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Zero Textbook Cost Syllabus for COM 3077 (Interpersonal Communication)

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CUNY Bernard M Baruch College

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Interpersonal Communication COM 3077

Baruch College

Fall 22

Professor: Christine Donaldson, MA

Welcome to Interpersonal Communication. I am delighted to guide you through this process of learning the concepts, theories and ideas behind our most basic human behaviors and relationships created and developed through the communication process. We cover many fascinating topics in the course but importantly, you will learn valuable life skills that you will apply in both your professional and personal lives. Please review the following syllabus.

Instructor: Christine Donaldson, MA

Email:

Required Reading: [Interpersonal Communication: A Mindfulness Approach](#)

Class Format: In person, Mondays & Wednesdays 4:10-5:25pm

Office Hours: I will be available via Zoom on Thursdays from 1-2pm and by appointment.

Course Description:

This course is designed to examine communication issues surrounding interaction between individuals in family, peer, work, and business contexts. Topics include effective verbal and nonverbal communication, communication and perception of self and other, interpersonal conflict resolution, family communication, friendship development, computer-mediated communication, and interpersonal communication in work and business contexts.

Course Objectives: Upon successful completion of this course, you will be able to

1. Define and describe the interpersonal communication process.
2. Analyze the roles your self-concept, gender, culture and experiences play in your own daily communication with others.
3. Understand the nature and role of communication in a variety of social situations.
4. Identify communication problems and select strategies to improve the quality of communication.
5. Demonstrate your verbal and nonverbal communication skills in dyadic conversations.
6. Critique your own communication process and learn how to improve or enhance your skills.
7. Identify and understand how to become a more competent communicator to improve your interpersonal relationships.

Communication: All electronic communication will originate from Blackboard and the Baruch email server.

I expect that you will use the same forums to communicate with me and your classmates. Even if you use a private email server, you must access your Baruch account to receive and respond to course-related email.

To practice professional communication, all email communication must include a greeting, appropriate subject line, salutation, and your name.

During the week I will respond to all emails within 24 hours and on the weekend within 72 hours. Any exceptions will be announced on Blackboard.

I will ensure that Blackboard is kept up to date by checking in at least once per day during the week and once per weekend. I expect that you will also frequently consult Blackboard for updates before attending class or participating in online sessions

Attendance: Students are expected to engage in all on-line forums, in class work and conversations.

4 unexcused absences are allowed. Absences will be excused if they are a result of a documented emergency or University approved event (requiring prior notification). It is the duty of the student to communicate with their peers and myself and to arrange the completion of any missed assignments, assessments, or announcements resulting from an excused or unexcused absence.

Requirements:

All exam and quiz dates are posted on your semester schedule. If you fail to complete a quiz or exam by date and time listed on your semester schedule, you will forfeit the exam/quiz points. No exception to this policy will be made unless the student provides written documents from a professional supporting viable purposes for missing the exam.

Grading Scale: A potential of 500 points to be earned in the course.

- Entrance Quiz = 10 points
- 4 Quizzes 30 pts each = 120 points
- 1 Essay 50 points each = 50 points
- 6 discussions 20 pts each 120 points
- Final Exam 100 points
- Attendance, Participation and In-class work 100 points

- Extra Credit Opportunities Available

Course Requirements: This is a fully online course, there are not any on campus meetings required. The course is organized in weekly modules, please adhere to the weekly deadlines.

Final Grade will be computed by the University plus or minus system as listed in speech conversion above.

| Percentage | Letter Grade | GPA Value |
|------------|--------------|-----------|
| 100-93 | A | 4.00 |
| 92-90 | A- | 3.75 |
| 89-87 | B+ | 3.25 |
| 86-83 | B | 3.00 |
| 82-80 | B- | 2.75 |
| 79-77 | C+ | 2.25 |
| 76-73 | C | 2.00 |
| 72-70 | C- | 1.75 |
| 69-67 | D+ | 1.25 |
| 66-63 | D | 1.00 |
| 62-60 | D- | 0.75 |
| 59-0 | F | 0.00 |

Grades will be reported via the grades section on the course Blackboard space; grades are updated on a weekly basis, it is the students responsibility to monitor their gradebook.

