

Course Title: INTERPERSONAL COMMUNICATION

Course Prefix: COMM

Course No.: 2603

Section No.: P

Department of Languages and Communications

College of Arts and Sciences

Instructor Name: Dr. Toniesha L. Taylor

Office Location: Hilliard Hall 105

Office Phone: (936) 261- 3705

Fax: (936) 261-3739

Email Address: tltaylor@pvamu.edu

U.S. Postal Service Address: Prairie View A&M University,
P.O. Box 519, Mail Stop 2220
Prairie View, TX 77446

Office Hours: T/R 9:00AM – 11:00AM; T/R 3:30-5:00; M 11:00AM – 1:00PM
(@Northwest Houston Center)

Virtual Office Hours: W 11:00AM – 1:00PM

Course Location: Hilliard Hall 125

Class Meeting Days & Times: T/TH 2:00-3:20PM

Catalog Description: A study of human symbolic behavior and its effect on people. Emphasizes practical and theoretical implications of face-to-face interaction in social, business, and professional settings

Prerequisites/ Co-requisites : COMM 1003

Required Text: McCornack, Steven. *Reflect & Relate : An Introduction to Interpersonal Communication*. Boston: Bedford/St. Martin's, 2010. Print.

Recommended Text/Readings: Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*.

7th ed. Chicago: The University of Chicago Press, 2007.

Access to Learning Resources:

PVAMU Library: phone: (936) 261-1500;

web: <http://www.pvamu.edu/pages/3585.asp>

University Bookstore: phone: (936) 261-1990;

web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

Course Goals or Overview:

- *Theory:* To develop an improved understanding of the principles of interpersonal functioning.
- *Application:* To experience directly the elements inherent in a positive interpersonal communication environment.
- *Analysis:* To learn strategies for examining individual, family, group, and social communication processes critically and analytically.
- *Awareness:* To increase sensitivity to the nature and implications of interpersonal communication skills such as verbal and nonverbal messages, perception, decision making, and conflict management

Course Outcomes/Objectives

At the end of this course, the student will:

1. recognize, analyze, and interpret verbal and nonverbal messages (Critical Thinking);
2. demonstrate appropriate emotions and feelings in a variety of communication situations;
3. recognize use of assertive behavior for appropriate settings (Critical Thinking);
4. demonstrate appropriate handling of conflict situations (Teamwork; Critical Thinking);
5. recognize the importance culture plays in interpersonal communication;
6. explain concepts in communication theory (Communication);
7. illustrate the perception process (Communication);
8. demonstrate effective listening and speaking skills (Communication);
9. define self-concept and its relationship to communication (Personal Responsibility; Critical Thinking);
10. recognize and participate in effective relationships (Teamwork).

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course (see full assignment descriptions below under course assignment on page 13).

Presentations – individual and group oral presentations communication theories and concepts, critical thinking, teamwork and personal responsibility

Exams – written tests designed to measure knowledge of presented course material communication theories and concepts, critical thinking, teamwork and personal responsibility

Papers – written assignments of varying lengths designed to supplement and reinforce course material communication

theories and concepts, critical thinking, teamwork and personal responsibility

Class Participation – daily attendance and participation in class discussions communication theories and concepts, critical thinking, teamwork and personal responsibility

Grading Matrix

Assignments	Points Possible	Percentage
Who Am I? Presentation	50	10
Service Learning Project Proposal	50	10
Group Contract	100	20
Group Service Learning Portfolio	100	20
Group Presentation	50	10
Midterm	100	20
Class Participation/Attendance	50	10
<i>TOTAL POINTS</i>	<i>500</i>	<i>100</i>

Grade Determination:

Grading Scale	Points Possible	Percentage
A	500 - 450	100 - 90%
B	449 - 400	89 - 80%
C	399 - 350	79 - 70%
D	349 - 300	69 - 60%

Languages and Communications Department Guidelines

One of the primary goals of the Languages and Communications Department (LCOM) is to nurture a dynamic environment of higher learning, where each student is expected to develop critical skills, learn to communicate effectively, engage in a higher level of academic inquiry, seek and obtain knowledge, and prepare for a productive career or for further pursuits of post-graduate studies. Behavior that impedes teaching and learning and creates obstacles to the fulfillment of this goal is considered disruptive and may result in disciplinary action. In this regard, the ultimate goal of instituting official academic sanctions against unacceptable student misconduct in the classroom is to create and protect the best possible learning experience while preserving the classroom as a place where learners can pursue knowledge freely, share educational experiences candidly, and engage in an intellectual discourse in an atmosphere of tolerance and respect. Thus, students have the responsibility of fully complying with all University procedures pertaining to student conduct in the classroom. Equally, faculty has a professional responsibility to conduct their instruction in an atmosphere conducive to maximum learning, of which treating students with dignity, respect, and understanding is paramount.

