

SDS 4410: Interpersonal Communication

Mode of instruction: Online

Canvas website: <http://lss.at.ufl.edu>

3.0 Credit hours

Section: TBD

Course Instructor: Matt Tozzi

Office hours: By appointment

Email address: tozzim@ufl.edu

Catalog description: The application of basic principles of interpersonal communication with emphasis on the **affective dimensions. Attention is given to using basic counseling strategies and psychological techniques as an aid to effective communication.**

Course goals: By the end of the course, students will be able to:

Examine the elements and dynamics of interpersonal, intrapersonal, and small group communication	1
Facilitate personal reflection and increase awareness of self, in order to enhance conscious, deliberate communications	2
Analyze how technology and media influence communication	3
Increase their ability to relate in a multicultural world	4
Create more effective and healthy communities through empathic communication	5

What I hope you can learn from this course:

- An understanding of the many variables that go into communication with self and others
- Apply what you learn to your own life by using the tools and activities in this course to become an active participant in effectively communicating with others

Textbook: Adler, R.B., Rosenfeld, L.B., & Proctor, R.F. (2018). *Interplay: The process of interpersonal communication* (14th ed.) New York: Oxford University Press. ISBN: 978-0-19-939048-9

(Note: There have been substantial changes since the 12th edition. The 13th edition text will work for purposes of this class, but the 12th edition or earlier may present some difficulty when completing assignments.

Instructional Methods: Due to the nature of the course, technology will be utilized in a variety of ways. Student will be expected to participate in online discussion board prompts with frequent dialogue and discussion. Another component of this course is personal reflection. Students will be expected to critically analyze their own behaviors and those of others to promote self-development and awareness. Video reflection is a powerful form and allows for you to demonstrate some communication skills. This form will be used, in addition to written personal reflections. Each module will also have a culminating activity that encompasses the content covered throughout the course.

Course Format: There are no class meetings on campus. You work independently, at the time and place of your choosing and at your own pace, but must follow the identified due dates. You must be online to see announcements, submit the assigned work, take assessments/quizzes, and participate in class discussion boards.

Time management is crucial to your academic success, especially in an online course. So be prepared to create a schedule that works for you and stick to it. **Please note that NO late work will be accepted.** However, I understand that life happens. Should you find yourself not able to meet a deadline, please contact me *prior* to the deadline, so that we can discuss a resolution.

Course Communications: Since this is an online course, most of our communication will be through the Canvas website. Submission of all assignments, quizzes, and discussions will take place here. If a personal problem or concern arises, please email me directly at tozzim@ufl.edu. Otherwise, if you have a question that is related to course content, please pose it in the Student Lounge area for an answer, or use the chat room. The teaching assistant(s) or I will do our best to communicate with you in a timely manner; however, since there are typically more than 100 students enrolled in this course, please allow up to 48 hours for a response.

Netiquette Expectations: All students are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

- **Be professional** at all times. You are preparing yourself to be a career professional. Remember this as you establish your online presence.
- **Be respectful** of other people. Everyone is entitled to his or her own opinion. While it is okay to disagree, please do so with respect to others.
- **Be calm.** If you are upset or frustrated, keep this out of your communications with your fellow students or instructors. An angry or sarcastic comment does little to win respect or cooperation. Think about what you are going to say in an unemotional, professional manner (consider waiting overnight about what you truly want to say before sending/posting.) Provide adequate information when asking for help or assistance from your instructors or classmates.
- **Humor and sarcasm.** Because there are no visual cues in distance education, humor and sarcasm are nearly impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- **Harassment and other offensive behavior.** The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated. It is never appropriate to put anyone down because of his or her age, race, religion, color, sex, or sexual preference. The instructor may deem it necessary to remove any such online postings or discussions.
- **Offensive material.** Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- **Capital letters and bolding.** In written communication, the use of capital letters and/or bolding is used for emphasis. In much of the corporate world, writing in all caps is considered yelling. Yelling is not tolerated in a residential classroom and, therefore, is not acceptable in any online communications with students.

This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. However, such changes will be clearly communicated to all students through online announcements on Canvas, and updated in the course syllabus.

