

# CMST 2318.060: Interpersonal Communication

## FALL 2025

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Office Hours:	Tuesdays 12:30 – 1:30 p.m. and by appointment <i>Always email ahead please!</i>

### Texts (Required):

Adler, R. B., Proctor II, R. F., & Manning, J. (2023). Looking Out, Looking In (16<sup>th</sup> ed.). Boston, MA: Cengage Learning.

Turkle, S. (2015). Reclaiming Conversation: The Power of Talk in a Digital Age. New York: Penguin Press.

**Welcome to Interpersonal Communication!** I am excited you chose this course and to embark on a field of communication studies that will interest you in a role of communication within relationships and other interpersonal exchanges. You could not have chosen a more suitable time to take this course than at this point in your studies and at your level of personal development! I'm looking forward to all the personal and interpersonal discoveries we'll make together as we examine the truth about interpersonal communication. This course is what you make it! So, be sure to set aside sufficient time to fully engage with the chapters, concepts, theories, practices and assignments. You will be amazed at the life lessons learned!

### Course Objectives

This course seeks to familiarize students with principles of interpersonal communication and to equip students with communication skills for improving interpersonal relationships. Through lectures, readings, discussions, class exercises and presentations, this course will attempt to increase students' overall awareness of their own ways of communicating and of the influences particular communication behaviors exert on interpersonal transactions.

More specifically, the Student Learning Outcome this course seeks to achieve is:

**Practice Application:** The student will be able to analyze how communication theory and/or research function in society, contribute to solving real-world problems, and how communication phenomena manifest outside of the classroom. The application of communication theory and/or research is correctly applied in the student's analysis to propose logical conclusions and solutions to address the identified problem.

The "**Listening Assignment**" will be a signature assignment for achieving and assessing the above Student Learning Outcome.

Toward fulfilling this major outcome of this course, students minimally must be able to demonstrate their ability to:

- ✓ Identify elements and characteristics of the transactional model of communication;
- ✓ Identify content and relational aspects of messages;
- ✓ recognize how people's psychological make-up, personal needs, interests, biases, social roles, and the like shape the way they perceive others and communicate with them;
- ✓ engage in perception-checking communication;
- ✓ understand characteristics of language;
- ✓ identify and describe non-verbal communication;
- ✓ understand listening-response styles and apply empathic-listening principles in a class session with a classmate; and
- ✓ understand the effects on conversation that social media have brought and explore solutions.

### **Graded Assignments and Weighted Values**

Role Reversal Assignment	20%
Listening Assignment	20%
Specialized Populations Report	20%
Reclaiming Conversation Report	20%
Participation/Attendance	10%
Final Exam	10%

To figure the weight of a graded assignment/report, multiply the numeric value of the grade by the percentage the assignment/report carries. For example, if you earned a B on an assignment/report, you would multiply 3.0 (the numeric value of a B) times 20% (the percentage the assignment/report carries) and arrive at 0.60. At the end of the semester, each graded assignment/report will be tallied and divided by 100 to determine your overall grade. That number grade will be converted to a letter grade according to the scale on Canvas.

## **COURSE POLICIES**

### **Participation and Attendance**

This course places high value on the dynamics between individuals in small communication settings. Often, some of the most rewarding experiences of this course arise spontaneously and unexpectedly. Your attendance and active participation in this course will contribute substantially to everyone's educational experience, including your own. Therefore, I urge you to engage in every course module. Both your classmates and you suffer when you are absent or fail to contribute to class discussions, activities, assignments, etc.

This course is conducted 100% online. There is no set time or day to meet throughout the semester. The Final Exam will also be conducted online. However, all students enrolled within this course receive the same excused-absence privilege as that of student athletes: **Three (3) class absences are allowed without penalty** to the Participation/Attendance Grade. However, after three (3) absences (for any reason whatsoever), the Participation/Attendance Grade will drop ONE (1) letter grade for each additional absence. For example, if a student is currently earning an A in the course and misses four (4) classes, the student's Participation/Attendance Grade will become a B.

