



UPPER IOWA
UNIVERSITY

EDUCATION BUILT FOR LIFE

Self-Paced Degree Program COMM 200-WA Interpersonal Communication

Web-Based Course Syllabus

INSTRUCTOR INFORMATION

Instructor Name: NiCole Dennler

UIU faculty Email: dennlern@uiu.edu

Telephone Number: Phone: (563) 425-5908 (Office) during the work day, or (563) 329-0406 (Cell) before 8pm (Central Standard Time). The best method of contact is email. I read messages daily and will respond within 24 hours at least to acknowledge your message even if I do not yet have an immediate answer or resolution to the inquiry.

Please feel free to call me on my phone and if I do not answer, I will return your call as soon as I am available. All voicemail from my office phone comes to my email.

Availability: I am usually online during the week at mid-day. I can be available on the weekend when prior arrangements have been requested. I can make most things work for both of us.

COURSE DESCRIPTION

Course Meeting Place:

Online: Online classroom located at uiulearn.uiu.edu.

Credits: 3 semester credits

Catalog Course Description: Interpersonal Communication provides an introduction to communication between individuals. Course content focuses on the identification and evaluation of communication goals, messages, and behaviors of individuals and groups.

Prerequisites: None

PROGRAM/MAJOR OUTCOMES

General education outcomes:

Upper Iowa's General Education courses reinforce those skills and competencies required for students' success beyond the classroom in the rapidly changing environment of the 21st Century. These skills and competencies include critical reading and thinking, effective listening, problem solving, and reasoning.

The speech performance is at least five minutes, and accomplishes the following:

1. The speech has a clear introduction, body, and conclusion;
 - a. The introduction has a clearly stated attention catcher, thesis, and preview of main points;
 - b. The body has clearly identifiable main points with transitions between main points;
 - c. The conclusion clearly restates the thesis, reviews the main points, and ends with a clearly stated clincher;
2. The speaker utilizes a variety of supporting materials and makes appropriate oral citations to research material;
3. The speaker utilizes appropriate delivery techniques including posture, gestures, eye contact, and vocal expressiveness;

The evaluation is 2-3 pages typewritten, and accomplishes the following:

1. It identifies obstacles encountered in preparing the speech and solutions employed;
2. It describes non-verbal feedback observed during the presentation, relating this feedback to performance conditions and to audience characteristics;
3. It identifies strengths and weaknesses of materials organization, including the use of visual aids;
4. It evaluates the performance within the context of audience and instructor feedback

Major outcomes:

- To familiarize the student with the cognitive principles of effective oral and written communication and to give practice in the performance of these principles.
- To enable the student to hone their organizational and written skills.
- To aid the student to better analyze and solve problems.

COURSE OBJECTIVES

1. Describe the basic concepts and techniques of communication.
2. Identify the key factors in the communication process.
3. Examine the process of interpersonal communication.
4. Examine the role of communication in the development of self-concept.
5. Recognize the impact cultural diversity has upon interpersonal communication
6. Apply active communication skills through an oral presentation.
7. Analyze personal communication habits and synthesize methods for improving effective communication.

GENERAL EDUCATION TASK (IF APPLICABLE)

Part 1: Presentation in Week 7. You will develop a

- 5-8 minute persuasive speech
- Have two presentational aids
- Use of at least four different sources with oral citations
- Your presentation should identify family history with associated interviews, history, and personal experience.
- You will attempt to explain your origin along with identifying key factors of your ancestry.

Part 2: The Review is an evaluation over your own persuasive presentation from Week 7. This is the required general education task and needs to be submitted to UIU Learn assignment folder.

The evaluation is 2-3 pages typewritten and accomplishes the following: 1. It identifies obstacles encountered in preparing the speech and solutions employed; 2. It describes non-verbal feedback observed during the presentation, relating this feedback to performance conditions and to audience characteristics; 3. It identifies strengths and weaknesses of materials organization, including the use of visual aids; 4. It evaluates the performance within the context of audience and instructor feedback

THIS IS DUE BEFORE YOU FINAL EXAM TIME. If this is after the final exam time no points will be awarded.

INSTRUCTIONAL MODE

Self Paced Web-Based

HOW CREDIT HOURS ARE MET BY THE COURSE

As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. **As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.**

For more information on how specific instructional modes meet this requirement, please see *UIU's Policy Guidelines for Instructional Time Expectations*: [UIU Policies](#)

COURSE MATERIALS

It is the student's responsibility to make sure she/he has access to all required course materials by the start of the session.

