COM3462 Course Syllabus ~ Summer-A 2018 ~ Sect. 0204

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COURSE MEETING LOCATION & TIME

This is an online/web-only section of this course and does not meet face-to-face. All class activities are performed on Canvas.

COURSE DESCRIPTION & OBJECTIVES

This course introduces students to fundamental communication skills, principles, theories and research relevant to effective conflict management in a variety of interpersonal contexts and relationships. Course readings and assignments are designed to help you:

1. Increase your ability to take others’ perspectives.
2. Understand the role of communication in conflict and conflict management.
3. Identify, understand, and utilize positions, interests and goals to manage conflict in interpersonal relationships.
4. Develop a greater awareness of the role of power in interpersonal conflicts.
5. Understand the influence of emotion in interpersonal conflicts.
6. Improve your ability to manage emotion in yourself and others.
7. Expand your understanding and use of a range of conflict styles, strategies and tactics.
8. Understand how and why conflict occurs in different interpersonal relationships.
9. Be able to manage your interpersonal conflicts, and those of others, more effectively.

REQUIRED TEXTS

The readings and lecture videos are the cornerstone of this course. Lecture videos are provided under "Modules" on our Canvas site. Please obtain and begin to read the textbook listed below. **The 9th edition of the book is required (do not use an earlier version, as content has changed).**


INSTRUCTOR EXPECTATIONS
You should expect that Dr. Williams will:

1. Convey knowledge of and passion for course material.
2. Conduct the class in a manner that is engaging.
3. Assign meaningful work that allows you to engage the course, its content and material.
4. Grade assignments and provide helpful feedback in a timely manner.
5. Reply to your emails within 48 hours.
6. Attempt to relate material in this course to your everyday life and relationships, as well as to relevant global, social, and political contexts.

STUDENT EXPECTATIONS

Students are expected to give themselves to and engage this course fully. If you do, you will gain invaluable knowledge and experiences that will forever influence the way you understand and communicate with yourself and others. To help accomplish this, you are expected to:

1. Complete and spend time contemplating the readings each week.
2. Complete and submit all assignments in advance of the deadline.
3. Participate actively in all discussions and course activities.
4. Contribute positively to the classroom and group climates.
5. Take a self-motivated approach to the course, including personal accountability for your behavior and academic progress in the class.
6. Stay in contact with me throughout the semester. Communicate with me about the course, its content, about conflict in your life and how our course relates. Come to me, and let me help you, any time you have questions, problems or concerns related to your mastery of course objectives.

CANVAS REQUIREMENT

Check your UFL.edu email and our Canvas course site daily. All class functions are performed on Canvas. If you have computer/internet or Canvas-related problems or questions, contact the UF Computing Help Desk at (352) 392-HELP [4357], or email helpdesk@ufl.edu.

COURSE ASSIGNMENTS--See Canvas for detailed descriptions

Conflict Analysis

The Conflict Analysis assignment allows students to use important course concepts to help analyze their own real-world conflicts. These are scholarly essays; university-level
writing is expected. Course material must be used as the foundation, support and explanation for the analyses. Proper APA-style in-text citations (for all sources, including textbook and lecture videos) are required. Please watch the “How to Cite” video for specifics.

Analysis Discussion

In this assignment, you will apply course material in collaboration with other students to analyze real-life conflicts.

Applications

Application assignments are designed to help you delve more deeply into course material and begin to recognize and apply course concepts in lived experience.

Final Exam

The final exam is cumulative, may be taken one time only and may be completed only during the exam availability dates indicated on the course calendar. The exam is timed (1 hour max) and consists of multiple choice, multiple answer, matching, true/false, and/or written response questions. Exams are completed on Canvas.

Quizzes

Quizzes are taken on Canvas and consist of multiple choice, multiple answer, matching, true/false, and/or written response questions. You are permitted to ATTEMPT each Quiz a maximum of three times. This means that the system will allow you to start each quiz up to three times. If you are disconnected or otherwise unable to complete the quiz, that counts as one attempt regardless of whether you finish taking it. Therefore, it is important that you take the quizzes on a computer with a reliable internet connection.