Grade Appeals or Complaints

- Must be a typed statement describing the reason for the appeal.
- Must be made within seven (7) days of the assignment being handed back to the class, but no earlier than one full day (24 hours) following your receiving the assignment back from me.
- Any grade that is contested can be lowered if just cause is found in the process of reviewing the assignment or exam for which the grade is being challenged.

- It is important that you keep all class assignments, grades, exams, dates absent, written excuses for final grade review and discussion with professor. All grade discussion must be scheduled during my office hours and before the last week of classes.
- Grade disputes rarely occur as each student is expected to comply with all policies as stipulated in the course syllabus including, but not limited to attendance, tardiness, assignment requirements, plagiarism penalties, deadlines, and grading standards. These standards are not subject to review or appeal.

Final Grades

Incompletes are rarely given and only in extenuating circumstances and are subject to the instructor's approval.

Email submissions are not accepted, all submissions must be made through the appropriate Blackboard assignment dropbox.

Academic Honesty and Plagiarism Policy:

Learning involves the pursuit of truth, which cannot be pursued by presenting someone else's work as your own. By following the procedure outlined below, you will establish a basis of trust that will remain unless you provide reason to suspect it has been violated:

Visit the college's Academic Honesty Policy web site:

http://www.baruch.cuny.edu/academic/academic_honesty.html

Read the material it contains and complete the plagiarism oath in module 1. If questions remain, ask me, ignorance is not an acceptable excuse for unacceptable practices.

Baruch Resources for Students:

Student Academic Consulting Center (SACC):

SACC provides Presentation Skills Tutorial assistance to all students, regardless of the course, in which they are enrolled. Because many of these skills are transferable to COM 1010, SACC particularly welcomes students currently enrolled in COM 1010 to make regular appointments throughout the semester for "COM 1010 tutoring." Tutoring includes topic development, outline preparation, and strategies for effective delivery. For more information, see

<https://sacc.baruch.cuny.edu/tutoring/>

The Writing Center offers free support to all Baruch students; you can meet with a professional writing consultant one-to-one (by video, audio, and text-based chat) and in small-group workshops. The Center's consultants will work collaboratively with you to deepen your writing and English language skills. At any step in the process, they'll help you become a more independent, confident, and versatile writer. You're encouraged to schedule your appointment

well in advance of when your writing is due. Visit the Writing Center's website, to sign up for a session or workshop. The Writing Center's director is Dr. Diana Hamilton.

The Tools for Clear Speech (TfCS) program improves the pronunciation, fluency, and pragmatic abilities of English language learners (ELLs) and non-native English speakers at Baruch College. To make an appointment with one of the professional speech tutors at Tools for Clear Speech, please visit [Tools For Clear Speech](#)

Accessibility for Students with Disabilities: It is college policy to provide accommodations and academic adjustments for students with disabilities. Any student with a disability who may need accommodations in this class is requested to speak directly to Student Disability Services located in Newman Vertical Campus, Room 2-272 as early in the semester as possible. All discussions will remain confidential. [Student Disability Services](#)

ESL: Oral comprehensibility is essential for college and workplace success. If you are an English language learner and would like to improve your spoken English, please visit [Weissman Public Speaking Resources](#) for information about free services, including one-on-one tutorials, workshops, small-group conversations, video assessment, the Conversation Partners Program, accent reduction, and FAQs.

Counseling Center: The Counseling Center operates as part of Student Affairs. They offer confidential, individual and group counseling and psychotherapy in the Annex Building at 137 East 25th Street (9th floor) <http://www.baruch.cuny.edu/studentaffairs/counselingCenter.htm>
Contact: (646) 312-2155 or email counseling@baruch.cuny.edu 10.

Campus Intervention Team (CIT) Visit [Campus Intervention Team](#) for information on supporting students who show signs of being in crisis. Possible signs are listed on the website and a brief form is available to communicate to the team, who will follow up with the student immediately to offer support.

