

Course Syllabus
COM 303D: Intercultural Communication (online)
Aug. 24 – Dec. 20, 2009

Course Information

Course :

Course Number	COM 303D
Course Title	Intercultural Communication
Term	FALL 2009

Professor Contact Information:

Professor	Sheila Cuffy
Teaching Assistant	Melissa Dietrich
Office Phone	(260) 481-6864
Other Phone	Emergency ONLY please: (260) 348-3681 (Prof)
Email Addresses	cuffys@ipfw.edu (Prof.) or dietmr01@ipfw.edu (TA)
Office Location	NF 230K
Office hours	WED. 11AM -12:30PM or email for a more convenient appointment

Required Course Text:

Intercultural Competence: Interpersonal Communication across Cultures, Sixth Edition (2009) by Myron W. Lustig, and Jolene Koester (Textbook)

RECONSTRUCTING GENDER: A Multicultural Anthology, 5th Edition (2008) by Estelle Disch (Reader)

Course Description and Objectives:

This course introduces communication between people from different cultures. Course content focuses on the application of theory and research to intercultural communication.

Specifically, this course is designed to:

1. Increase your understanding of the relationship between culture and communication;
2. Provide an intellectual framework that allows description and understanding of communication between culturally heterogeneous individuals;
3. Explain the role of cultural patterns, verbal codes, and nonverbal codes in the development of intercultural interpersonal relationships;
4. Describe obstacles to competent intercultural communication;
5. Develop communication skills that improve your competence in intercultural communication.

Course Expectations:

What to Expect - This course is designed to meet online – only. No face-to-face contact is required. Therefore, it is essential that you access the course site often to: access course announcements; interact with your classmates; submit assignments;

take quizzes, etc. It is also expected that each student will do his or her own work! You are expected to be resourceful in teaching yourself how to use Blackboard. This course should be approached with an understanding that this is a time and effort-consuming course due to its content, its structure, and its online nature. We will move at what seems to be a fast pace but you will be given the opportunity to hopefully learn a lot.

What the Professor, TA, and Your Peers Expect from You - By enrolling in this course, you have agreed to contribute to weekly discussions by accessing the unit discussion forum regularly. This will require a collaborative team effort, with respect and help for each other, as we build a community of learners. We also expect that you will have a foundational understanding of Internet terms and functions.

What You May Expect from the Professor and TA – We will monitor private email no less than once a day (**excluding Sundays**) and respond within 24 to 48 hours (**excluding Sundays**); facilitate online discussions and help build a learning community. We will make every effort to grade assignments promptly, treat you fairly, offer clear feedback, and assign grades solely based on contributions and work provided, or the absence thereof.

Course Policies:

Scholastic Honesty

Plagiarism and cheating are not tolerated! Academic misconduct (cheating and/or plagiarism) is grounds for failing this course! Please be sure you are aware of the procedures and consequences of academic misconduct. You can find this information in Part II and III of the Code of Student Rights, Responsibilities and Conduct (pages 286-290 of the bulletin and 183-187 of the Student Handbook.) Plagiarism, especially from the web, from portions of papers from other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism

Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in Blackboard to monitor student activity. Students are also required to participate in all class activities such as discussion board activities.

Citizenship

The same guidelines that apply to traditional face-to-face classes should be observed in the online classroom environment. Please use proper netiquette when interacting with class members and the professor. Show respect for each other.

Technical Requirements:

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience and blackboard access. Please review the important [Blackboard Vista 4 - before you begin](#).

Course Access and Navigation:

This course was developed using a web course tool called Blackboard Vista 4. It is to be delivered entirely online. Students will use their IPFW account to login to the course. If you should have problems please see the [troubleshooting area](#).

Communication:

This Blackboard Vista 4 course has built-in communication tools, which will be used for interaction and communication. Please see more details about [communication tool information](#). Interaction with Instructor: The instructor will communicate with students mainly using the Announcements, Discussions and private or mass email tools (dependant on the situation). Students may send personal concerns or questions to the instructor using the course Email tool. The instructor will reply to student emails (**excluding Sundays**) or Discussion board messages within 1-2 working days under normal circumstances. Instructor will also be available for virtual office hours if you want to make an appointment to meet in that form.

Course Evaluation

As required by IPFW academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. An online instructional assessment form will be made available for your confidential use. Please look for the course evaluation link on the course Homepage towards the end of the semester.

Disabilities:

If you have a disability or acquire a disability during the semester and would like to find out what special services and accommodations may be available to you, please contact the Services for Students with Disabilities Office located at Walb 113 or phone: 481-6657. **Please see last page of syllabus for suggestions of additional campus services.**

Student Assessments:

Grading points weight Information...

