD 126: INTERPERSONAL COMMUNICATION  
Thursday  
7-10:30pm  
Summer 2001

Instructor: Matthew Bowdy  
Office Hours: Before/After Class & By Appointment  
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E-mail: mbowdy@nv.cc.va.us

TEXT AND MATERIALS
Students will also need to buy THIRTEEN (13) scantron sheets for taking tests.

COURSE OBJECTIVES
This course is designed to teach interpersonal communication theory and practical skills to help students improve their ability to communicate more effectively in personal, social and career settings. Upon successfully completing the course, students should be able to:

- Report increased self-confidence;
- Express ideas with verbal fluency;
- Apply knowledge of nonverbal communication in sending and receiving messages;
- Demonstrate critical thinking skills in sending and receiving messages;
- Demonstrate organizational skills applying to communication;
- Adapt messages and behaviors to different communication contexts;
- Employ listening and responding skills adapted to different communication contexts;
- Demonstrate an understanding and respect for cultural and social diversity.

GRADING POLICY
10 Individual Tests @ 30 points each 300 points  
10 Team Tests @ 10 points each 100 points  
In Class Activities 100 points  
Workshop 100 points  
Participation in Class Discussion/Activities 50 points  
“Interpersonal Comm. In the News” 50 points  
Total: 700 points

INSTRUCTOR POLICIES
This is an active interpersonal course with a strong emphasis on experiential learning through class exercises and discussions. Students must be able to interact with other classmates in such a way as to demonstrate productive and appropriate interpersonal skill behavior for a variety of contexts including dyadic, small group and class discussions.

Absences will be excused at the discretion of the instructor. More than two unexcused absences will result in one letter grade lower for the final grade. Excessive lateness may result in a lowering of the grade or a drop from the course. Exceptions to both of these policies will be at the discretion of the instructor. The instructor reserves the right to drop any student who, due to excessive absence or lateness, does not demonstrate satisfactory completion of course.
requirements. Note: Unless an absence is excused, homework is to be handed in on the day it is due. A late penalty will be given accordingly.

**No make-up tests will be given.** A scheduled test may be taken BEFORE the in-class test date by arrangement with the instructor. If an unexpected emergency prevents the student from showing up for a scheduled presentation or exam, the student must arrange a time to make up the exam with the instructor. The instructor should be notified within 24 hours of the missed assignment or exam. **Failure to do so may result in a grade of “0” for that assignment.**

**General Class Requirements:**
You are expected to:
- Be on time for all class meetings.
- Interact productively in class discussions and small group activities.
- Be prepared daily for discussions and quizzes by reading all assigned material BEFORE the day it is listed on the course schedule.
- Successfully deliver an instructional group presentation (workshop).

Satisfactory completion of reading, verbal and written course assignments is necessary for a student to pass the course.

**Special Needs.** Please address with the instructor any special problems or needs at the beginning of the semester. If you are seeking accommodations based on a disability, you should provide a disability data sheet. This can be obtained from the counselor for special needs located in Rm 148 of the Bisdorf Building, tel. # 845-6301.

The instructor reserves the right to alter the course outline as needed. **Last date to withdraw from the course without grade penalty is July 5.**

Remember: It is your responsibility to officially withdraw from a course.

**COURSE STRUCTURE**

**Instructional Modes**

This course combines brief lectures by the instructor, class discussion of assigned textbook readings, group work, audio/video presentations emphasizing certain communication concepts and skills, oral presentations by the students, quizzes, exams, and classroom activities which all contribute to your overall understanding of interpersonal communication. Out-of-class work could include written exercises and research of communication concepts that are presented in workshops. Assigned chapters should be read before class so that you will be able to make a contribution to the class discussions and activities and perform well on quizzes/exams.

**Criteria for Course Completion**

This course consists of several assignments, each of which must be completed. There are no optional assignments. Course completion is accomplished when all necessary assignments (Quizzes, Workshops, Participation, and Exams) have been completed.

