Course Instructor: Andy Cuneo

Course Meets On-line

Office: Holton Hall 157

Office Phone: (414) 229-2787

In Person Office Hours: In person office hours for this course are Mondays from 3 p.m. to 4 p.m. in Holton 157. If you are unable to meet with me you may either call (414) 229-2787 or email acuneo@uwm.edu for an immediate response during this time

Virtual Office Hours: Send inquires to acuneo@uwm.edu for response within 48 hours.

COURSE DESCRIPTION

Basic concepts for understanding communication in interpersonal relationships. This course combines a theoretical approach with a skills approach to the study of interpersonal communication. **This section of Communication 101 is on-line and self-paced within the parameters of an eight week accelerated semester.** You are allowed to complete all quizzes, tests, and assignments at your own schedule, but on or before the absolute deadlines mentioned below, on the suggested weekly schedule, and on the posted assignment sheets.

COURSE OBJECTIVES

1. To provide students with the knowledge to be competent interpersonal communicators.

2. To provide students with the skills to be competent interpersonal communicators.

3. To motivate students to apply the knowledge and skills of competent interpersonal communicators.
TEXT


COURSE REQUIREMENTS AND PROCEDURES

**Instructional Methods:** This course will be taught completely on-line and is accessible through an on-line management system called Desire to Learn (D2L). On the course site you will find a variety of information including announcements, lectures, and assignments, for the course, and you will take quizzes/tests, submit assignments, and post to the discussion board throughout the semester using D2L. Lectures are available in two forms: Power point and Power point with a voice over option. Lectures are designed to supplement the textbook readings. Furthermore, the course will be broken down into four units. A unit consists of 3 modules. A module consists of a text chapter and corresponding lecture. So, Unit 1 will consist of modules 1, 2, and 3, Unit 2 will consist of modules 4, 5, and 6, Unit 3 will consist of modules 7, 8 and 9, and Unit 4 will consist of modules 10, 11, and 12. You are responsible for reading/viewing all material for each module, completing the module quizzes, and eventually, completing each Unit test and final exam, and submitting written assignments, at your own pace, but with absolute deadlines.

**Quizzes, Tests and Examinations**

**Module quizzes:** You are required to attempt and complete a 15 question quiz for each module. Module quizzes DO NOT count toward your final grade, however, they are required. Furthermore, in order to advance to the next module quiz, you will not only need to complete the previous module quiz, you will need to score at least an 85% on each module quiz in order to advance. Module quizzes are to be completed on D2L and will be a combination of multiple choice and true/false questions. You will have 15 minutes to complete each module quiz, and you will be allowed to attempt each module quiz until the required score is achieved.
Unit Tests: You are required to attempt and complete a 45 question exam for each unit. As stated previously, the course is comprised of four units. Each unit is comprised of 3 modules. You will be eligible to attempt a unit test after satisfactory completion of the three previous module quizzes for that unit. For example, you will not be allowed to attempt the Unit 1 test until you satisfactorily complete module quizzes 1, 2, and 3. Unit test are to be completed on D2L and will be a combination of multiple choice and true/false questions. You will have 40 minutes to complete the unit test, and are allowed only one attempt. Each unit test is worth 45 points toward your final grade.

Final Exam: **The final exam in this course is optional.** If you are satisfied with your scores from the four previous unit exams, you may choose NOT to take the final exam. If you decide to take the final exam, your lowest exam score will be dropped. The final is a 45 question CUMULATIVE exam and will consist of a combination of multiple choice and true/false questions and you will have 40 minutes to complete it. In order to be eligible for the final, you MUST complete the previous 4 unit tests.

Social Capital Investment: Students will create (or update) a LinkedIn profile. After the profile is established, it will be necessary for students to participate in online discussions in order to invest in their social capital (explained in assignment guidelines). To do so, students will post four articles to a LinkedIn discussion group, and respond to four other articles to a LinkedIn discussion group created for the course. Screen captures of the posted comments are uploaded to a D2L drop box in order to receive credit for the assignment. See assignment sheet for specific details.

Paper Assignments: There are **three** paper assignments due in this course, two analysis papers and a topic expansion paper. Specific assignment instructions are posted on the D2L course site.

Analysis Papers: The first analysis paper will address power and interpersonal conflict, the second will address the concept of relational dialectics. For more detailed information and absolute deadlines, please see the assignment sheet on D2L. Papers submitted after the absolute final due date and time will not be accepted and will result in a grade of “0”. To appeal the grade on an analysis paper you must contact me within one week of when the paper is returned. Be certain to discuss your topic specifically and thoroughly (define, discuss, provide examples). You will be graded on discussion depth, breadth, insight, effort, spelling and grammar. Discussion board forums are available for your questions concerning both analysis papers. An assignment sheet for analysis papers is posted on the D2L course website.