My Culture “extra” credit “space”	25 points	
Unit questions (4) @ 50	200 points	20 %
Chapter quizzes (10) @ 10	100 points	10 %
Unit Discussion forum (4) @ 50	200 points	20%
Writing assignment (2) @ 100	200 points	20 %
Midterm Exam	150 points	15 %
Final Exam	150 points	15 %
TOTAL POINTS (without extra credit)	1000 points	100 %

Please note: For you convenience - ALL ASSIGNMENTS WILL HAVE THE GRADING RUBRIC POSTED ON THE HOMEPAGE WEEKLY

Final Points Grade Criteria

A	=	940-1000
A-	=	900-939
B+	=	870-899
B	=	830-869
B-	=	800-829
C+	=	770-799
C	=	730-769
C-	=	700-729
D+	=	670-699
D	=	630-669
D-	=	600-629
F	=	0-599

Accessing Grades

Students can check their grades by clicking “My Grades” under Course Tools after the grade for each assessment/assignment task is released.

ASSIGNMENTS:

Assignment description:

All assignments must be completed and submitted on or before the date they are due. All assignments are to be **uploaded and attached** into the assignment Dropbox area (clearly marked for each assignment). All assignments are expected to be typed, double-spaced, and free of grammatical and spelling errors (with the **exception** of the unit discussion forum). Turn them in **on time!** Start early! Late assignments (unit questions, quizzes, etc.) **are not accepted** after the due date (unless prearranged)! If you have a bona fide excuse (hospitalization, car accident etc.), contact us ASAP. Treat this as you would a job! Good work habits are an asset in many situations!

Assignment submission instructions

You will submit your assignments (in the required format) by using the Assignments tool on the course site. Please see the Assignments link on the course menu or see the icon on the designated page. You can click each assignment name link and follow the on-screen instructions to submit your assignment. Please refer to the **Help** menu for more information on using this tool. Read each assignment submission requirements **CAREFULLY!!** Not all assignment submissions will have the same required format.

Please note: each assignment link will be **deactivated** after the assignment due date and time...and will not be accepted. After your submission is graded, you may click each assignment’s “Graded” tab to check the results and feedback.

Helpful assignment suggestions:

Based on experience; student evaluations from prior semesters; and students who have often scored well on these assignments have done the following (and you are strongly recommended to do the same):

- Start early
- Read the homepage often and carefully
- Follow the directions on the homepage
- Watch the dates for assignment submissions
- Follow the submission format for the assignment
- Complete unit questions in Microsoft Word
- Type each question out in full. Then, beneath each question, answer **each part** in full.
- Use proper organization, spelling, grammar, punctuation, etc.
- Support all claims with real evidence and personal examples
- **SAVE YOUR DOCUMENTS**
- Double check to make sure the assignment was submitted

MY CULTURAL PERSPECTIVES “EXTRA” CREDIT “SPACE”:

You can create (**during the first week of class**) and maintain a webpage or blog page for this class. This “space” will serve as a place to introduce your cultural perspectives to your classmates. You must update new information to your “space” throughout the semester – by or before the date indicated on the homepage. The information you add will be based on your perceptions of the units (1-4). All “space’s” will be available for your classmates to view, and gain a deeper understanding of your cultural perceptions. Please find help on how to [Create a webpage](#) here. **(25 total “extra” credit points available – 5 pts for starting the page and 5 pts for each unit update)**

UNIT QUESTIONS:

Each student will be required to answer a series of questions related to the material from the textbook and/or reader in connection with the unit. The questions are submitted **in the assignment drop box by or before the date it is due**. All questions should be submitted by the date indicated on your syllabus and homepage. **(4 @ 50 points per unit)**

CHAPTER QUIZZES:

A quiz is required at the end of each chapter of the textbook (when indicated) and is due by or before the date indicated on your homepage. All quiz questions will be in the fill-in-the-blank and essay format. You can access your unit quizzes by clicking the Assessments link on the course menu or see the quiz icon on the homepage. Each quiz is timed and can be accessed only one time within the scheduled time window. Please read the on-screen instructions carefully before you click “Begin Assessment”. The TA individually grades each quiz after your submission. Please allow time for grading. When the grading is complete the TA will email you to let you know that your quiz is ready for viewing. You may go back to the Assessments page and click “View All Submissions” to review your quiz results. You may also view your grade following the “My grade” link. **(10 @ 10 point per quiz)**

PARTICIPATION/DISCUSSIONS:

Each person is expected to read and discuss the material related to the unit and continue discussing throughout the entire unit. The TA and instructor will act as a “catalyst” for discussion and will post unit discussion question(s).

