



Course Syllabus

COMM 200 - Interpersonal Communication

The session begins on the 1st day of the enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: NiCole Dennler

UIU Faculty Email: dennlern@uiu.edu

Telephone Number: Office: 563-425-5908 (all messages come to NiCole's email)

Office Location: Liberal Arts 215

Availability: If you need me the best method of contact is email. I read messages daily and will respond within 48 hours (work week) at least to acknowledge your message even if I do not yet have an immediate answer or resolution to the inquiry.

Course Description

Semester Credits: 3

Catalog Course Description: Focusing on communication between individuals and within groups, this course examines the nuances of personal interactions and the strategic management of communication goals, messages, and behaviors. Students are equipped with skills to analyze and improve interpersonal communication in both personal and professional environments. Meets the professional oral communication requirement in The Peacock Professional Experience ("general education").

Credit Hour Policy: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see UIU's Policy Guidelines for Instructional Time Expectations: [UIU Policies](#).

Interpersonal Communication - With Access 5TH 23

Author:	West, Richard
ISBN-13:	978-1-07-185233-0
ISBN-10:	1-07-185233-7
Edition/Copyright:	5TH 23
Publisher:	Sage Publications, Inc.

Course Outcomes

- Students will be able to identify and evaluate misunderstandings.
- Students will be able to explain the need for reflection of interpersonal communication practices
- Students will be able to describe and evaluate actions of yourself and others
- Students will be able to explain how communication choices affect interpersonal communication
- Students will be able to describe basic theories of Interpersonal Communication and apply those theories to a variety of contexts
- General Education Outcome: Students will be able to communicate effectively through oral communication.

General Education Assessment

Upper Iowa University is committed to ensuring that all undergraduate students participating in its general education program receive a broad education, while

gaining essential professional skills across multiple disciplines. The Peacock Professional Experience provides nine learning outcomes, each of which articulates a specific skill students should gain, and are supported by knowledge provided by the courses students choose to take within the guidelines of the program. The outcome assessed in this course is the last outcome listed under Course Outcomes.

Course Requirements and Grading Criteria

Course Requirements

1. Please review the entire course syllabus before beginning the course. Be sure you

understand the course procedures and objectives. Procedures do change, so please review ALL forms. Your course status may be affected if policies are not followed.

2. You are allowed to complete the course as soon as you are able to.

3. No more than three assignments may be submitted in one week. Feedback received

from the instructor is critical to your success in subsequent units as it allows you to improve. You will not be permitted to rescind submitted assignments, so the wisest path to

success is submitting one unit at a time and waiting for feedback before completing the

next unit.

4. As a best practice, you are encouraged to always make a copy of your units before

submitting them for grading. Some assignments, including exams, will not be returned incomplete.

5. Upper Iowa University staff and faculty are dedicated to providing you with a rewarding learning

experience. We would like to hear your comments, questions, or concerns.

Presentations

1. We will deliver three formal presentations on the topic of specific aspects of interpersonal

communication: (1) an informative/descriptive presentation on interpersonal communication

in family, (2) an informative presentation on an interpersonal communication theory from

our textbook, and (3) a final presentation on an aspect of interpersonal communication of

your choice through the lens of at least three interpersonal communication theories. You

will receive specific expectations on each presentation in advance of presentation days.

You must successfully attempt all three presentations to be eligible to pass the course.

2. You must deliver all three presentations in front of a live audience of at least four people.

This requirement will be fulfilled by uploading a recording of you delivering your speech in the presence of a live (pictured on-camera) audience, to the appropriate

Assignments folder. Larger video files may be too large to upload directly to uiuLearn. You

are advised to upload your video to YouTube (or another video-hosting site) and then post

the link to uiuLearn if the video is too large to upload. Also, submit a written full-sentence

outline: your entire written speech as you intend to deliver it, to the same Assignments

folder. Title pages may be omitted; please include page numbers.

3. For all speeches that incorporate outside research, including our textbook, you must

verbally acknowledge the source of any idea that is not your intellectual property (this

is giving credit is called an “oral footnote”). Any evidence of failing to cite your sources

will result in a grade of zero; you will also be reported to the university’s Academic

Misconduct Board.

4. Outlines for presentations that require research must be accompanied by a reference page

properly formatted in MLA or APA style; all ideas taken from external sources must include

MLA or APA in-text citations. Outlines merely include a list of cut-and-pasted

hyperlinks will be capped at 60%; outlines with no reference pages or in-text

citations will receive grades of zero and may be subject to charges of academic misconduct.

Exams and Other Written Assignments

1. We have two exams, a midterm covering textbook chapters 1-5 and a final covering

chapters 6-11. Both exams must be completed, and at least one exam must earn a

grade of at least D-, to be eligible to pass the course. No textbooks or external notes or

documents can be utilized during either exam. Exams are accessed in the Quizzes menu

on uiuLearn and must be completed in 90 minutes.