Conversation Partners Program (CPP) – [Conversation Partners](#)

The Conversation Partners Program (CPP) matches native and nonnative speakers of English for informal conversations. The partnerships are a great way for nonnative students to gain confidence in English, for native speakers to gain experience in communicating across language barriers, and for both native and nonnative speakers to expand their cultural knowledge, make friends, and build a network of professional contacts. To participate, students should be willing to commit to meeting their partner about one hour per week for a minimum of 6 conversations. We also feature fun events throughout the semester, like trivia night, tea time, game night, professional development, and a closing ceremony for community building.

Veterans Student Advisor/Coordinator (NVC 3-217; 646-312-4745) The Veterans Coordinator serves Baruch’s active duty, guard, reserve, veteran, and military family members on campus. They may stop by to chat, grab a cup of coffee, or have a snack. We can help them with their job or internship searches, and with questions about benefits, financial assistance, academic concerns, and health and wellness. The Veterans Coordinator is the single point of contact for navigating resources at Baruch and in the community. Molly Pearl, LMSW, Veteran Student Advisor, LEADS Job Developer: molly.pearl@baruch.cuny.edu

William & Anita Newman Library (Newman Library Building, 2nd floor; 646-312-1610) Newman Library provides a wide range of information resources and services for students with strong emphasis on assisting students individually and in groups with finding, using, and evaluating information for specific purposes. Library faculty members are available for scheduled consultations with students, creating guides for specific assignments and course topics, and offering drop-in assistance [Newman Library](#)

Disclaimer

The instructor reserves the right to adjust the course syllabus and/or course schedule upon notification of the class by in-class or email. It is the student’s responsibility to be aware of any adjustments announced by the instructor through either communication method.

| Date | Topic | Assignment Due & Topics |
|----------------|---------------------------------------|--|
| Mon. August 29 | Welcome/Introductions | |
| Wed. August 31 | Ch 1 Human Communication Introduction | Discussion 1 BB |
| Mon. Sept. 5 | No Class--Labor Day | |
| Wed. Sept. 7 | Ch 2 Interpersonal | Maslow's Hierarchy, The Self and Others |
| Mon. Sept. 12 | Ch 2 Interpersonal | Uncertainty Reduction, Comm Models |
| Wed. Sept. 14 | Ch 3 Intrapersonal | Perception; Self-Esteem, Self-Concept |
| Mon. Sept. 19 | Ch 4 Verbal | Rules, Abstraction Discussion 2 BB |
| Wed. Sept. 21 | Ch 4 Verbal | Racist/Sexist Language, Idioms Quiz 1 |
| Mon. Sept. 26 | No Class | |

| | | |
|---------------|---|-------------------|
| Wed. Sept. 28 | Ch 5 Nonverbal | |
| Mon. Oct. 3 | Ch 5 Nonverbal | |
| Wed. Oct. 5 | No Class | |
| Mon. Oct. 10 | No Class--College Closed | |
| Wed. Oct. 12 | Ch 6 Culture | Discussion 3 BB |
| Mon. Oct. 17 | Ch 6 Culture | |
| Wed. Oct. 19 | Ch 7 Talking and Listening | Quiz 2 |
| Mon. Oct. 24 | Ch 7 Talking and Listening | |
| Wed. Oct. 26 | Ch 8 Relationship Maintenance | Discussion 4 BB |
| Mon. Oct. 31 | Ch 8 Relationship Maintenance | |
| Wed. Nov. 2 | Ch 9 Conflict | |
| Mon. Nov. 7 | Ch 9 Conflict | |
| Wed. Nov. 9 | Ch 10 Friendships | Quiz 3 |
| Mon. Nov.. 14 | Ch 10 Friendships | |
| Wed. Nov. 16 | Ch 11 Family Relationships | Discussion 5 |
| Mon. Nov. 21 | Ch 11 Family Relationships | |
| Wed. Nov. 23 | Ch 11 Romantic Relationships | |
| Mon. Nov. 28 | Ch 11 Romantic Relationships | |
| Wed. Nov. 30 | Ch 13 At Work; Professionalism, Ethics | Essay Due BB |
| Mon. Dec. 5 | Ch 13 Friends, Bosses, Romantic Relationships at Work | |
| Wed. Dec. 7 | Chapter 14 The Dark Side | Quiz 4 |
| Mon. Dec. 12 | Review--Final Exam | Discussion 6 |
| Dec. 15-22 | Final Exam TBD | Final Exam |