Topic Expansion Paper: The main purpose of this paper is to expand the scope of a chosen topic beyond what the text and lecture discussed. For this paper, you are to choose any topic of interest from the course (text and/or lectures). You will then research the topic using at least three sources **outside** of the course text and lecture materials. Furthermore, at least one of these sources must be from an academic publication such as an academic journal. The other sources can be from popular magazines (Time, Newsweek, Newspapers, television shows, etc.), books, and other sources. You will then write a 7 to 10-page paper that discusses your chosen topic beyond what was learned in the course. For more detailed information and absolute deadlines, please see the assignment sheet on D2L. Papers submitted after the final due date and time will result in a grade of “0”. Although the absolute due date is at the end of the semester, you should begin the process of topic choice and source collection immediately. A discussion board forum is available for your questions concerning the research paper. An assignment sheet for this paper plus a sample listing of academic journals is posted on the D2L course website.

Rough Draft Policy: I encourage you to begin work on paper assignments as early as possible and email a rough draft to me. I will provide preliminary feedback, providing I receive the draft fourteen days before the absolute due date for the paper. Please be advised that feedback is for content only, not grammar and/or sentence structure. Please send rough drafts as email attachments to acuneo@uwm.edu.
Grading Policy: Listed below are the point values for tests and assignments:

- Analysis Paper I: 80 points
- Analysis Paper II: 80 points
- Expansion Paper: 100 points
- Social Capital (4 X 10): 40 points
- Unit Tests (4 X 45): 180 points
- Total: 480 points

The following grading scale is used to assign final grades in this course (Based on a percentage. Percentage equals points earned divided by points possible)

- A = 95-100%
- B+ = 88-89%
- C+ = 77-79%
- D+ = 67-69
- A- = 90-94%
- B = 84-87%
- C = 74-76%
- D = 64-66
- F = 0-59
- B- = 80-83%
- C- = 70-73%
- D- = 60-63

Participation: In lieu of the self-paced nature of the course, it is rather difficult to conduct synchronized discussions, however, I fully expect you to participate in discussion board forums often in order to get the most out of the course. I have created a question board for each module, and for each paper assignment, a forum to ask general questions, and a “speakeasy” forum that you can use to communicate with others if you wish. Ask a question, post a comment, even a video clip. There are no limitations to content or how many times you decide to post, all I ask is that the content is polite, other oriented content not meant to offend your fellow participants.

Please note: Questions concerning quiz and/or test items will not be addressed on the discussion board. If you have a specific question on any of the quizzes, please email your inquiry to acuneo@uwm.edu

Course Management: On-line courses require self-discipline and motivation as you are not required to report to a physical classroom or be on-line at any specific time. On-line/self-paced courses require even more self-discipline and motivation. As you prepare for this course, please plan accordingly for unexpected happenings (computer crashes, emergencies, etc). You will need to adhere to the absolute deadlines, as I will not, under any circumstance, grant extensions for quizzes/tests/papers, all items are due on or before the absolute deadlines posted. I will provide regular announcements, a tentative weekly schedule, and will address all questions on the discussion board, email, phone, or in person, but it is ultimately up to you to complete all of the work required for the course. Do not wait until the final weeks of the semester to turn everything in, pace yourself accordingly.
Course Policies

Students are expected to comply with university policies dealing with student misconduct. Any evidence of cheating, plagiarism, or misrepresentation of work will result in a failing grade on the assignment. Additionally, any evidence of academic misconduct will be immediately reported to the UWM College of Letters and Science for disciplinary action. Please see university guidelines for further explanation of academic misconduct and disciplinary procedures.

Please visit http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf for further information on University Policy and Procedure

For policies and procedures in the College of Letters and Science, please visit the following website: http://www4.uwm.edu/letsci/services/

For policies and procedures specific to the Department of Communication, please visit: http://www.uwm.edu/Dept/Commun/

Participation by Students with Disabilities: If you need special accommodations in order to meet any of the requirements of this course, please contact the Student Accessibility Center http://uwm.edu/arc/ and then please contact me as soon as possible.

Enrolling in COMM 101 for a Third Time: You may only take this course twice. This includes taking a course at another school that counts as COMM 101 in the transfer.

Communication Majors/Minors: In order to declare a major/minor in Communication, students must achieve a grade of B- in Commun 101, Commun 103, and Commun 105

Credit Hour Policy:
In accordance with UWM policy, a minimum of 144 hours should be allotted over the course of the semester for your work in Communication 101, in order to achieve the learning goals of the course. A suggested breakdown of these 144 hours might include a minimum of:

40 hours – viewing on line lectures
40 hours - reading course materials
40 hours - studying for and completing exams
22 hours – completing 2 analysis papers and 1 expansion paper
2 hours - reading assignment feedback from your instructor