Course Structure:

-

Module 1: Fundamentals of Interpersonal Communication (Objectives 1-5)

-

Chapter 1—About Communication

Chapter 2—Culture & Interpersonal Communication

Chapter 3—Interpersonal Communication and the Self

Chapter 4—Perceiving Others

Module 2: Interpersonal Communication Skills in Action (Objectives 1-5)

Chapter 5—Language

Chapter 6—Nonverbal Communication

Chapter 7—Listening: Receiving and Responding

Chapter 8—Emotion

Module 3: Dimensions of Interpersonal Relationships (Objectives 1-5)

-

Chapter 9—Dynamics of Interpersonal Relationships

Chapter 10—Communication in Close Relationships: Friends, Family, and Romantic Partners

Chapter 11—Communication Climate

Chapter 12—Managing Conflict

Task Descriptions:

Chapter Quizzes: Each week, you will have a quiz on the content for that particular week. Quizzes are due on **Wednesdays**.

Discussion Board: Discussion board posts are every other week. Initial postings are due on **Tuesdays**; Responses to classmates are due on **Fridays**. You are required to write an initial posting of at least 300 words. These are typically your own thoughts and/or applications of the concepts presented. Additionally, you are required to respond to at least TWO other classmates post (100 words minimum).

Thought Questions: Thought questions are every other week. Responses are due on **Tuesdays**. Thought question responses should be at least 300 words each.

Assignments: For each chapter, you will have a related assignment. At the end of each module, there will be larger assignments that encompass all of the material for that particular module. These assignments are due on **Thursdays**.

Exams: 3 exams (1 per module), which are cumulative of all chapters within the module and will consist of true/false and multiple choice questions. These are due on the last **Sunday** of each module.

Module Culminating Assignments: There will be a reflective culminating assignment for each of the three modules. These will be due on **Sundays**.

Self-Assessments: Each week, you will complete the corresponding self-assessment from your textbook. These assessments will not be graded individually, but will be required for completion of your final project.

Final Project: "This is Me" final video project. This will be due the last day of classes before reading days.

Expectations for Tasks:

1. Construct responses that demonstrate critical thinking.

Try to avoid messages that simply agree with the discussion like Great job! or Totally agree! Although supportive comments are ALWAYS encouraged, build on your affirmation by expressing your point of view or reasoning behind your agreement. Introduce related concepts, expand examples, or refine a point.

2. Actively utilize course materials within discussions.

As you consider discussion questions and others' observations, can you identify where concepts from our readings would help support or clarify points made? Use the readings

and lectures to help validate your point. Your response might begin with “On page 97, the author highlights...”

3. Include your own perspectives and personal experience.

Try to see where subtle points might be overlooked and bring those points out in your discussion. Bring in content from your personal/professional experience that you feel really adds clarity to a point or issue.

4. Be descriptive.

Provide details that illustrate your point of view. Adding narrative to your point adds interest and can clarify theories and concepts that might not otherwise be clear. Remember, your words are communicating your thoughts, feelings, and reactions.

*****Schedule is Tentative – it is your responsibility to check for assignments and due dates on Canvas*****

MODULE 1 (190 points)

Fundamentals of Interpersonal Communication

	Assigned Tasks (points possible)	Due Dates Available on Canvas
Week 1 (Chapter 1)	<ul style="list-style-type: none"> · Personal Video Introduction · Syllabus Quiz (10) · Discussion Board (10) · Social Media Diary Assignment (20) 	·
Week 2 (Chapter 2)	<ul style="list-style-type: none"> · Chapter 2 Quiz (10) · Thought Question (10) · Cultural Awareness Assignment (20) 	·
Week 3	<ul style="list-style-type: none"> · Chapter 3 Quiz (10) 	·

(Chapter 3)	<ul style="list-style-type: none"> · Discussion Board (10) · Johari Window Assignment (20) 	
Week 4 (Chapter 4)	<ul style="list-style-type: none"> · Thought Question (10) · Perception Checking Assignment (10) · Module 1 Culminating Assignment (20) · Module 1 Exam (30) 	

MODULE 2 (190 points)

Interpersonal Communication Skills in Action

-

	Assigned Tasks (Points Possible)	Due Dates Available on Canvas
Week 5 (Chapter 5)	<ul style="list-style-type: none"> · Chapter 5 Quiz (10) · Discussion Board (10) · Email Etiquette Assignment (20) 	
Week 6 (Chapter 6)	<ul style="list-style-type: none"> · Chapter 6 Quiz (10) · Thought Question (10) · Exploring Your Surroundings Assignment (20) 	
Week 7 (Chapter 7)	<ul style="list-style-type: none"> · Chapter 7 Quiz (10) · Discussion Board (10) · Paraphrasing Practice Assignment (20) 	

