INTERPERSONAL COMMUNICATION
COURSE OUTLINE

DEPARTMENT: Media Studies Spring 2025
COURSE TITLE: Interpersonal Communication **CREDIT HOURS:** 3
DAY/TIME: Asynchronous **Virtual:** Brightspace/Connect
COURSE TEXT: Interpersonal Communication, Kory Floyd, McGraw-Hill Companies, 4th Edition/Connect Access - Mandatory (Hardcopy not required)
INSTRUCTOR: Tracy Dryer; e-mail: tracy.dryer@qc.cuny.edu
OFFICE HOURS: By appointment

COURSE DESCRIPTION:
A study of interpersonal communication and the basic concepts and processes of human communication with special emphasis on the role of individual factors in group interaction. Theoretical and experimental considerations of such topics as communication models, verbal and nonverbal codes, perception, and self-concept.

COURSE OBJECTIVES:
No ability is more important to an individual than the ability to communicate effectively: today, a person must be able to formulate ideas and communicate within business, social settings and in making connections with friends, family, and colleagues. Specific objectives include:

1. To gain knowledge about interpersonal communication and interpersonal processes: interpersonal communication principles and competencies; the role of culture and the self in interpersonal communication; the importance of listening and social perception processes; features of effective verbal and nonverbal messages.
2. To gain knowledge about the functions of interpersonal communication: Developing relationships with others; providing social support; influencing others; and managing interpersonal conflict.
3. To learn the role of interpersonal communication in family and life-span issues.
4. To practice interpersonal communication skills: To reflect upon your own interpersonal communication patterns and their implications for behavior and relationships, and to strategize.

CLASS PARTICIPATION: You will be required to complete several tasks per session. Since this is an asynchronous course students will need to practice time management. All work must be completed by the due dates specified. Course readings, quizzes and assignments will take place on McGraw Hill Connect, Brightspace and Edpuzzle. **Pay special attention to the section on: Platforms/Textbook Access.** This section will explain how to access your textbook and assignments through McGraw Hill Connect.

GRADING:
Each student's grade will be determined by his/her performance on the following coursework, in **approximately** this fashion:

Connect Readings/Quizzes:	50%
Discussions/Exercises:	25%
Final: :	25%
Total	100%

CHEATING:
Cheating of any kind and in any form, will not be tolerated. Copying information consciously or inadvertently allowing your work to be used or copied by another student and/or using material from other sources without appropriate citation are all forms of cheating. While having family, classmates and friends provide opinions and feedback on your work are legitimate activities, having them do all or part of your work is unacceptable and constitutes cheating.

If you are found to be cheating, you may receive a failing grade on the assignment or in the course. Additionally, you may be subject to dismissal from the Media Studies program and the college.

Please see the CUNY Policy On Academic Integrity at:
http://www.qc.cuny.edu/StudentLife/services/studev/Documents/Academic%20Integrity%20Violation%20Form%20RV.pdf

Office of Special Services (SPSV):
The Office of Special Services (SPSV) is committed to supporting students with qualifying disabilities under the Americans with Disabilities Act (ADA) by providing reasonable accommodations to ensure equal access. If you have previously received accommodations due to a disability, believe you may have a disability, or have a temporary disability, please visit the office's website (https://www.qc.cuny.edu/sp/) for further information on the assistance they can offer you. Accommodations are not retroactive, so you are encouraged to get registered sooner rather than later. You may also contact their office at qc.spsv@qc.cuny.edu or call 718-997-5870 during office hours for assistance as well.

TEXTBOOK ACCESS:
Connect: This course will use an online textbook, which can be purchased through McGraw Hill (discount code) or the school bookstore. The course cannot be completed without accessing and purchasing a subscription to Connect. You do not need a physical textbook for this course. The following is a description of how to access your textbook:

Connect Access for Floyd, Interpersonal Communication (4th edition)
Registration Required

How to Register for Connect (Textbook Platform):

1. Purchase your access code for the textbook directly through the McGraw Hill website or Queens College Bookstore. Do not purchase access from a third-party vendor since Connect Access more often does not work at all. To receive a discounted rate for the textbook, purchase the access code through McGraw Hill. This is the discounted ISBN for the Floyd Interpersonal Communication Connect access: **9781264882656**.
2. Once you have purchased your access code, go to https://t-dryer-interpersonal-communication-spring-2025-1. This link is posted within your Module Tab Week #1 - Requirements.)
3. Click the "Register Now" Button.
4. **IMPORTANT:** When registering ONLY enter your Queens College email address. You will not receive credit for your readings, quizzes, and assignments if you register with a personal email address.
    1. If you already have a McGraw-Hill account, you will be prompted for your password.
    2. If you do not have a McGraw-Hill account, you will be asked to create one.
5. **Students MUST link their Connect Access Textbook to Brightspace to receive credit for their readings and quizzes.** Watch the deep integration video posted within your Module #1 to Brightspace link your account to Connect: **https://video.mhhe.com/watch/EfarjRfwF6otbcAui2cXJn?**