2. Fourteen 10-point practice quizzes are offered throughout the course. Quizzes are

developed from text, lecture, and classroom discussion material and may consist of multiple choice, short answer, true or false, or short essay questions. You may utilize your

textbook or notes to complete practice quizzes. Quizzes are accessed in the Quizzes menu

on uiuLearn and must be completed in 15 minutes (you will not have time to look up many,

Eleven 10-point short essays are offered throughout the course: one for each textbook

chapter. Please read the essay prompt carefully and respond to all components of the

question. Please respond using complete sentences, paragraphs with topic sentences, and

appropriate grammar, spelling, and punctuation for a 200-level college course.

Grading Criteria

Criteria	Points Percentage
Presentation 1: Family Communication	60
Presentation 2: Interpersonal Theory	70
Presentation 3: Final Presentation	100
Midterm Exam	60

Criteria	Points Percentage
Final Exam	60
Quizzes (14 x 10 pts.)	140
Short Essays (11 x 10 pts.)	110

Extension Policy

Students will be allowed to request an extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines AND
- All course units and exams are not completed and submitted OR
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can re-enroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Grades and Feedback

All graded work available must be posted in the uiuLearn Gradebook by Sunday at 11:59pm (CT) one week prior to the course drop date, as well as posted by Sunday at 11:59 pm prior to the final week.

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty.

Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

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Course Schedule

Course units and exams should be completed in the order they are shown below.
Completing

units/exams out of sequence could result in a loss of points and a reduced grade

Unit 1: Chapters 1-2, Introduction to Public Speaking

West & Turner

Chapter 1

Foundations of Interpersonal Communication

Topics

Defining and Interpreting Communication, The Evolution of the

Communication Field, Defining and Interpreting Interpersonal

Communication, Prominent Models of Human Communication, The

Principles of Interpersonal Communication, Dispelling Myths About

Interpersonal Communication, Interpersonal Communication Ethics,

The Communication Competency Equation

Activities

West & Turner Chapter 1

Chapter 1 Chapter Notes

Assignments Quiz 1 (Covers West & Turner Chapter 1)

West & Turner

Chapter 1

Foundations of Interpersonal Communication

Short Essay 1

Introduction to

Public Speaking

Foundations of Interpersonal Communication/ Supporting Your

Ideas

Topics

Benefits of Public Speaking, Elements of the Communication Process,

Types of Speeches and Speaking Occasions, Speaking Competencies

Personal and Professional Knowledge, Library Resources, Internet

Resources, Citing Sources and Avoiding Plagiarism

Activities

Public Speaking Project Chapter 1

Public Speaking Project Chapter 7

Public Speaking Project Chapter 1, 7 Notes

Assignments Quiz 2 (Covers Public Speaking Project Chapters 1, 7)

West & Turner

Chapter 2

Culture and Interpersonal Communication

Topics

Defining and Interpreting Culture, Diversity Around the Globe and in the United States, Why Study Intercultural Communication?, Dimensions of Culture, Challenges of Intercultural Communication; Technology, Social Media, and Cultural Understanding; Skill Set for Improving Intercultural Communication

Activities

West & Turner Chapter 2

Chapter 2 Chapter Notes

Assignments

Quiz 3 (Covers West & Turner Chapter 2)

Short Essay 2

Introduction to

Public Speaking

Speech Outlining and Organizing

Topics

The Topic, Purpose Statement, and Thesis; Organizational Styles,

Connecting Your Main Points, Outlining Your Speech

Introduction to

Public Speaking

Speech Outlining and Organizing

Activities

Public Speaking Project Chapter 8

Public Speaking Project Chapter 8 Notes

Assignments Quiz 4 (Covers Public Speaking Project Chapter 8)

Introduction to

Public Speaking

Speech Delivery, Presentational Aids

Topics

Methods of Delivery, Vocal Aspects of Delivery, Nonverbal Aspects of

Delivery, Mastering the Location; Preparation, Practice, and Delivery

Effective Visual Aids, Types of Visual Aids, Design Principles

Activities

Public Speaking Project Chapter 12

Public Speaking Project Chapter 13

Public Speaking Project Chapter 12, 13 Notes

Assignments Quiz 5 (Covers Public Speaking Project Chapters 12, 13)

UNIT 2: Chapters 3 -5

West & Turner

Chapter 3

Perception, the Self, and Others

Topics

The Importance of the Perception-Self Dynamic, Various Influences on Perception, Dimensions of the Self, Identity Management; Technology, Social Media, and the Identity-Perception-Self Interface; Skill Set for Improving Perception Accuracy and Self-Actualization

Activities

West & Turner Chapter 3

Chapter 3 Chapter Notes

Assignments

Quiz 6 (Covers West & Turner Chapter 3)

Short Essay 3

West & Turner

Chapter 4

Communicating Verbally

Topics

Understanding Verbal Symbols, Factors Affecting Verbal Symbols, The Destructive and Constructive Sides of Verbal Symbols, The Interaction of Technological and Verbal Communication, Skill Set for Improving Verbal Communication

Activities

West & Turner Chapter 4

Chapter 4 Chapter Notes

Assignments

Quiz 7 (Covers West & Turner Chapter 4)