Introduction Quiz & Post

The Introduction Quiz is taken on Canvas and is designed to help you find important information about this course and the assignments. The Introduction Post allows you to introduce yourself to the class and to learn more about your classmates.

GRADES
Final Grade Breakdown (Assignment Percentages):
25% = Conflict Analysis
25% = Final Exam
24% = 4 Applications X 6% each
21% = 3 Quizzes @ 7% each
4% = Analysis Discussion
1% = Introduction Quiz & Post
100% Total

All assignments are due before 11:59 p.m. EST (just before midnight) on their respective due dates. A 48-hour, no-penalty Extension Period applies to all due dates listed in the Course Calendar (on our Canvas homepage). After the Extension Period, no work is accepted for any reason.

ASSIGNMENT LETTER GRADE DESCRIPTIONS

A/- = Excellent! In addition to excellent quality and performance, work that earns an “A” exceeds minimum requirements and expectations.

B+/- = Very good! A grade of “B” indicates successful completion of all assignment requirements with little room for improvement. Please note that all minimum requirements must be satisfactorily completed to earn a grade of “B” or better. Writing skills and overall performance are above average.

C+/- = Good! A grade of “C” is the most commonly earned grade on course assignments. It indicates work in good standing. All minimum requirements are met, although some might need improvement. Writing skills are average to excellent.

D = Passing…but below average. The assignment’s minimum requirements are not met and/or quality of work is less than average.

E = Not passing. Minimum requirements are not met and quality of work is poor, or work displays plagiarism.

FINAL GRADES

Below is the percentage and point break-down for each letter grade. Please be advised that final letter grades are determined by the number of points earned, and I do not round up.
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93.0 – 100 %</td>
</tr>
<tr>
<td>A-</td>
<td>90.0 – 92.99 %</td>
</tr>
<tr>
<td>B+</td>
<td>87.0 – 89.99 %</td>
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<tr>
<td>B</td>
<td>83.0 – 86.99 %</td>
</tr>
<tr>
<td>B-</td>
<td>80.0 – 82.99 %</td>
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<tr>
<td>C+</td>
<td>77.0 – 79.99 %</td>
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<tr>
<td>C</td>
<td>73.0 – 76.99 %</td>
</tr>
<tr>
<td>C-</td>
<td>70.0 – 72.99 %</td>
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<tr>
<td>D+</td>
<td>67.0 – 69.99 %</td>
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<tr>
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<td>63.0 – 66.99 %</td>
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<td>D-</td>
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**Special Note Concerning Final Grades of Incomplete**

A grade of "Incomplete" is given only to a student with extreme circumstances that prevent the student from completing course requirements during the semester in which s/he is enrolled. Please be forewarned that an “Incomplete” can only be given to a student who has completed at least 50% of the class and who is passing the course with a grade of “C” or better at the time the Incomplete is negotiated. See the University's policy for more information.
Note: A grade of C- is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit. For more information on UF's Grading Policy, see:

https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#hgrades (Links to an external site.)
http://www.isis.ufl.edu/minusgrades.html (Links to an external site.)

GENERAL COURSE POLICIES

ATTENDANCE AND LATE WORK POLICY

ATTENDANCE: Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx (Links to an external site.)

FOR ONLINE SECTIONS: Attendance is not graded as class meets asynchronously.

LATE ASSIGNMENTS: All assignments are due to Canvas before 11:59 p.m. EST (before midnight) on their respective due dates. It is imperative that you plan ahead. Students are expected to submit assignments at least one day in advance of the scheduled deadline. It is your responsibility to be certain that your available computer is compatible with Canvas, and to do this well ahead of any online assignment due dates. A 48-hour extension period applies to all due dates listed in the course calendar; this means that students may submit work up to 48 hours after the due date listed in the course calendar without penalty. Due to the online/asynchronous nature of this course, you should view deadlines as the latest possible moment when assignments will be accepted, and plan to work well ahead of all scheduled deadlines; no work is accepted after the 48-hour extension period.