The standards, governing the LCOM Code of Student Conduct in the Classroom, which is enumerated below, have been designed with the above statement of mission in mind. Therefore, all students taking classes in the Languages and Communications Department are to pledge full compliance with these standards, affirming that any violation of the standards will subject them to some disciplinary action as appropriate. To this end, the student and the instructor of record in each class are to sign their respective name at the bottom of this page during the first week of class each semester. The instructor's signature will serve only as a confirmation of the student's consent to abide by the standards.

LCOM Student Expectations;

1. All work must be turned in on time – **NO LATE WORK IS ACCEPTED**
2. You are always expected to come to class on time.
3. You should not leave before class is over, or leave and reenter the classroom when the class is still in progress. If you must leave early, notify the instructor before the class begins, sit by the door, and exit quietly.
4. During the class periods, all phones, pagers, and other electronic devices will be turned off.
5. Do not talk to other students during lecture. If you have a question or a comment on the subject being discussed, address it to the instructor directly.
6. Walk quietly through the hallways, classes in other rooms may still be in session.
7. Such practices, as eating, drinking, sleeping in class, using profanity, and engaging in any form of horseplay in the classroom are disruptive and unacceptable behavior.
8. Be respectful, civil, polite, and considerate when dealing with your professors as well as your fellow students.
9. Always dress properly, particularly when making presentations in class, attending sessions that involve outside guests, as required by the faculty.
10. You must purchase textbooks for your class. Effective learning, in addition to the lecture material in class, requires reading textbooks. In order to maximize your potential in the learning process, you are expected to own textbooks for each class, the most important resource assets in scholarly pursuits;

both scholars and students cannot fulfill their obligations without textbooks.

11. You must review and fulfill the requirements defined in your course syllabus. The professor has an obligation to provide you with a syllabus that outlines the requirements of the course, based on the university standards and expectations.

Name of Student

Signature

Date

Course Procedures

Submission of Assignments and Exams:

ALL ASSIGNMENTS must be typed and submitted via eCourses. No late work is accepted. Make sure that you are attentive to the **due date AND time** for assignments and exams. You will not be allowed to submit late work on eCourses or in class.

Make-up and Late Work: NO MAKE-UP OPTIONS ARE PROVIDED. NO LATE ASSIGNMENTS, SPEECHES, DISCUSSIONS OR EXAMS WILL BE ACCEPTED. **I do not accept late WORK under any circumstance.** This cannot be stressed enough. I will not accept late assignments, presentations, exams or activities under any circumstance. You are expected to come to each and every class on time and prepared. This is a dynamic participation based course. There is no way to recreate the atmosphere of an assignment, presentation or exam. ***This is a Group based course!*** **If an assignment is not turned in on time it will not be accepted. Each individual student is responsible to ensure that all assignments are completed and turned in on time. If a group member fails to complete and turn in an assignment on time EVERYONE in the group will receive a failing grade. It is your responsibility to turn work in by the due dates listed in this syllabus and on eCourses.** For this reason I do not offer make-up assignments. Additionally, I will not be placed in the unfair position of evaluating the quality of your reason or excuse along side the quality of your work. I function in a reality that is governed by the maxim “failure to plan on you part does not constitute an emergency on mine.” You have everything you need to plan your life accordingly. If you have planned your life accordingly, then in the face of a true emergency you should be able to turn your assignment in via classmate, email, or carrier pigeon by the start of class on the day it is due. Emergencies do happen. I expect you to contact me if an emergency prevents you from attending class or completing a presentation, assignment or exam. If you do not contact me and let know what is going on I cannot help you. Finally, I will not accept late assignments, presentations or exams under any circumstance.

Other Instructor Policies:

COURSE ASSIGNMENTS AND GRADING: Your grade in this course is based on the completion of the course assignments including all readings, notes, presentations, papers, exams and class participation. You are expected to and your grade will reflect your adhesion to course guidelines and expectations. Full-length assignment discussions are included with this document after the discussion of University Rules and Procedures.