Short Essay 4

West & Turner

Chapter 5

Communicating Nonverbally

Topics

The Nature and Interpretation of Nonverbal Communication, Four

Assumptions of Nonverbal Communication, Nonverbal Communication

Channels, The Influence of Culture on Nonverbal Communication,

Technology, Social Media, and Nonverbal Communication, Skill Set for

Increasing Nonverbal Communication Effectiveness

Activities

West & Turner Chapter 5

Chapter 5 Chapter Notes

Assignments

Quiz 8 (Covers West & Turner Chapter 5)

Short Essay 5

Presentation 1

MIDTERM

Unit 3: Chapters 6-8

West & Turner

Chapter 6

Effective Listening and Responding

Topics

Differences Between Hearing and Listening, The Value and Importance of Listening, Components of the Listening Process, Why We Don't Listen, Poor Listening Habits, Styles of Preferred Listening, Culture and the Listening Process; Technology, Social Media, and the Listening Process; Skill Set for Effective Listening and Responding

Activities

West & Turner Chapter 6

Chapter 6 Chapter Notes

Assignments Quiz 9 (Covers West & Turner Chapter 6)

West & Turner

Chapter 6

Effective Listening and Responding

Short Essay 6

West & Turner

Chapter 7

Interpersonal Communication and Emotion

Topics

Defining Emotion, Explaining Emotion: Biological and Social
Interaction, Emotion and Interpersonal Communication, Influences on
Emotional Expression, Virtual Communication and Emotional
Expression, Skill Set for Emotional Expression

Activities

West & Turner Chapter 7

Chapter 7 Chapter Notes

Assignments

Quiz 10 (Covers West & Turner Chapter 7)

Short Essay 7

West & Turner

Chapter 8

Communicating Personal Disclosures

Topics

Definition of Self-Disclosure, Reasons for Revealing and Concealing
Personal Information, Factors Affecting Self-Disclosure, Explaining
Self-Disclosure, The Interface Between Self-Disclosure and Virtual
Communication, Skill Set for Effective Disclosing

Activities

West & Turner Chapter 8

Chapter 8 Chapter Notes

Assignments

Quiz 11 (Covers West & Turner Chapter 8)

Short Essay 8

Presentation 2

Unit 4: Chapters 9-11

West & Turner

Chapter 9

Interpersonal Conflict

Topics

The Complexities of Conflict Communication, The Destructive and
Constructive Sides of Interpersonal Conflict, Explaining Conflict, The
Relationship Between Conflict and Power, Interpersonal Conflict
Online, Skill Set for Effective Conflict Management

West & Turner

Chapter 9

Interpersonal Conflict

Activities

West & Turner Chapter 9

Chapter 9 Chapter Notes

Assignments

Quiz 12 (Covers West & Turner Chapter 9)

Short Essay 9

West & Turner

Chapter 10

Communicating in Close Relationships

Topics

Understanding Close Relationships, Influences on Close Relationships,

Developing Interpersonal Relationships Through Stages, Explaining

Communication in Close Relationships, Virtual Communication and

Close Relationships, Skill Set for Communicating in Close

Relationships

Activities

West & Turner Chapter 10

Short Essay 10

Chapter 10 Chapter Notes

Assignments Quiz 13 (Covers West & Turner Chapter 10)

West & Turner

Chapter 11

Communicating With Families, Friends, and Romantic Partners

Topics

Defining and Interpreting the Family, Types of Families in the United

States, Close Friendships, Romantic Relationships; Technology, Social

Media, and Family, Friends, and Romantic Relationships, Skill Set for

Improving Your Interpersonal Communication With Family Members,

Close Friends, and Romantic Partners

Activities

West & Turner Chapter 11

Chapter 11 Chapter Notes

Assignments

Quiz 14 (Covers West & Turner Chapter 11)

Presentation 3

FINAL EXAM

Course Expectations

Email

Upper Iowa University employees and students are issued a UIU email account (doej@uiu.edu). University email communications will only be sent to UIU email address. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#). Respect the opinions of others using appropriate language and communications.

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University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Students who have registered for this course through our partnership are required to follow the withdrawal policy outlined on the partnership website. Please refer to the partnership site for official withdrawal procedures and deadlines.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the

percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro-rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective.

Upper Iowa University (UIU) provides closed captioning/transcriptions in acknowledgment of the Americans Disability Act, Rehabilitation Act, and various state laws. The information displayed is computer generated and not reviewed before being published. UIU makes no representations or warranties and expressly disclaims any responsibility or liability with respect to any errors or omissions in, or the accuracy, reliability, timeliness, or completeness of, any information that appears in a closed caption or transcript.

Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Emergency Directives: (Fire, Natural Disaster, Threat on campus, etc.)

In accordance with Upper Iowa University's emergency management plan, any student that requires assistance in the event of an emergency (Fire, natural disaster, threat on campus) is responsible for notifying their instructor of the need for assistance. (Evacuation, and/or indoor safety protocols) This information will be held confidential and only needed in the unlikely event that there is an emergency.