Your Participation/Attendance Grade will be based on module attendance and active engagement throughout the course, at the instructor's discretion. Absences can adversely affect the grade for this category.

## **Late Work**

Completing work on time is essential to efficiently manage this course. Remaining on schedule relies on your cooperation and attentiveness. It is your responsibility to check deadlines, review announcements and notifications, and plan accordingly. Expectations of individual course assignments, presentations and reports will be provided at the beginning of each assignment within the module. Therefore, all work must be submitted or presented on the date assigned. **No late work will be accepted.** A student who fails to present work as assigned will receive an **F/0 (zero)** for the missed assignment. Any exceptions to this policy — *which would be very rare* — would be at my discretion. In this case, the student:

- must be prepared to present/submit the missed work at the designated time/day I assign following the student's return;
- must provide appropriate documentation to verify failure to complete the assignment on the assigned date was unavoidable; and/or
- may be penalized for failure to present work as assigned.

Please note in some cases, a make-up option will not be possible.

**Academic Integrity:** Honesty and integrity are essential values in interpersonal and intercultural understanding, and you are expected to maintain these same ethical standards in all your work in this course. Any betrayal of these values violates a basic expectation of the student's performance in this class. Therefore, a student engaging in **ANY** form of academic dishonesty shall receive an automatic **F/0 (zero)**, at minimum, for the designated assignment, presentation, report or examination. For a statement on The University of Texas at Tyler's policy on academic integrity, see this link to the pertinent section of the Undergraduate/Graduate Catalog: <https://uttyler.smartcatalogiq.com/2024-2025/catalog/student-success/student-responsibilities/>

**Artificial Intelligence:** (Please note!) I will require all written work be submitted electronically and will run it through an Artificial Intelligence detector software. If the detection software indicates 25% or more of the submitted student work was likely generated by Artificial Intelligence, the paper will be further reviewed for plagiarism and could result in a failing grade for the assignment. To keep this from happening, please cite ALL sources and avoid block quotes.

**Audio/Video Recording:** Recording of class lectures, resources, PowerPoints, classmate presentations, discussion recordings, etc. is prohibited without prior approval. However, on occasion the instructor may arrange recording for instructional purposes.

**Oral/Written Work:** Assignments may have both an oral and/or written component. Since this is a communication class, grading of oral and/or written work will consider quality and thoroughness of analysis, style, adherence to format and proper mechanics (grammar, spelling, organization, clarity, cohesiveness). All work submitted should be typed and double-spaced, unless otherwise requested through specific instructions. If hard copies are required to be submitted in person, all work should be stapled. The quality of both your oral and/or written work will figure into your grade for the assignment.

**Reading Assignments:** Course lectures or assigned readings will ordinarily highlight portions — not the entirety — of specific chapters assigned in your readings. However, it is your responsibility to review the entirety of all chapter content, as you may be questioned or tested on any portions of those readings.

**“Outside” Participation:** Although this course is conducted 100% online and what is taught is learned through personal reflection and application, some activities or preparation for course activities, assignments and submissions will take place outside of the online course modules.

## UNIVERSITY POLICIES

### UT-Tyler Honor Code

Every member of the UT-Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<https://www.uttyler.edu/research/centers/ethics/honor-code/>

### UT-Tyler Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons. License holders are expected to behave responsibly and keep a handgun secure and concealed. The University of Texas at Tyler takes issues surrounding guns on campus very seriously and will strive to conform to the new law, protect the rights of citizens, and ensure the safety and security of the entire campus. More information is available at: <http://www.uttyler.edu/about/campus-carry/index.php>

### UT Tyler Tobacco-Free Policy

All forms of tobacco will not be permitted on the UT-Tyler main campus, branch campuses, and any property owned by UT-Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit: [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### UT-Tyler Academic Honesty and Academic Misconduct