Grade Concerns: I am happy to discuss your work and performance with you. Keep in mind that I will protect your privacy in discussing your work. This means not discussing your grade in the presence of other students, faculty or staff before, during or after class sessions and or office hours. If others are present at the time that you attempt to engage in a conversation about your grades I will ask them to leave or instruct you to wait until such time as your privacy can be maintained.

In general, I require a 24-hour reflection period before discussing grading concerns. After the reflection period has passed, you may submit your concerns in writing. Make sure that in your email you include:

- (a) Your name, the title of the course and meeting time
- (b) The name of the assignment
- (c) A clear discussion of your issues or concerns
- (d) Your suggestion(s) for resolving the issue(s).
- (e) Make sure that you use correct spelling and grammar in your email. (*I do not respond to messages I do not understand.*)

I will respond in writing to your concern(s) within 48 hours of receiving them unless the email is sent over the weekend or holiday break. If you continue to have questions after you have received and read my written response(s) to your concern(s), we will find a suitable time to meet and discuss your concern(s). USE ONLY your pvamu.edu email

accounts to discuss grade concerns. I will not respond to emails sent via a non PVAMU email account as there is no way to secure your receipt of my response or the authenticity of the user.

If you are a graduating senior, all of your work including your final paper must be turned in to your professor on or before **April 30, 2012 at 11:00 am** in order to receive full consideration for this course.

For all other students, all of your work must be turned in to your professor before **May 7, 2012 at 12:00pm**.

REMEMBER NO LATE WORK IS ACCEPTED FOR THIS COURSE

Extra Credit: None. No extra credit is provided. If you make sure to complete and submit all assignments, exams, presentations and papers on time and do your best work no extra work is needed.

CLASSROOM POLICIES AND COURSE PROCEDURES

The following sections outline specific policies and procedures that govern this class. If you remain in this class after **the second class meeting** you signal your agreement with the policies and procedures governing this course to the professor and the university. If you have questions about the policies and procedures please ask me. I am always happy to discuss the class with you. *Your professor will not drop you from this course if you attend the first day of instruction.* If at anytime you decide not to continue in this course, you are responsible to drop this course with the Office of the Registrar.

Class is conducted through face-to-face, virtual lecture, discussion, and small group workshop. Class involvement and participation is an essential aspect of the course. A percentage of the final grade is based on your participation. The remainder of your grade is determined based on your performance on exams, written and oral assignments. Students are expected to come to class on time for every class meeting. Your professor expects you to be prepared for every class. This means having all needed documents, books, writing instruments, completing all reading and other materials assigned in the syllabus **prior** to the date indicated on the course calendar. Students are also expected to provide appropriate feedback about their classmates' preparation, participation and presentations according to criteria set forth by the professor.

Attendance: Regular attendance is crucial to your success in this class. You are expected to come to class having completed all assignments, prepared for all readings, discussions and presentations. Please be on time and prepared on your assigned presentation day as well as your day to be an active audience member. If you decide not to come to class, you will be held responsible for all information and/or in-class activities whether you are there or not. **You will not be permitted to make up any assignments completed in a class for which you are absent.** If you are absent, have one of your classmates bring you up to speed. Please don't ask me if we did anything important, or if you missed anything; assume that it was and you did. Attendance is a substantial part of your participation grade. I make no value judgments about WHY you are absent from class. When you are absent, it is counted against you.

Participation: I invite you to participate in class. Participation can take many forms. In my view, it involves coming to every class, staying through the entire class, not disrupting the class from its' business (i.e. going to the bathroom during class time, failing to turn off cell phones, sending text messages, instant messages, reading newspapers, gossiping, etc.).

It includes being prepared to discuss the day's topic, stimulating the class's thinking by bringing in real life examples or thoughts you have about the readings, etc. These are the types of behaviors that I expect from you in this class. Be assured that I will do my part by offering ideas, videos, readings, and exercises that I hope will spark your intellectual curiosity.

Reading: It is mandatory that you have the required reading(s)/textbook(s) for this course. **I expect every student to own a copy of the required text(s) for this course no later than the end of the first week of instruction.** There

will be days when you must bring your text(s) to class with you. I expect every student to have read the assigned material from the text(s) *before* coming to class. I encourage you to take notes as you read so that you can ask informed questions during class. This is your education. Take it seriously and read the material. You will be held responsible for the material in the textbook(s) as well as for information discussed in class on exams, assignments, and during presentations. Your final grade will reflect, in part, your commitment to reading and understanding the material.

