CMST& 210 – Interpersonal Communication
(Item 0815 Winter 2018)

Instructor: Amanda Jankus
Class Meeting: MWF 9:30 – 10:20 in Room C168
E-mail: (please use Canvas message tool) and a.jankus@bellevuecollege.edu if Canvas is down.
Phone: (425) 564.2120
Office location: R230
Office Hours: MWF 8:00 – 8:30 am + 11:30am -12:00pm OR you may set up an appointment with me

Course Information

Required Readings: There will be many additional readings required including book excerpts, newspaper articles, and opinion columns. You will be responsible for obtaining these either in class (when available) or online.

Course Outcomes

1. Define the process of communication and describe the specific qualities found in interpersonal relationships.
2. Explain the relationship between perception, self-concept, and communication.
3. Describe the characteristics of a competent communicator and the methods of improving language, nonverbal communication, and listening skills.
4. Identify the common stages of interpersonal relationships and discuss the recommendations for improved relationship initiation, maintenance, and termination.
5. To learn how communication is affected by the culture, social (relationships with family, friends, and people with whom we work), gender, and individual contexts.
6. Discuss the nature of conflict and explain the effectiveness of the various approaches to conflict management.
7. To gain knowledge about how concepts and skills relate to the communication of civility.

H•HOW OUTCOMES WILL BE MET

Class experiences will include online lectures, group discussions, and responses. Student participation in the online classroom is essential to learning the course material. You will be spending time in on-line discussion boards multiple times weekly as well as completing some tests, quizzes, and assignments online. You must have a solid understanding of how to use Canvas in order to successfully complete the course. It is expected that you log into our course frequently as well as check for announcements.
• GRADING

You will be given an appropriate amount of time to complete all assignments. Deadlines for all assignments will be posted online. Assignments must follow assignment guidelines in order to be graded. Late Assignments will not be accepted.

Each assignment will be graded using a rubric and comments discussing how outcomes were met as well as what improvements may be made.

CLASSROOM LEARNING ATMOSPHERE

• Instructor’s Expectation

This area of study contains theories that can be challenging and thought provoking. Course assignments are designed for application to your everyday encounters with individuals from other cultures. We will work through the theories as a class, but a college reading and writing level in English is needed to succeed in the course.

You are expected to be a participant in this class. If you do not understand an idea, theory, or assignment, please ask for clarification.

Suggestions Regarding Online Discussions:
Please consider your tone of voice. In a written discussion a slightly critical comment can seem like a crushing condemnation because of the lack of nonverbal expression. On the other hand, it is not a good idea to write "smiley-face" comments all time. If you question or disagree with something someone has said, you need to say so tactfully. One way to express disagreement tactfully is to phrase your comment as a question: “Do you think we should consider…?”

Another way is to use tentative language: “But I wonder if we couldn't look at it from another angle….” These kinds of comments invite others to join in the discussion and give their ideas.

The goal is to keep an open mind while the purpose is to generate ideas.

Part of your success in this class is dependent upon your development of competent skills in dealing with people who are different than you. These differences may be in worldview, beliefs, and/or values.

What Constitutes a Good Online Response?
You are able to view a complete example and explanation of good (and not so good) online responses in the “Getting Started” area on our Canvas page. You will also find this information hovering above each weekly discussion prompt just to be sure you don’t forget what it looks like.

Help with Canvas

• Contact the Technology Help Desk

BC Technology Help Desk If you’re having problems logging in to Canvas or with other technical issues such as problems accessing the site, or not seeing your course listed, contact the Technology Help Desk. You’re actually on the Help Desk site right
now. Find links on the right side of the screen to access our Knowledge Base and contact information. If you need more one-on-one assistance, submit a ticket, call us or drop by N250.

- **View the Canvas Guides**
  Instructure, the company that makes Canvas, also offers an open, online help website with a searchable knowledge base. You will find online forums, helpful articles, videos, and guides you can access anytime. Visit the Canvas Help Center for in depth guides on Canvas.