The UT-Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy in the Student Manual of Operating Procedures (Section 8). Student Standards of Academic Conduct Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. **“Cheating”** includes, but is not limited to:

1. copying from another student's test paper;
2. using, during a test, materials not authorized by the person giving the test;
3. failure to comply with instructions given by the person administering the test;
4. possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

5. using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
6. collaborating with or seeking aid from another student during a test or other assignment without authority;
7. discussing the contents of an examination with another student who will take the examination;
8. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
9. substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
10. paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
11. falsifying research data, laboratory reports, and/or other academic work offered for credit;
12. taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
13. misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

**“Plagiarism”** includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

**“Collusion”** includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty. All written work submitted will be reviewed by plagiarism software.

### **UT-Tyler Writing Center**

The Writing Center provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair or operate on your paper. Appointments: 903.565-5995, [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)

### **UT-Tyler Student Accessibility and Resources**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), The University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit

<https://hood.accessiblelearning.com/s-UTTyler/ApplicationStudent.aspx> and complete the New Student application.

The UT-Tyler Office of Student Accessibility and Resources provides students equal access to all educational, social and co-curricular programs through coordination of services and reasonable accommodations, consultation and advocacy to create a comprehensive educational environment. The SAR Office will contact you when your application has been submitted, and an appointment will be scheduled. For more information, including filling out an application for services, please visit the SAR webpage at: <https://www.utt Tyler.edu/academics/success-services/disability-services/>, the SAR office is located in the Robert R. Muntz Library, Room 460, or you may call 903.566.7079.

### **UT-Tyler Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center on or before the Census Date of the semester in which the course will be repeated (September 8, 2025). Grade Replacement Contracts are available in the Enrollment Services Center or at <https://www.utt Tyler.edu/current-students/registrar/>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three (3) course repeats during their career at UT-Tyler; graduates are eligible for two (2) grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date (September 8, 2025) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

### **UT-Tyler Final Exam Policy**

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three (3) months following the examination date.

### **UT-Tyler Incomplete Grade Policy**

If a student, because of extenuating circumstances, is unable to complete all the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work

or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

### **UT-Tyler Grade Appeal Policy**

UT-Tyler's Grade Appeal policy requires the completion of a Grade Appeal Form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal Form is found on the Registrar's Form Library.

### **UT-Tyler Withdrawing from Class**

Students are allowed to withdraw or drop from this course through the University's Withdrawal Portal. Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the Tuition and Fee Refund Schedule. CAUTION #2: All international students must check with the Office of International Programs before withdrawing. All international students are required to enroll full-time for fall and spring terms.

### **UT-Tyler Absence for Official University Events or Activities**

This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures (Sec. 1-501). Absence for Religious Holidays Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second-class meeting of the semester. FERPA UT-Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in University Policy 5.2.3. The course instructor will follow all requirements in protecting your confidential information.

### **UT-Tyler Military Affiliated Students**

UT-Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course



or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the Military and Veterans Success Center (MVSC). The MVSC can be reached at [mvsc@uttyler.edu](mailto:mvsc@uttyler.edu), or via phone at 903.565.5972.