Writing and Research: Unless otherwise noted, any written assignment must be typed, double-spaced, 12 point font, standard 1 inch margins, in Chicago Style format. If you do not have a copy of *The Chicago Manual of Style 16th edition* or Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* I encourage you to purchase one. Do not lose points needlessly because you don't know what the manual requires. You will be held accountable for the rules of citation, reference, title and page format, spelling and grammar whether you know them or not.

Citation: All sources used to complete assignments, exams, speeches, presentations or other work completed for this course should follow the Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations 7th edition* unless otherwise noted in writing by your professor. **ALL SOURCES MUST BE ACKNOWLEDGED!!!** The penalty for plagiarism is severe and may result in expulsion from the university.

Formatting Documents: Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format. Assignments saved in other formats will not be graded and will be returned to students to correct formatting. A zero (0) will be recorded for the assignment until the student corrects the format issue(s) and returns the assignment. Students taking longer than 24 hours to return assignments will lose 10% per day until the assignment is returned to the professor in the correct format.

Exam Policy

Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook). If you cannot document your emergency under the university guidelines, you will not be allowed to make-up the exam.

Classroom Etiquette: In order to make each class session as productive as possible it is important that we follow:

Lecture and Discussion Days

- When a lecture is in session please wait until you are given a signal before entering class.
- Never walk in front of or behind a speaker when he/she is talking, as this is very distracting to the speaker and the audience.
- Please refrain from whispering or carrying on conversations with other class members when lectures and or discussions are in progress. This behavior is very disruptive.
- Take care of bathroom breaks before or after class. Unless you are ill, you should not walk in and out of class when a lecture is in progress.
- Please refrain from reading materials or doing homework unrelated to class during our sessions.
- Turn off cell phones and pagers when in class.
- Refrain from sending and receiving e-mail, text messages, instant messages or other forms computer mediated communication during class. This is highly disruptive and disrespectful.
- Do not come to class extensively exposed. Gentlemen do not come to class wearing revealing outfits i.e. underwear as outerwear or sagging to the point that buttocks are exposed. Ladies do not come to class wearing revealing outfits i.e. extremely short shirts, skirts or shorts. If you do not know the difference between club attire and classroom attire please ask me. You have paid to attend college. Make that your focus while in this class.

Presentation and Speech Days

- Do not enter the classroom during student speeches. Wait until you hear applause then enter.
- On speech days you are required to wear business casual dress. This demonstrates a level of preparedness and professionalism.

Student Responsibility: As the student it is your responsibility to keep track of what is discussed and assigned in this syllabus as well as for additional information announced in class and via on-line resources such as *eCourses*. Your professor will not rely totally on material from the textbook. Students are responsible for any additional material covered in class meetings or assigned as homework. This includes but is not limited to books, journal articles, films, television series, and other cultural artifacts. *You are also responsible for your grades and course information. If you have questions do not sit in silence. Ask me.* If you do not want to ask during class you can come to office hours or email me. I am here to facilitate your learning.

Group Responsibilities: Individuals are responsible to the group. Students will choose their group members for the this course. Groups are allowed to “fire” a groupmate. If at anytime a student finds that their group member(s) are not communicating, working to their full potential, or are jeopardizing a student’s grade the individual/group should contact that group member using the email addresses provided by PVAMU. Once a group decides to take action to “fire” a group member the group/individual must cc me on all emails that address concerns over group performance. Once the group has notified the student via email that they have been fired, the student is responsible for completing all remaining assignments individually. **NO LATE WORK IS ACCEPTED.**

Professional Organizations and Journals

National Communication Association;

Web: <http://www.natcom.org/>

Western States Communication Association

Web: <http://westcom.org>

Southern States Communication Association

Web: <http://ssca.net/>

Eastern States Communication Association

Web: http://associationdatabase.com/aws/ECA/pt/sp/p_Home_Page

Organization for the Study of Communication, Language and Gender

Web: <http://www.osclg.org>

Find a complete listing of communication journals in the appendix of the course textbook.