**Exams and Projects**

There will be several short true-false/multiple choice, short answer quizzes/exams given during the course (approximately one at the beginning of each chapter; although, I may choose to give quizzes without prior announcement). In addition, you will be expected to design a group workshop that applies to an interpersonal communication topic. Miscellaneous activity points may be awarded at the discretion of the instructor.
Group Workshops

The importance of developing your interpersonal communication skills when interacting with other students cannot be overstated. In order to give you practical experience in developing your interpersonal communication competencies, you will design and manage a group workshop on specific concepts related to one of the following four major topics:

- Workshop #1 Emotions - Chapter 4
- Workshop #2 Language - Chapter 5
- Workshop #3 Nonverbal Communication - Chapter 6
- Workshop #4 Listening - Chapter 7
- Workshop #5 Relationships – Chapter 8

These workshops will include: 1) a demonstration of key concepts and 2) the opportunity for questions from the class and instructor. The grade for these presentations will be determined by an evaluation by the other groups and the instructor's evaluation. Grading criteria include review of concepts, presentation style (attention to audience, introduction/conclusion, enthusiasm, delivery, use of materials), distribution of effort, quality of handouts, quality of activity, video usage, wrap-up/debriefing linking activities to concepts.

“Interpersonal Communication In the News”

Each student will be required to find and bring to each class meeting, one article from a popular press periodical (Washington Post, The New York Times, People Magazine, etc.) that demonstrates interpersonal communication at work in real life. Each student will also write a one paragraph summary of the article and how the interpersonal communication described in the article was good or bad and how it could be improved upon (each paragraph should be approximately 5-10 lines in length – long enough that a thorough evaluation of the communication can be given).

Determination of Final Grades

The final grades will be determined by adding the total points earned for each of the assigned projects: (quizzes/exams, workshop, participation, written assignments) and referring to the grading scale.

Grading Scale:

A = 700 - 627
B = 626 - 557
C = 556 - 487
D = 486 - 417

Students who attain 416 points or less will receive a FAILING GRADE of F.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic/Activities</th>
<th>Assignment Due</th>
<th>In Class</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>5/17</td>
<td>Course/Student Introductions</td>
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<td>Trust Walk</td>
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<tr>
<td>2</td>
<td>5/24</td>
<td>Chap 1</td>
<td>Completed Chap 1</td>
<td>Quiz Chap 1*  &quot;Breakfast Club&quot;</td>
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<td></td>
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<td>Make your own Communication Theory</td>
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<tr>
<td>3</td>
<td>5/31</td>
<td>Chap 2 - Self Concept</td>
<td>Completed Chap 2</td>
<td>Quiz Chap 2*  &quot;Breakfast Club&quot;</td>
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<tr>
<td>4</td>
<td>6/7</td>
<td>Chap 3 - Perception</td>
<td>Completed Chap 3</td>
<td>Quiz Chap 3*  &quot;Rain Man&quot;</td>
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<td>5</td>
<td>6/14</td>
<td>-- Workshop Preparation Day --</td>
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<td>6</td>
<td>6/21</td>
<td>Chap 4 - Emotions</td>
<td>Completed Chap 4 Workshop Chap 4</td>
<td>Quiz Chap 4*  &quot;Rain Man&quot;</td>
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<td>7</td>
<td>6/28</td>
<td>Chap 6 - Nonverbal</td>
<td>Completed Chap 6 Workshop Chap 6</td>
<td>Quiz Chap 6*  &quot;Tootsie&quot; Non-Verbal Tagteam</td>
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<td>Chap 5 - Language</td>
<td>Completed Chap 5 Workshop Chap 5</td>
<td>Quiz Chap 5*  &quot;Big&quot; Ready-Made Speeches</td>
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<td>8</td>
<td>7/5</td>
<td>Chap 7 - Listening</td>
<td>Completed Chap 7 Workshop Chap 7</td>
<td>Quiz Chap 7*  &quot;Jerry McGuire&quot; Listening Activity</td>
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<td>7/12</td>
<td>Chap 8 - Relationships</td>
<td>Completed Chap 8 Workshop Chap 8</td>
<td>Quiz Chap 8*  &quot;Bed of Roses&quot; Trust Walk</td>
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<td>10</td>
<td>7/19</td>
<td>Chap 9 - Comm. Climate</td>
<td>Completed Chap 9</td>
<td>Quiz Chap 9*  &quot;12 Angry Men&quot;</td>
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<td>11</td>
<td>7/26</td>
<td>Chap 10 - Comm Conflict</td>
<td>Completed Chap 10</td>
<td>Quiz Chap 10*  &quot;One Flew Over The Cuckoo's Nest&quot; Prisoner Activity</td>
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<td>12</td>
<td>8/2</td>
<td>Final Grades Given – Wrap-up</td>
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*Please remember to bring scantron form and #2 pencil.