For assistance:
Visit the Connect Student Success Academy for online FAQs and tutorials: http://www.connectstudentsuccess.com/
How to Get Technical Support: http://www.mhhe.com/support
If you need Technical Support (forgotten password, wrong code, etc.) please contact the McGraw-Hill Education Customer Experience Group (CXG) at: (800) 331-5094. (Please be sure to get your case number for future reference if you call the CXG line.

Technical Support Hours:
Monday – Thursday: 24 hours
Friday: 12am – 9pm
Saturday: 10am – 8pm

BRIGHTSPACE/CONNECT/EDPUZZLE/ASSIGNMENT INFORMATION:

Brightspace: Assignments, Discussions, Connect Quiz Information, and Video due dates will be posted on Brightspace. All specified assignments should be submitted through Brightspace**. Do not email assignments or videos.** Reminders will be posted under Announcements. Be sure to set up notifications on Brightspace.

Connect Readings: Students will receive chapter readings on Connect. **Generally**, each week students have from Monday 8:00AM – Thursday 11:00PM to complete these chapter readings. Readings must be completed to move onto the quiz. Chapter readings are posted under your Module Tab and can be accessed under the Connect tab or logging directly into the McGraw Hill Connect Website.

Connect Quizzes Each chapter is accompanied by a 10-question quiz. Students will usually have 15 minutes to complete each quiz. **Generally**, the quizzes must be completed by Thursday 11:00PM of each week. **Note:** Read the chapters thoroughly and take notes. You will be asked multiple choice questions, which require you to apply your understanding of a concept or theme. Complete Connect Readings and Quizzes before completing Assignments, Discussions, Exercises or Application Activities. Chapter readings are located under the Connect tab or logging directly into the McGraw Hill Connect Website.

Connect Proctorio: Download the Connect Proctorio Extension before you are required to take the Final Exam. This extension can take some time to download depending on your computer speed.

Edpuzzle: The Syllabus Video and additional media assignments will be posted on Edpuzzle. Edpuzzle assignments will be submitted through Edpuzzle, not Brightspace. Students are responsible for confirming their submissions by clicking the submit button. If you do not click the submit button, you will not receive credit for the assignment.

Office of Special Services: Students who receive accommodations must notify Professor Dryer at Tracy.Dryer@qc.cuny.edu at the beginning of the semester.

ADDITIONAL INFORMATION:

Additional Readings/Exercises/Discussions: These assignments/readings will be posted on Brightspace. These assignments/readings/exercises will usually be due by Thursday 11:00PM, so discussions can take place. Discussions will usually be due by Sunday 11:00PM. Occasionally, part one of an assignment may be due earlier in the week or overlap into the next week. Please be aware of dates, I cannot stress this enough! Set up notifications on Brightspace. Students are responsible for confirming their submissions which can be viewed on Brightspace.

Video: Submit videos through Brightspace.

1. Record using the video option under Discussions.
2. When submitting videos:
    1. Camera is level and hips up
    2. Surrounding environment quiet
    3. Lighting is well lit.
3. Since we are practicing good communication skills, we will need to see your face clearly.
4. Video submissions are between one and a half minutes to five minutes.
5. Students are responsible for confirming their submissions which can be viewed on Brightspace. If you do not receive a submission confirmation, then your video has not been received.

Email: Since this is a communications course, we will be practicing good communications skills when emailing. What does this mean? **Before sending an email be sure the email is necessary.** Avoid giving your colleagues, bosses, and professor's unnecessary work.

A) Do you really have a question you cannot find the answer to?
    (1) Read the Syllabus before emailing.
    (2) Read Announcements before emailing.
    (3) Read Modules before emailing.
    (4) Read Assignments before emailing.

B) When should I send an email?
   (1) You do not understand an assignment and need clarification.
   (2) You have a doctor's note and need to clarify why you've missed an assignment
C) When should I not send an email?
   (1) You quickly scanned an assignment and did not yet review your Syllabus, Assignments, Module and Announcements.
   (2) Do not send emails in the middle of the night. Emails should be sent during appropriate business hours. What message does it send to your receiver when they receive a 3:00AM message? Remember this question, as you will be asked to respond to it later in the course.