- **Request a Canvas feature**
  Instructure, the company that makes Canvas, considers user feedback highly valuable. Their upcoming changes are based on user feedback, this feedback has already brought about significant changes in Canvas. As a student, you can also share your thoughts with Canvas by submitting ideas and voting on feature requests. Visit Canvas’ Request a Feature page to see what suggestions have been recommended so far

- 1. Check out the Canvas Student Guide: [http://guides.instructure.com/m/4212](http://guides.instructure.com/m/4212) this should walk you through many common questions and hopefully give you some answers.

2. Bellevue College's IR Department created this resource about using Canvas for students: [http://depts.bellevuecollege.edu/ir/students/studentguide/class-sites/](http://depts.bellevuecollege.edu/ir/students/studentguide/class-sites/)

3. Here's an orientation site that Bellevue College's Distance Education program created: [https://bc.instructure.com/courses/411354](https://bc.instructure.com/courses/411354)

4. You can always check out the "Help" link in the upper right corner of the Canvas screen.

- **Affirmation of Inclusion**
  Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.
  We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

**Religious Holidays**

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.
College Anti-Discrimination Statement

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

Confidentiality and Mandatory Reporting
As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found at www.bellevuecollege.edu/titleix/.

For further information and contacts, please consult College Anti-Discrimination Statements.

▪ Division Statements

You should know that plagiarism is a serious violation of your contract as a student and will be treated severely. It is important for you to understand that plagiarism is any representation of another person’s words or ideas and in a manner that makes it seem as if they were your own, in either oral or written form. Obviously, this means that you may not copy another person’s papers. Students caught cheating on an exam or assignment will not receive any credit for that portion of the class and will be reported to the Dean of Student Programs.

This link provides a good, short summary of how to avoid plagiarism: Avoiding Plagiarism

This 22-minute video also provides a good overview of how to avoid trouble when using sources: From the college home page select SERVICES, then LIBRARY MEDIA CENTER, then DATABASES, then FILMS ON DEMAND. At their site, search by title for PLAGIARISM 2.0: ETHICS IN THE DIGITAL AGE.

▪ Student Code of Conduct and Academic Integrity

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one’s own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of
Conduct at: Student Code

Important Links
▪ Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: Create Email

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Technology Help Desk

▪ Disability Resource Center (DRC)
The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact Autism Spectrum Navigators (ASN). Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing drc@bellevuecollege.edu, and Deaf students can reach us by Skype (account name DRCatBC). For more information about the services we offer, including our Initial Access Application, visit our website at www.bellevuecollege.edu/drc.

Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

▪ Public Safety and Emergencies

Public Safety is located in the D building (D171) and can be reached at 425-564-2400 (easy to
Remember because it’s the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at RAVE Alert Registration.

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:
1) Take directions from those in charge of the response - We all need to be working together.
2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the Public Safety web page for answers to your questions.

- Academic Calendar
The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.
  - Enrollment Calendar On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
  - College Calendar This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

Course Calendar

Please use the MODULES tab as well as the CALENDAR function in our Canvas course to look up assignments and due dates/times.

<table>
<thead>
<tr>
<th>Required Assignments</th>
<th>900</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (4 @100 points each)</td>
<td>400</td>
</tr>
<tr>
<td>Chapter discussion responses (10 weeks @ 20 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Watch/Listen &amp; Respond (10 @ 10 points each)</td>
<td>100</td>
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<tr>
<td>Class participation and attendance</td>
<td>100</td>
</tr>
<tr>
<td>In Class Work</td>
<td>50</td>
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<tr>
<td>Film Analysis Assignment</td>
<td>50</td>
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An explanation of each assignment along with guidelines for completion will be available as assigned.

- Additional Information

All students should be aware of the many tutorial services provided by the Academic Success Center. If you need free tutorial help, please visit them in D204.

If you feel threatened or see something that may indicate trouble, please report it right away at Report Concerns. We all need to help keep our campus safe for everyone.