

Loyola University Chicago
Interpersonal Communication, COMM 273-201 Spring Semester 2020
School of Communication 014 – MWF, 11:30 am – 12:20 pm

Instructor: Prof. Marianna Swallow
Email: mswallow@luc.edu
Office Hours: By appointment or before class

Syllabus and Statement on Academic Integrity

Required text:

Textbook: *Understanding Human Communication, 14th Ed.* , by Athena DuPré, Ron Adler, & George Rodman (2020, Oxford University Press)

Also Required: A notebook just for this class for notes, learnings, ideas, and reflections

Course Description

All communication is situational. We'll understand the process of communication, when it truly is interpersonal and not; and reflect on our own communication preferences and tendencies, and see how deepening our understanding of communication can strengthen our relationships at work, at school, and in our personal lives.

Course Objectives:

- Understand different communication styles
- Understand your own communication preferences – and how to flex your style in various situations
- When communication is truly interpersonal and not
- Learn best practices and elements of communication one-on-one, in small groups and in large organizations.
- Reflect on your own communication tendencies and less-than optimal situations; learn ways to better communicate beyond this course.

Class Requirements:

This class is interactive. Students are required to:

- Be on time
- Participate in discussions and activities
- Complete all assignments, including written assignments, video viewing or podcast listening for discussion, reading assigned readings, preparing presentations or discussions as assigned, etc.
- Turn in written assignments on time, typed, double-spaced, with font Times New Roman 12 point
 - Acceptable formats: Word doc. or .pdf. *Links to documents will not be accepted.*
 - Instructor will indicate if and when other formats (e.g., mp3, mv4, videos, etc.) are acceptable.

- Points will be deducted for misspellings, typos, and grammatical errors.
Proofread!
- No links to documents or presentations will be accepted.
- The instructor reserves the right to modify format requirements depending on assignment. Other formats may be accepted at the instructor's discretion.

I teach this class the same way I teach my business clients. All classroom activities are designed to prepare students for the post-college work (and outside of work) world. Students will be expected to know material covered in lectures.

Classroom Environment & Policies

- Act & be professional at all times. This includes being on time for all classes.
- If you will be absent, let your professor know in advance. More than 2 unexcused absences will affect your final grade.
- Cell phones, laptops, tablets, and any other electronic devices are not allowed in class. The only exception will be if electronics and/or media are needed for an assignment. If this is the case, your professor will let you know well in advance.
- No late assignments will be accepted unless there are significant, extenuating circumstances with documentation. Students must communicate with the professor immediately if they are unable to meet a deadline. There are no exceptions to this.
- Students are responsible for all assignments outside the classroom, which may include but are not limited to: readings, viewing of videos, listening to audio, as directed, whether or not they are discussed in lecture.
- We may discuss personal examples, individual stories, current events and happenings in the world at large; understand others may have a different viewpoint. We will all agree to be respectful, and disagree in a respectful manner.
- What's said in the classroom stays in the classroom.

Attendance

The instructor does not recommend missing any class sessions as in-class exercises or homework could be given in your absence. Making up the missed work may not be possible. If you have to miss a class, make arrangements to get assignments from another student and complete them by the due date. Your instructor will not catch you up on any missed material or content.

Absence on the day of a presentation or delivery of material is not acceptable. If you must be absent one of those days you must contact the instructor in advance. You will be required to present medical or other emergency/official documentation explaining your absence before you will be permitted to make up a presentation.

A course schedule with due dates and grading scale will be provided at the start of Week 2 of class.

School of Communication Statement on Academic Integrity

A basic mission of a university is to search for and to communicate truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents. Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
- Providing information to another student during an examination;
- Obtaining information from another student or any other person during an examination;
- Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
- Attempting to change answers after the examination has been submitted;
- Unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom;
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.;
- Submitting as one's own another person's unpublished work or examination material;
- Allowing another or paying another to write or research a paper for one's own benefit; or
- Purchasing, acquiring, and using for course credit a pre-written paper. The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at <http://luc.edu/english/writing.shtml#source> .

In addition, a student may not submit the same paper or other work for credit in two or more classes. A student who submits the same work for credit in two or more classes will be judged guilty of academic dishonesty, and will be subject to sanctions described below. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the appropriate area head and to the office of the Dean of the School of Communication.

The office of the Dean of the School of Communication may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the Dean's office may convene a separate hearing board to review these instances. The student has the right to appeal the decision of the hearing board to the Dean of SOC. If the student is not a member of the SOC, the dean of the college in which the student is enrolled shall be part of the process. Students have the right to appeal the decision of any hearing board and the deans of the two schools will review the appeal together. Their decision is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost upon recommendation of the dean or deans.

Students have a right to appeal any finding of academic dishonesty against them. The procedure for such an appeal can be found at: http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml.

The School of Communication maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver which releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.

The School of Communication policy is based entirely on and is consistent with the Academic Integrity Policy of the College of Arts & Sciences.

Accommodations

Any student with a learning disability that needs special accommodation during exams or class periods should provide documentation from the Student Accessibility Center confidentially to the instructor. The instructor will accommodate that student's needs in the best way possible, given the constraints of course content and processes. It is the student's responsibility to plan in advance in order to meet their own needs and assignment due dates.