

## **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 CLASS SCHEDULE

<b><u>DATE</u></b>		<b><u>TOPIC</u></b>	<b><u>READINGS</u></b>
Week 1	August 27-31	Overview and introduction Elements of interpersonal communication	Ch. 1
Week 2	September 5-7	Understanding the self	Ch. 2
Week 3	September 10-14	Building perception skills	Ch. 3
Week 4	September 17-21	Communicating Emotions	Ch. 4
Week 5	September 24-28	Using language	Ch. 5
Week 6	October 1-5	Power of nonverbals	Ch. 6
Week 7	October 10-12	Mixing it up Personal Development Paper	
Week 8	October 15-19	REAL listening	Ch. 7
Week 9	October 22-26	Dynamics of relationships	Ch. 8
Week 10	Oct 29-Nov 2	Mid Term Examination Self disclosure	
Week 11	November 5-9	Communication climates	Ch. 9
Week 12	November 14-16	Understanding conflict	Ch. 10
Week 13	November 19-21	Managing conflict	
Week 14	November 26-30	Student presentations	
Week 15	December 3-7	Student presentations	
Week 16	December 10-14	Final Exam Week	

# COMMUNICATION 340 ASSIGNMENTS

<u>REQUIRED ACTIVITIES</u>	<u>DUE DATE</u>	<u>% OF GRADE</u>
CHAPTER CHECKS	Weekly	20%
INDIVIDUAL PAPER/PRESENTATION		
“I Am” Project	September 14	5%
Interview Paper and Presentation	October 10, 12, 15, 17	20%
Presentation on topic of choice	November 26, 28, 30, Dec 3	20%
EXAMINATION		
Final	TBA	15%
CLASS PARTICIPATION		20%

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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.