Due Dates: Pay close attention to due dates. Create reminders for yourself. It is extremely important to be aware each assignment, reading, application, quiz has a specific time they are due. **There are no make-ups for assignments, discussions, exercises, readings, application activities, quizzes or exams.** Students are responsible for confirming their submissions which can be viewed on Brightspace.

Late Assignments: Late assignments will not be accepted. All assignments must be completed by their due dates. Avoid waiting until the last minute to submit your work since technology is known to stop working especially when you have a deadline. EXCEPTION- The Syllabus Video must be completed no matter when you register for the course. Note: If the Syllabus Video is completed late students will receive a substantial grade deduction.

Extra Credit: Individual requests for extra credit will not be granted for any reason. Students are expected to complete the work assigned. Extra credit will not be given in place of missed work.

Additional Brightspace Notes:

1. Do not use the Work To Do section on your homepage. While this section does give reminders of some due dates. The Work To Do section DOES NOT give reminders for assignments with multiple due dates. Students will miss due dates if they solely rely on the Work To Do section. It is the student's responsibility to check their Modules for all due dates.
2. Submission of assignments on Brightspace - Assignments, discussions and quizzes close at the time posted for each assignment. For instance, if an assignment is due at 11:00PM, students must submit by 10:59PM. If you submit at 11:00PM the module will close. Additionally, if you are uploading a video assignment and it is 10:55PM and your technology does not upload fast enough you may miss the deadline. Assignments, discussions and quizzes will not be reopened if it is past the deadline.

Technology:

A. This course requires the use of a laptop or computer.
B. This course cannot be completed on a cellphone or iPad.
C. It is the student's responsibility to secure reliable internet access.
D. Internet and computer issues can be resolved if you do not wait until the last minute to submit assignments.
E. Students who wait until the last minute to submit assignments and have technology difficulties will not receive extensions on submissions of assignments.

Difficulty With Submission of Assignments: If you have an issue submitting through Brightspace, Connect, Edpuzzle or any platform, it is the student's responsibility to take a screenshot with the time/day stamp **BEFORE** the deadline and send an email with the attached screenshot **BEFORE** the assignment due date. Screenshots of issues after the due date will not be accepted.

Standard of Work: While asynchronous courses have the reputation of being minimal work. This course will follow the same expectations as if we were in-person. All written assignments must be submitted with the same integrity as an in-person course. Writing in full sentences, grammar, thoughtful and thorough responses are the expectation.

SYLLABUS

The following is intended to be only a **tentative** syllabus and used solely as a general guide to the anticipated progress of the course. During the Fall/Spring semester, each "session" counts as one week of work. Assignments can be revised as necessary, please always check ANNOUNCEMENTS on Brightspace for any changes.

Due dates are posted on Connect and/or Blackboard.

CLASS	CLASS ACTIVITIES	ASSIGNMENT DUE
Session #1	Requirements/Assignment	Read: Brightspace Module Week #1 Watch Syllabus/Textbook Brief Student Introductions
Session #2	Chapter 1	Read: Connect Chapter 1 Quiz: Connect Chapter 1 Connect/ Brightspace: Assignments
Session #3	Chapter 2	Read: Connect Chapter 2 Quiz: Connect Chapter 2 Connect/ Brightspace: Assignments
Session #4	Chapter 3	Read: Connect Chapter 3 Quiz: Connect Chapter 3 Connect/ Brightspace: Assignments
Session #5	Chapter 4	Read: Connect Chapter 4 Quiz: Connect Chapter 4 Connect/ Brightspace: Assignments
Session #6	Chapter 5	Read: Connect Chapter 5 Quiz: Connect Chapter 5 Connect/ Brightspace: Assignments
Session #7	Chapter 7	Read: Connect Chapter 7 Quiz: Connect Chapter 7 Connect/ Brightspace: Assignments
Session #8	Chapter 6	Read: Connect Chapter 6 Quiz: Connect Chapter 6
Session #9	Chapter 9	Read: Connect Chapter 9 Quiz: Connect Chapter 9 Connect/ Brightspace: Assignments
Session #10	Chapter 8	Read: Connect Chapter 8 Quiz: Connect Chapter 8 Connect/ Brightspace: Assignments
Session #11	Chapter 10	Read: Connect Chapter 10 Quiz: Connect Chapter 10 Connect/ Brightspace: Assignments
Session #12	Chapter 11	Read: Connect Chapter 11 Quiz: Connect Chapter 11 Connect/ Brightspace: Assignments
Session #13	Chapter 12	Read: Connect Chapter 12 Quiz: Connect Chapter 12 Connect/ Brightspace: Assignments
Session #14	Final Assignment	
Session #15	FINAL EXAM - TO BE ANNOUNCED	