In the event of an extreme emergency that will prevent you from participating in class assignments for an extended period of time (e.g., hospitalization), please notify me as soon as possible to discuss options for a grade of Incomplete (for more about grades of Incomplete, see notes under “Final Grades”).

ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

All submitted work during the course, written or oral, will be the student’s personal, original work, with credit being given to sources used. If a student violates this understanding, evaluations of work must be affected accordingly and if necessary,
adjudication will be processed by procedures approved by the University of Florida Honor Court.

STUDENT CONDUCT

The Dial Center for Written and Oral Communication strives for a classroom climate that is comfortable for all. Students are expected to behave according to the UF student code of conduct in their classes. This means treating their instructors and fellow classmates with respect. To ensure a positive learning environment, students should not: make complaints publicly (in front of other students); attack the instructor verbally, physically, or in written form; or express reactions in the classroom that would bring harm to other students. Failure to meet the UF code of conduct can impact a student’s class participation grade or result in referral to the UF judicial office. Class atmosphere can be made or broken by the approach that students take to the challenges of the course. Students that support others, show good humor in the face of obstacles, show dedication in the face of setbacks, and show grace when others are not doing as well will help to create a positive communication climate.

In a communication class, it is especially important for each of us to:

- Display respect for all members of the classroom – including the instructor and students;
- Pay attention to and participate in all class sessions and activities;
- Avoid racist, sexist, homophobic or other negative language that may unnecessarily exclude members of our campus and classroom;
- Avoid unnecessary disruption during class time (e.g., having private conversations, reading the newspaper, surfing the internet, doing work for other classes, making/receiving cell phone calls, text messaging, etc.).

U Matter, We Care: Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 911.

DISABILITY AND SPECIAL ACCOMMODATIONS
Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me privately, as soon as possible, so we can discuss accommodations necessary to ensure a successful and educational experience. It is your responsibility both to notify me and to make the first contact with the Disability Resource Center (DRC). Additionally, you must provide written documentation from the DRC at least one week prior to the date in which you are requesting accommodations.

Other resources are available at http://distance.ufl.edu/getting-help:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act (FERPA) ensures that your student records (for any students over 18 years of age) are kept confidential. I will not release your grades to anyone other than you or school officials who are given permission to view your progress. Anyone other than you (or an approved school official) may not request any information (beyond simple directory information) about you, your progress, or your status as a student in my class – this includes parents, partners, and other students. For more information, see the University of Florida website for The Family Educational Rights and Privacy Act (FERPA).

ACCEPTABLE USE OF COMPUTER SYSTEM

As a student in this class you're subject to the Acceptable Use Policies for UF's computer systems. Anyone violating these policies will receive an automatic grade of "E" for the course and will be referred to the University for Disciplinary Action as deemed appropriate by the University of Florida Honor Court.

CHANGES TO COURSE SYLLABUS/CALENDAR

I reserve the right to update or change portions of this course syllabus and calendar in order to make the class a better experience for everyone. This may be in response to suggestions from students, from my own observations, or as the result of requirements by the Department, College, or University. Changes will be posted to the course site on Canvas.
COURSE FEEDBACK

I welcome feedback about the course. If we wait until university evaluations at the end of the semester, I cannot make changes that will help you. I regularly ask the class for feedback and suggestions regarding the tests and assignments. Please share your thoughts with me in an open and constructive manner during the semester. You can make suggestions in class, with me privately during office hours, or via email.

OFFICIAL COURSE EVALUATION

“Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.”

QUESTIONS, CONCERNS, COURSE PROBLEMS

If you have any concerns regarding the course, contact me via e-mail immediately. I am always willing to assist you in any way that I can. However, please do NOT contact me for computer, internet and/or Canvas-related problems. Contact the UF Computing Help Desk at (352) 392-HELP [4357], or email to helpdesk@ufl.edu for these matters. Computers do act up, so plan ahead and give yourself plenty of time before deadlines to complete and submit your work.