Ordering Textbooks

Purchase your textbook through the online university bookstore, [MBS Direct](#), by phone at (800) 325-3252.

Required Textbooks

West, R. & Turner, L. H. (2020). *Interpersonal communication* (4th ed.). Thousand Oaks, CA: Sage Publications.

Recommended Resources

All assignments should be in APA.

Use of Encyclopedia in Writing

Encyclopedias of any kind, including the very popular Wikipedia and/or dictionaries can be useful to help gather background information and to point the way to more reliable sources. However, they are not considered appropriate sources for papers at the graduate or undergraduate level.

COURSE REQUIREMENTS AND GRADING CRITERIA

Participation

The course is completely developed in uiuLearn and consists of 8 units. All course materials will be available and all work should be completed in uiuLearn.

Completion of a unit will release the subsequent unit. Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it is important to maintain a regular schedule, if possible, to complete all course work. It is too easy to set work aside and decide to do it later.

Course Expectations

Refer to myUIU for your official enrollment term and enrollment period.

Email: You are required to use your official UIU issued email account

Computer and Internet: You are responsible for ensuring that you have a reliable up-to-date computer, updated virus protection, and Internet connection to access the course materials and complete course activities. You need to make alternate arrangements in case of unexpected computer and Internet problems.

Backup: Remember to regularly back up course files to avoid data loss in the event of hardware failure or user error.

You have six months from the date of your enrollment to complete this course. You should begin work on the course immediately upon enrollment and start submitting lessons for grading and evaluation in a timely manner. If no course work has been submitted within the first 60 days of the enrollment period, an administrative withdrawal will be processed.

Student Autobiography

Student Autobiography is the first assignment in Unit 1. Since we may never have the opportunity to meet face to face, please introduce yourselves by providing a written introduction (i.e. - your name, educational aspirations, employment, family, hobbies etc.). Submit this autobiography as an MSWord document to the Student Autobiography Assignment folder in uiuLearn.

Assignments

There are 11 written assignments, one for each chapter. Each essay assignment is explained with the unit. Each essay should be at least a minimum of a 80 words and must be prepared in a word processing program (i.e. Microsoft Word, Microsoft

Works). Submit your assignment to the Turnitin enabled 'Short Answer' assignment folder.

Speeches

There are 3 speech assignments which will require an audience. These are found in units 3, 5, and 7. Each speech assignment is explained with the unit. Each presentation should be within the required time length, should meet the assignment requirements and should be recorded in a format the instructors is able to view. Submit your speech to the appropriate assignment folder.

Quizzes, Midterm, and Final Exam

There are 8 quizzes, one midterm and one final exam. The quizzes consist of short answers to a term that you choose, each quiz has a 1 hour completion time. The midterm consist of multiple choice questions, true/false, and short answer; and is timed at 1 hour and 30 minutes. The midterm will cover chapters 1 thru 6. The final exam in unit 8 consist of multiple choice questions, true/false, and short answer; and is timed at 2 hours. The final will cover chapters 7 thru 11.

Assessment(s)

The final assessment will incorporate the requirements for the General Education Task. Please see above.

Turnitin *(Use and information here is optional)*

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty. Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Grading Criteria

The course letter grade will be based on the following grading criteria:

Activity	Points
Student Introduction	20
Quizzes and Exams	250
Theory Paper	75
Family Exploration Paper	100
Chapter Assignments	220
Speeches (Important Person/30 & Find Love/60)	90
Large Speeches (Theory/85 & Family Exploration/110)	195
Final Assessment	50

Grading Scale

This course will use the following scale:

Letter Grade	Percent	Points
A	93-100%	930 - 1000
A-	90-92%	900 - 929
B+	87-89%	870 - 899
B	83-86%	830 - 869
B-	80-82%	800 - 829
C+	77-79%	770 - 799
C	73-76%	730 - 769
C-	70-72%	700 - 729
D+	67-69%	670 - 699
D	63-66%	630 - 669
D-	60-62%	600 - 629
F	0-59%	0 - 599

GRADES AND FEEDBACK

All grades will be posted within a week from assignment submission. This will ensure your course progress and academic standing. All emails and phone calls will be returned within 24 hours.