Week 8 (Chapter 8)	<ul style="list-style-type: none"> · Thought Question (10) · Identifying My Emotions Assignment (10) · Module 2 Culminating Assignment (20) · Module 2 Exam (30) 	
-----------------------	--	--

MODULE 3 (200 points)

Dimensions of Interpersonal Relationships

	Assigned Tasks (Points Possible)	Due Dates Available on Canvas
Week 9 (Chapter 9)	<ul style="list-style-type: none"> · Chapter 9 Quiz (10) · Discussion Board (10) · Reality TV Assignment (20) 	
Week 10 (Chapter 10)	<ul style="list-style-type: none"> · Chapter 10 Quiz (10) · Thought Question (10) · Darkside of the Dynamics of Interpersonal Relationships Assignment (20) 	
Week 11 (Chapter 11)	<ul style="list-style-type: none"> · Chapter 11 Quiz (10) · Discussion Board (10) · Defensive vs. Non-defensive Communication Assignment (20) 	
Week 12 (Chapter 12)	<ul style="list-style-type: none"> · Thought Question (10) · Module 3 Exam (30) · Module 3 Culminating Assignment (20) 	

Week 13	Final Project Plan and Outline (20)	
---------	-------------------------------------	--

Week 14	Final Project: <i>This is Me</i> (40 points)	
Culminating Project		

Total Points Available: 620

Grading Scale

- 93.0%-100% A
- 90.0%-92.9% A-
- 87.0%-89.9% B+
- 83.0%-86.9% B
- 80.0%-82.9% B-
- 77.0%-79.9% C+
- 73.0%-76.9% C
- 70.0%-72.9% C-
- 67.0%-69.9% D+
- 63.0%-66.9% D
- 60.0%-62.9% D-
- 59.9% or less E

For more info:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

<http://gradcatalog.ufl.edu/content.php?catoid=12&navoid=2750#grades>

Technology Requirements:

- You are expected to have the equipment at your home **or** be able to travel to the UF campus to connect to a computer with stable internet service, such as Wifi. (Note: You are responsible for technical problems that arise with your equipment.)
- Webcam with microphone and recording capabilities
- Skype account for communications with instructor and classmates

- Technical problems on your end must be documented and communicated to the instructor **immediately** in order to receive extensions on the assignments. For the possibility of technical problems, please make it a practice to save all your messages and assignments submitted for the course.
- If you have any questions not answered below, please send an email to help@coe.ufl.edu and the College of Education Helpdesk will get back to you. Their hours are Monday - Friday 8am - 5pm. If you need immediate assistance outside of the hours listed above, you can contact the [UF Computing Helpdesk \(Links to an external site.\)](#)

Please email me directly to let me know that a problem has arisen and provide me with the tracking number.

Professionalism (Confidentiality & Ethics):

In order to create a safe and open atmosphere, it is asked that CONFIDENTIALITY be kindly respected and observed by all students (including the Instructor) at all times. This includes during and following completion of the semester. CONFIDENTIALITY means that whatever personal information a student or instructor discloses during class, within the limits applicable by law, should remain within and among us as valued, confidential information.

Student Conduct & Academic Integrity:

UF students are bound by the Honor Pledge which states, “We, the members of the UF community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at UF, the following pledge is either required or implied, “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

Accommodating Students with Special Learning Needs:

Students requesting accommodation for disabilities must first register with the Disability Resource Center: 352-392-8565, www.dso.ufl.edu/drc/ The DRC will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodations. Students should contact the DRC and complete this process as early as possible in the term for which they are seeking accommodations.

Student Assistance and Emergencies/Campus Resources:

Health and Wellness

U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352-392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <https://counseling.ufl.edu/> , 392-1575

Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161.

University Police Department: 392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/>

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning- support@ufl.edu.
<https://lss.at.ufl.edu/help.shtml>

Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling.
<https://career.ufl.edu/>

Library Support, <http://cms.uflib.ufl.edu/ask> Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<http://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<http://writing.ufl.edu/writing-studio/>

Student Complaints On-Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

On-Line Students Complaints: <https://distance.ufl.edu/student-complaint-process/>

Course Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.