### **UT-Tyler Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire Department, or Fire Prevention Services.

### **UT-Tyler Resources for Students**

- [Career Success Center](#) / [uttylercareersuccess@uttyler.edu](mailto:uttylercareersuccess@uttyler.edu)
- [Center for Student Financial Wellness](#) / [csfw@uttyler.edu](mailto:csfw@uttyler.edu)
- [Counseling Center](#) / [counselingandwellness@uttyler.edu](mailto:counselingandwellness@uttyler.edu)
- [Financial Aid and Scholarships](#) / [enroll@uttyler.edu](mailto:enroll@uttyler.edu)
- [Mathematics Learning Center](#) / [math@uttyler.edu](mailto:math@uttyler.edu)
- [Military and Veterans Success Center](#) / [mvsc@uttyler.edu](mailto:mvsc@uttyler.edu)
- [My SSP App](#)
- [Office of International Programs](#) / [oip@uttyler.edu](mailto:oip@uttyler.edu)
- [Office of Research and Scholarship Design and Data Analysis Lab](#) / [research@uttyler.edu](mailto:research@uttyler.edu) / [grants@uttyler.edu](mailto:grants@uttyler.edu)
- [Parent Resource Center](#) / [parents@uttyler.edu](mailto:parents@uttyler.edu)
- [Pass Tutoring Center](#) / [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- [Patriot Food Pantry](#) / [patriotpantry@uttyler.edu](mailto:patriotpantry@uttyler.edu)
- [Patriots Engage](#)
- [Registrar's Office](#) / [enroll@uttyler.edu](mailto:enroll@uttyler.edu)
- [Robert Muntz Library & Library Liaison](#) / [library@uttyler.edu](mailto:library@uttyler.edu)
- [Student Accessibility and Resource Office](#) / [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu)
- [Student Assistance and Advocacy Center](#) / [studentsuccess@uttyler.edu](mailto:studentsuccess@uttyler.edu)
- [Student Business Services](#) / [cashiers@uttyler.edu](mailto:cashiers@uttyler.edu)
- [Supplemental Instruction](#) / [supplementalinstruct@uttyler.edu](mailto:supplementalinstruct@uttyler.edu)
- [Testing Center](#) / [testingcenter@uttyler.edu](mailto:testingcenter@uttyler.edu)
- [Title IX Reporting](#) / [titleix@uttyler.edu](mailto:titleix@uttyler.edu)
- [Writing Center](#) / [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)



## CLASS CALENDAR

(TENTATIVE)

Date	Class Unit
	<i>Looking In</i>
Week of Aug. 25	Orientation to Course / Overview of Assignments / Introductions A First Look at Communication ( <i>Chapter 1, LOLI</i> )
Week of Sept. 1	<b>LABOR DAY HOLIDAY (9/1)</b> Interpersonal Communication and Social Media ( <i>Chapter 2, LOLI</i> ) Assignment: Chapter Report on Turkle Reclaiming Conversation Communication and Identity ( <i>Chapter 3, LOLI</i> )
Week of Sept. 8	Perception ( <i>Chapter 4, LOLI</i> ) Assignment: Role Reversal Emotions ( <i>Chapter 5, LOLI</i> )
Week of Sept. 15	<b>Role Reversal Assignment</b>
	<i>Looking Out</i>
Week of Sept. 22	Language ( <i>Chapter 6, LOLI</i> ) Non-Verbal Communication ( <i>Chapter 7, LOLI</i> )
Week of Sept. 29	Listening ( <i>Chapter 8, LOLI</i> )
Week of Oct. 6	Empathic Listening
Week of Oct. 13	Empathic Listening
Week of Oct. 20	<b>Empathic Listening Assignment</b>
	<i>Looking At Close Relationships</i>
Week of Oct. 27	<i>Give Assignments:</i> (1) <i>Research on IPC in Specialized Populations</i> (2) <i>Reclaiming Conversation: Overview Chapters 9 and 10</i>
Week of Nov. 3	Communicating and Relational Dynamics ( <i>Chapter 9, LOLI</i> ) Interpersonal Communication in Close Relationships ( <i>Chapter 10, LOLI</i> ) Improving Communication Climates ( <i>Chapter 11, LOLI</i> )
Week of Nov. 10	<b>Interpersonal Communication in Specialized Populations Report</b> Preparation for Reports on <i>Reclaiming Conversation</i>
Week of Nov. 17	<b>Reclaiming Conversation Chapter Report</b>
<b>Nov. 24 - 28</b>	<b>THANKSGIVING BREAK</b>
Week of Dec. 1	<b>Reclaiming Conversation Application Report / LAST WEEK OF CLASS /</b> Review for Final
Week of Dec. 8	<b>FINAL EXAMS</b>