

## **SYLLABUS FOR “INTERPERSONAL COMMUNICATION”**

**COURSE DESCRIPTION:** This course is a practical approach to understanding current theories of interpersonal communication in face-to-face encounters. Communication 340 will focus on analyzing personal communication behaviors and its effect on others' perception and responses. Conflict resolution will be examined in terms of the overall motivations and conflict management styles. Individual communication competencies will be developed through self assessment questionnaires, role playing exercises, and activities in dyads and small groups.

### **OBJECTIVES:**

1. To have a clear understanding of what constitutes effective interpersonal communication
2. To critically assess personal communication styles
3. To understand the roles that self-concept and self-disclosure play in effective communication
5. To identify the importance of recognizing and expressing emotions when appropriate
6. To understand the impact of language in interpersonal encounters
7. To meaningfully interpret and effectively use nonverbal cues
8. To develop effective listening skills for use in all communication settings
8. To develop alternative methods for handling interpersonal conflicts
9. To describe communication variables in relationships with family, friends and partners

**TEXTBOOK:** *Looking Out Looking In* 11th Edition by Adler, Proctor II and Towne

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**OFFICE HOURS:** M, W, F from 8am - 9am and M, W from 12pm to 1pm and by appointment

# COMMUNICATION 340 ASSIGNMENTS

<u>REQUIRED ACTIVITIES</u>	<u>DUE DATE</u>	<u>% OF GRADE</u>
CHAPTER CHECKS	Weekly	20%
INDIVIDUAL PAPER/PRESENTATION		
Personal Development Paper	February 26	15%
Presentation on topic of choice	April 25 - May 4	20%
EXAMINATIONS		
Mid-Term	March 19	15%
Final	TBA	15%
CLASS PARTICIPATION		15%

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**CHAPTER CHECKS:** Quizzes and/or exercises will be administered on a weekly basis. A quiz may be made up only with written verification of the reason for the absence.

Short reflection pieces are included in this category of "Chapter Checks." Any assignment or exercise based on in-class activity with other class members cannot be made up if you are not present for the activity.

**EXAMINATIONS:** Students may make up a test with verification that circumstances were beyond their control. In such cases, please notify me before class, if possible.

**PAPERS:** Papers must be completed on time. **LATE PAPERS WILL NOT BE ACCEPTED.** All assignments submitted should be the student's own work. Other sources should be properly attributed. Plagiarism will not be tolerated. Communication department policy requires that, on first offense, plagiarized assignments will be given a grade of zero and the student's final grade will be reduced by one letter grade. A second offense will mandate an automatic failure of the class.

**INDIVIDUAL PRESENTATION:** Students will research and give a presentation on a topic of their own choice. The topic must allow for research, be intellectually important, and be relevant to the course.

**CLASS PARTICIPATION:** A willingness to actively participate in class discussions and activities is a prerequisite for this course. Students who are not current with assigned readings reduce the effectiveness of learning not only for themselves, but for others involved in the process. Be prepared to ask questions, elicit comments, provide feedback, and contribute your opinions to discussions.

**ATTENDANCE:** Attendance and promptness at all class sessions is expected. Three or more unexcused absences will affect your final grade. Three tardies constitute one unexcused absence. In addition, three consecutive class absences can result in a failing grade.

## COMMUNICATION 340 CLASS SCHEDULE

<b>DATE</b>		<b>TOPIC</b>	<b>READINGS</b>
Week 1	January 16-19	Overview and introduction Elements of interpersonal communication	Ch. 1
Week 2	January 22-26	Understanding the self	Ch. 2
Week 3	January 29-Feb 2	Building perception skills	Ch. 3
Week 4	February 5-9	Communicating Emotions	Ch. 4
Week 5	February 12-16	Using language	Ch. 5
Week 6	February 21-23	Power of nonverbals	Ch. 6
Week 7	February 26-Mar 2	Mixing it up Personal Development Paper	
Week 8	March 5-9	REAL listening	Ch. 7
Week 9	March 12-16	Dynamics of relationships	Ch. 8
Week 10	March 19-23	Mid Term Examination Self disclosure	
	March 26-30	Spring Break	
Week 11	April 2-4	Communication climates	Ch. 9
Week 12	April 9-13	Understanding conflict	Ch. 10
Week 13	April 16-20	Managing conflict	
Week 14	April 23-27	Student presentations	
Week 15	April 30-May 4	Student presentations	
Week 16	May 7-11	Final Exam Week	