COURSE SCHEDULE

Unit	Topics of Study	Activities	Assessments
Unit 1	Foundations of Interpersonal Communication	Chapter 1 Reading	Chapter Assignment Check Your Learning Quiz
Unit 2	Communication, Culture, Identity, Perception, and the Self	Chapters 2 & 3 Reading	Chapter Assignments Check Your Learning Quiz Important Person Speech
Unit 3	Communicating Verbally and Nonverbally	Chapters 4 & 5 Reading	Chapter Assignments Check Your Learning Quiz Find Love Speech
Unit 4	Listening and Responding Effectively	Chapter 6 Reading	Chapter Assignment Check Your Learning Quiz Theory Paper Midterm
Week 5	Communicating and Emotion	Chapter 7 Reading	Chapter Assignment Check Your Learning Quiz Theory Presentation
Week 6	Sharing Personal Information Communicating Conflict	Chapters 8 & 9 Reading	Chapter Assignments Check Your Learning Quiz Family Exploration Paper
Week 7	Communicating in Close Relationships	Chapter 10 Reading	Chapter Assignment Check Your Learning Quiz Family Exploration Presentation
Week 8	Communicating with Families, Friends, and Romantic Partners	Chapter 11 Reading	Chapter Assignment Check Your Learning Quiz General Education Assignment Final

Library Resources

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu/library. If you need assistance locating information or using the library's resources, please contact the library at library@uiu.edu, Phone: 563-425-5270.

To use any of the materials listed on the site, you can log in using your myUIU username and password. If you need help with your myUIU login credentials, please contact the UIU Help Center Desk at helpdesk@uiu.edu, Phone: 563-425-5876.

TECHNICAL SUPPORT

Contact the UIU IT helpdesk for assistance with your UIU email and myUIU access. You can call 563-425-5876, email helpdesk@uiu.edu or visit www.uiu.edu/helpcenter. You may contact uiuLearn 24X7 support for technical questions regarding your web-based course. Click "uiuLearn Tools" in the upper-right corner of your course and select "Help" in the drop down menu for more information.

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment

period 50% After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Students through the cpacredits.com partnership follow the withdrawal policy listed above. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

EXTENSION

Students who are enrolled in self-paced courses will be allowed to request one four-month extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted OR
- A course withdrawal has not been initiated

Extension grade details:

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- After that point, credit may be earned only by reenrolling and repeating the course in its entirety.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

The fee for a self-paced extension is \$99 per course. To request an extension, the "Self-Paced Course Extension Request" form must be completed and returned to the Self-Paced department. The form can be found at <https://my.uiu.edu> (Academics Tab under Student Forms). The request for an extension and payment must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course. Please see page 40 of the Academic Catalog for more

information regarding the Incomplete/Extension guidelines. **If you do not request and pay for an extension, a final grade will be issued for the course based on coursework received by the original course end date.**

If you do not wish to use the extension option and will not be able to finish your Self-Paced class by the original six-month end date, you can submit a course withdrawal form before the course end date if you wish to withdraw from the course. The amount of the course refund is determined by the number of lessons submitted as compared to the total due.

Late work during the session

You have 6 months to complete this course. Late work is not part of the concerns for the course.

UPPER IOWA UNIVERSITY POLICIES

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#) (pg 20 and 21). Respect the opinions of others using appropriate language and communications.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Disability Services (DDS) as early in the session as possible. In order to receive accommodations, students must disclose their disability to the DDS by completing a *Voluntary Disclosure Form*, as well as providing appropriate documentation. The *Voluntary Disclosure Form* is available in the DDS office or online at [Disability Services](#). Students will be given a *Request for Accommodations Contract* during their initial appointment with the DDS. **This appointment will be in person for Fayette campus students and over the phone for center, online, and self-paced students.** It is the student's responsibility to provide the instructors with a copy of the *Request for Accommodations Contract* (for Center or online students, these contracts are emailed out to instructors by the DDS for the student). Additionally, students should work cooperatively with their instructors throughout the session to make sure that appropriate accommodations are being made. You can contact the DDS at (563) 425-5949, disabilityservices@uiu.edu, or stop by the office in the Student Center, Office of Student Life, Room 229.

Academic Misconduct Policy

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

Cheating includes, but is not limited to:

- The use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the

approval of instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.
- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics or tables without proper citation.

Levels of Academic Misconduct and Sanctions: The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the School administration, the Student Conduct Board, or some combination thereof. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being suspended from the university ([Academic Misconduct Policy: Table 1](#)). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or his or her cumulative grade for the course. Alleged acts of academic dishonesty that are resolved without a negative sanction being imposed do not have to be reported to the University. Anytime a negative sanction is imposed the procedures outlined in [Academic Misconduct Policy: Table 1](#) should be followed. The incident will be maintained in a searchable database maintained by the Office Academic Affairs.

Copyright Statement

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

This syllabus is tentative and subject to change.

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