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit

from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or an assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations for Online and Web-Assist Courses

Minimum Hardware and Software Requirements:

- Pentium with Windows XP or PowerMac with OS 9
- 56K modem or network access
- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64MB RAM
- Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bit

- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:
 - Sending and receiving email
 - A working knowledge of the Internet
 - Proficiency in Microsoft Word
 - Proficiency in the Acrobat PDF Reader
 - Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette): Students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use MLA standards to reference sources.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

Communication Expectations and Standards:

All emails or discussion postings will receive a response from your professor within 48 hours.

You can send email anytime that is convenient for you. I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business (5:00 pm) on the day following **my receipt** of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

When sending email use you pvamu.edu email address. I will not respond to non-pvamu.edu email as there is no way to authenticate the sender. Make sure that you include you name, the title of the course, the time of the course and a brief reason for your email in the subject line. I will not respond to email without a subject line. Take the time to use proper spelling and grammar in your email. You are contacting your professor NOT a friend. This is professional email addressing a specific concern related to your education. Take responsibility for your concern and address me in a professional manor. I will always address you with the same professionalism and courtesy. If you do not use proper grammar, spelling, extend basic professionalisms or courtesies I reserve the right to address these issues prior to addressing your original concern(s). In the

case of bad grammar and spelling I reserve the right to not respond to your issue until I receive an email that uses correct grammar and spelling.

Submission of Assignments: Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning. Remember, I do not accept late work. Make sure that you have access to this course on eCourses prior to the due date and time for an assignment.

Discussion Requirement: I expect your full participation in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board. Students are required to log-on to the course website often to participate in discussion.

You are advised to check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the professor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

COURSE ASSIGNMENTS

Assignment Directions: Complete directions and rubrics are available on eCourses. All assignments are due on eCourses unless otherwise noted. Below you will find the instructions for all major assignments. All assignments must be completed on time. No late work is accepted. All written work must use proper spelling, grammar and source citation where required.

Who Am I? Presentation: In this 2-minute presentation, you will demonstrate who you are to the class. DO NOT tell us a list of things that make you unique, or explain what you like to do. Be creative. Make sure your presentation has a beginning, middle, and end. Focus on cohesion and creativity. You will be graded on your ability to articulate who you are in a creative, clear, and concise way. You will provide a short outline demonstrating the construction of your presentation with an introduction, main points and conclusion. This is an in-class presentation. **You are required to submit your outline on eCourses. See the course calendar for due date.**

Service Learning Project: You will join 3-5 other students and decide on a community service project. Your team will be responsible for engaging in community service for a particular organization or for a specific population of your choosing. You will choose the community you are serving and decide on a project that will benefit that community.

Group Contract: Using the language, theories, and principles learned in class, your group will write a group contract that details the service learning project in addition to rules for communicating interpersonally with one another and the people you will be working for. Include specific duties for each member, as well as the

timeline for project completion on a week-by-week basis. **This assignment should be submitted on eCourses. Although each group member will have the same contract, each member must submit his or her group contract separately to receive credit. See the course calendar for due date.**

Service Learning Project Proposal: Once your group chooses a project, you will write a proposal that includes a discussion of the community organization or population your serving, a specific goal for your project, and specific guidelines for carrying out your project with a week-by-week time-frame. **This assignment should be submitted on eCourses. Although each group member will have the same proposal, each member must submit his or her group proposal separately to receive credit.** Be prepared to discuss your project in class. **See the course calendar for due date.**

Service Learning Portfolio: Your group will keep a detailed log of all the meeting agendas, minutes, service hours, work completed, and outcomes as part of a service learning journal. Once your project is complete, use the service learning journal along with your creative imaginations to create a portfolio that details your experience from beginning to end. Include a short narrative introducing your group project, your group contract, proposal, and any other materials you gather over the course of the semester. Your portfolio should include pictures, captions, any tangible items your group created or utilized (pamphlets, brochures, videos, etc.), and your journal entries. Think about your portfolio as an academic scrapbook detailing your experiences. **This assignment will be submitted in class, not on eCourses.** Formatting of submission is open to your creative process, however it must be bound. **See the course calendar for due date.**

Service Learning Project Presentation: Your group will create a presentation complete with visual aids that discuss your experience as it relates to the interpersonal communication concepts you learned throughout the semester. Show AND tell us what you did, communication challenges you faced, communication concepts you learned, honed, or experienced, and the outcome(s) of your project. Remember, show and tell! This is an in-class presentation. **You are not required to submit anything on eCourses. See the course calendar for due date.**

Assignment: Mid-Term Examination on eCourses

DUE DATE: Wednesday, March 7, 2012 @ 8:00 pm - Friday, March 9, 2012 @ 11:59 pm

Points: 100

The mid-term exam contains essay, true/false, matching, and or fill in the blank style questions. There are three options for the exam. Students will choose the option that best fits their learning style and aptitude. Exam options contain 2-100 items over lecture material, discussion, activities, and group presentations. The midterm will be designed and announced by the professor two to three weeks prior to the date assigned on the course schedule and is worth 200 points.

