



## Syllabus

### **SCHOOL OF ARTS AND SCIENCES** **COM 319: Interpersonal Communication**

5 Credits  
Effective: Fall 2019/2020

*Access to the Internet is required.*  
*All written assignments must be in Microsoft-Word-compatible formats.*  
*See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.*

## **FACULTY**

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

## **COURSE DESCRIPTION**

This course explores the dynamics of interpersonal communication and builds tools and skills for effective human interaction. Students will examine the principles of emotional intelligence, negotiation, mediation, conflict management, listening, and verbal and nonverbal communication. Developing theoretical perspectives and practical skills in these areas applies to personal and professional contexts.

## **COURSE RESOURCES**

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). The reading list can be found under Course Information in Blackboard as well as from the library homepage.

Note: Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged “Purchase from the Canadian Bookstore.” Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

## **CITYU LEARNING GOALS**

This course supports the following City University learning goals:

- Strong communication and interpersonal skills

## **COURSE OUTCOMES**

In this course, learners:

- identify the potential personal and professional benefits from studying interpersonal communication;
- describe the major principles of interpersonal communications that govern one's interpersonal communication personally and professionally
- describe interpersonal communication theories, including the process of interpersonal relationship development, deterioration, and repair

## **CORE CONCEPTS, KNOWLEDGE, AND SKILLS**

- Communication style

- Critical thinking and reflection
- Emotional intelligence
- Emotions
- Interpersonal comm principles
- Interpersonal conflict
- Listening
- Negotiation/mediation
- Perception and self-concept
- Personal/professional contexts
- Power and influence
- Relationship stages
- Theoretical perspectives
- Verbal/nonverbal communication

## OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle’s decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Course Activities	40%
Case Study: Culture and Interpersonal Communication	10%
Interpersonal Communication Plan	20%
Movie Review: Interpersonal Relationships	30%
<b>TOTAL</b>	<b>100%</b>

## SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

### Course Activities

Class participation through discussion and other activities are integral parts of this course. To provide structure for balanced participation and allow maximum benefit of enhanced discussion activities and learning, the following are required: 1) Post initial responses to discussion questions; 2) Post at least two thoughtful and topic-relevant comments or questions in response to classmates' posts on at least two different days during the school week; and 3) Respond to any questions the instructor or classmates have regarding the original post by the end of the school week. Other activities that support course outcomes (quizzes, knowledge checks, etc.) may be assigned.

<i>Components</i>	<i>% of Grade</i>
Timeliness of Responses	25%
Quality of Responses	25%
Quantity of Responses	25%
Style and Mechanics	25%
<b>TOTAL</b>	<b>100%</b>

### Case Study: Culture and Interpersonal Communication

Students summarize and assess a case study (list provided by instructor) relating to culture and its impact on interpersonal communication. The summary includes an overview of the case study, plus an assessment of the study and a reflection of how key learnings from this case study might apply to student's interpersonal relationships. This assignment allows students to reflect on a real-life scenario and broaden their perspective of how culture impacts interpersonal communication.

Students are assessed on their ability to apply course concepts, synthesize supporting evidence, reflect on diverse perspectives, and write cohesive paragraphs including a thesis statement that is fully supported throughout the paper. This 5- to 6-page paper includes: 1) title page; 2) three- to four-page body; and 3) reference page. The paper must cite at least three scholarly sources and be formatted in APA Style. An abstract is not required. Students select a case study of their choosing or from a list provided by the instructor.

<i>Components</i>	<i>% of Grade</i>
APA Style (formatting)	10%
Style and Mechanics	10%
Cultural Competence	20%
Use of course concepts	30%
Organization and Coherence	20%
APA style (citations/reference list)	10%
<b>TOTAL</b>	<b>100%</b>

### Interpersonal Communication Plan

Students develop an interpersonal communication plan that will guide and improve their personal and professional communication. Students describe their personal and professional history as a communicator, reflect on their communication style, summarize their interpersonal strengths and weaknesses, identify at least five interpersonal communication goals to work on, and outline an action plan addressing the five goals. Topics might include, but are not limited to, emotional intelligence, negotiation, mediation, conflict management, listening, verbal/nonverbal communication, power and influence, perception, or self-concept.

Students are assessed on their ability to apply course concepts, synthesize supporting evidence, reflect on diverse perspectives, and write cohesive paragraphs including a thesis statement that is fully supported throughout the paper. This 8- to 9-page paper includes: 1) title page; 2) abstract; 2) five- to six-page body, which includes the action plan; and 3) references page. The paper must cite at least four scholarly sources and be formatted in APA Style.

<b><i>Components</i></b>	<b><i>% of Grade</i></b>
Use of course concepts	30%
Organization and Coherence	20%
APA style (citations/reference list)	10%
APA Style (formatting)	10%
Style and Mechanics	10%
Self-reflection	20%
<b>TOTAL</b>	<b>100%</b>

### Movie Review: Interpersonal Relationships

Students view a movie (list provided by instructor) and evaluate interpersonal relationships illustrated in that movie. Students describe interpersonal communication theories evident in the movie and explain the relationship types and their development, deterioration, and repair. Students are assessed on their ability to apply course concepts, synthesize supporting evidence, reflect on diverse perspectives, and write cohesive paragraphs including a thesis statement that is fully supported throughout the paper. This 8- to 9-page paper includes: 1) title page; 2) abstract; 3) five- to six-page body; and 4) reference page. The paper must cite at least four scholarly sources and be formatted in APA Style.

<b><i>Components</i></b>	<b><i>% of Grade</i></b>
Use of course concepts	30%
Organization and Coherence	20%
APA style (citations/reference list)	10%
APA Style (formatting)	10%
Style and Mechanics	10%
Cultural Competence	20%
<b>TOTAL</b>	<b>100%</b>

## **COURSE POLICIES**

### **Late Assignments**

LATE ASSIGNMENT

### **Participation**

PARTICIPATION

### **Professional Writing**

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

## **UNIVERSITY POLICIES**

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

### **Non-Discrimination & Prohibition of Sexual Misconduct**

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

### **Religious Accommodations**

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

### **Academic Integrity**

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog in the section titled [Academic Integrity Policy](#) under Student Rights & Responsibilities.

### **Attendance**

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly. Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled Attendance under Student Rights & Responsibilities.

### **Final Assignments Due Date**

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

## **SUPPORT SERVICES**

### **Disability Services Accommodations Statement**

Students with documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at [disability@cityu.edu](mailto:disability@cityu.edu) or 206.2369.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with your course instructors.

### **Library Services**

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services](#) online, 24 hours a day, seven days a week.

### **Smarthinking Tutoring**

CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support, from certified tutors. Contact CityU's Student Support Center at [mycityusupport@cityu.edu](mailto:mycityusupport@cityu.edu) to request a username and password.