Option 1 This option requires that you complete questions in each of the three (3) sections: true false, multiple choice, and essay. You will not be allowed to choose the questions. You must complete the combination of questions delivered.

True False 4 point per question

Multiple Choice 4 point per question

Essay Questions 10 points per question

Option 2. This option requires that you complete at least two (2) essay questions. You are expected to develop your answers in a full and complete argument. Naturally the more questions you answer (ten is the maximum) the shorter your answers will be (three to six complete sentences). You can complete a minimum of two and maximum of ten questions. You will not be allowed to choose the questions. You must complete the combination of questions delivered.

10 questions (10 points per question)

5 questions (20 points per question)

2 questions (50 points per question)

Option 3. This option requires that you answer questions from either or both of the **TWO OF THE FOLLOWING** areas: true false and/or multiple choice. You can complete any combination of a minimum of twenty and maximum of one hundred questions that equal one hundred and seventy-five (175) points.

True False and Multiple Choice 100 questions (1 point per question)

True False and / or Multiple Choice 50 questions (2 point per question)

True False and / or Multiple Choice 25 questions (4 point per question)

True False and / or Multiple Choice 10 questions (10 point per question)

Week 1: Welcome and Course Overview	Assignment(s)
Welcome and Introduction to Course and Syllabus Service Learning: Group Assignments, Contracts, & Proposals	
Ch. 1 Introducing to Interpersonal Theory (Guest Presentation on Service Learning)	Chapter 1
Week 2: Interpersonal Essentials	Assignment(s)
Ch. 2 Considering Self	Chapter 2
Ch. 3 Perceiving Others	Chapter 3
Week 3: Interpersonal Essentials	Assignment(s)
Who Am I? Student Presentations	
Who Am I? Student Presentations	Service Learning Proposal Due @ 11pm on eCourses
Week 4: Interpersonal Skills	Assignment(s)

Ch. 4 Experiencing and Expressing Emotion	Chapter 4
Ch. 5 Listening Actively	Chapter 5 Group Contract Due @ 11pm
Week 5: Interpersonal Skills	Assignment(s)
Ch. 6 Communicating Verbally	Chapter 6
Ch. 7 Communicating Nonverbally	Chapter 7
Week 6: Interpersonal Skills	Assignment(s)
Western States Communication Association Conference	Service Day/Group Work Day
Ch. 8 Developing Interpersonal Competence	Chapter 8
Week 7: Interpersonal Skills	Assignment(s)
Ch. 9 Managing Conflict and Power	Chapter 9
Ch. 10 Relationships w/ Romantic Partners	Chapter 10
Week 8: Midterm	Assignment(s)
Ch. 11 Relationships with Family and Friends	Chapter 11
Ch. 12 Relationships in the Workplace	Chapter 12
Mid-Term Exam Available on eCourses from Wednesday @ 8:00 pm – Friday @ 11:59 pm	
Week 9: Group Meetings	Assignment(s)
Schedule Meeting with Dr. Taylor	
Schedule Meeting with Dr. Taylor	
Week 10: Group Meetings	Assignment(s)
Schedule Meeting with Dr. Taylor	
Schedule Meeting with Dr. Taylor	
Week 11: Creating Professional Portfolios	
Portfolio Content	
Portfolio Structure	
Week 12: Using Narratives and Visual Aids	
How to best use narratives and visual aids in presentation	
UTSA African American Symposium	

Week 13: Final Group Service Learning Project Completion	Assignment(s)
Service Learning Project Completion	
Service Learning Project Completion	
Week 14: Final Group Presentations	Assignment(s)
Group Presentations	Service Learning Portfolio Due in Class
Group Presentations	Service Learning Portfolio Due in Class
Week 15: Course Review Day	Assignment(s)
Group Presentations	Service Learning Portfolio Due in Class
Week 16: Finals Week	Assignment(s)