At the **least 10** postings are expected. Do not simply add one or two word comments – i.e. “I agree” or “nice posting”. Ask questions of each other to engage your critical thought processes. Like (for example) – “I noticed your posting on nonverbal attitudes – and I agree that head nodes are annoying – how can we get our family members to “speak their mind” without losing it?” Do not attempt to respond to everyone in the class; this simply is not possible, or likely productive.

Please also note that some of the most interesting and significant discussions occur when students **respectfully** respond to and **respectfully** ask questions to students who they disagree with or do not understand. (4 @ 50 points per unit)

WRITING ASSIGNMENTS:

You will have two writing assignments:

The first one will be a 3-4-page paper after unit 2 titled: “EXPLORATION OF ANOTHER CULTURE”. This paper will allow you to explore the cultural patterns (beliefs, values, norms, and social practices) of another culture – different from your own – and their effect on intercultural communication.

The second is a 3-4-page paper at the end of the final unit titled: “REVIEW OF A READING”. The review of a reading will allow you to choose an additional reading from your reader not read during the semester. Apply the knowledge you have gained from the 4 units. Each paper should be in APA format. It should be typed (double spaced, margins of 1" all around, with fonts no larger than 12). Attach your paper in the assignment dropbox area as a word document (.doc). Detailed written descriptions of the papers will be provided at a later date during the semester. (2 @ 100 points per paper)

MIDTERM AND FINAL EXAMINATIONS:

Midterm will cover Unit 1 – 2 and Final exam will cover Unit 3 – 4. The exams will be composed of multiple-choice, fill-in-the-blank, True/False, and short essay questions. Questions asked on previous chapter quizzes are “fair play” and great study guides.

Please note: For you convenience - ALL ASSIGNMENTS WILL HAVE THE GRADING RUBRIC and ASSIGNMENT DESCRIPTION POSTED ON THE HOMEPAGE – CORRESPONDING WITH THE DUE DATE!

ACADEMIC CALENDAR:

This timeline is subject to change at the discretion of the Professor.

DATES/WEEK	UNIT	READING	ASSIGNMENT	DUE DATE
8/24 – 8/29 WEEK 1	1 Why Intercultural Comm.?	Text: Preface Reader: Pg 31-32	Create your “space” and submit your “space” URL for extra credit.	8/29 @ 11:59 PM
8/31 – 9/5 WEEK 2	1 Why Intercultural Comm.?	Text: Chap 1 Reader: Pg 34-37	Quiz: Chapter 1	9/5 @ 11:59 PM
9/8 – 9/13 WEEK 3	1 Why Intercultural Comm.?	Text: Chap 2 Reader: Pg 38-40	Quiz: Chapter 2	9/13 @ 11:59 PM
9/14 – 9/19 WEEK 4	1 Why Intercultural Comm.?	Text: Chap 3 Reader: Pg 42-44	Quiz: Chapter 3 Finish Unit 1 discussion forum	9/19 @ 11:59 PM
9/21 – 9/26 WEEK 5	2 Cultural Patterns	Text: Chap 4 Reader: Pg 44-50	Quiz: Chapter 4	9/26 @ 11:59 PM
9/28 – 10/3 WEEK 6	2 Cultural Patterns	Text: Chap 5	Quiz: Chapter 5	10/3 @ 11:59 PM
10/5 – 10/10 WEEK 7	2 Cultural Patterns	Text: Chap 6 Reader: Pg 51-60	EXPLORATION PAPER	10/10 @ 11:59 PM
10/14 – 10/18 WEEK 8	2 Cultural Patterns		MIDTERM Chapters 1-6 Finish Unit 2 discussion forum	10/18 @ 11:59 PM
10/19 – 10/24 WEEK 9	3 Cultural Codes	Text: Chap 7	Quiz: Chapter 7	10/24 @ 11:59 PM
10/26 – 10/31 WEEK 10	3 Cultural Codes	Text: Chap 8 Reader: Pg 136-140	Quiz: Chapter 8	10/31 @ 11:59 PM

11/2 – 11/7 WEEK 11	3 Cultural Codes	Text: Chap 9 Reader: Pg 78-83	Quiz: Chapter 9 Finish Unit 3 discussion forum	11/7 @ 11:59 PM
11/9 – 11/14 WEEK 12	4 Improving Intercultural Relationships	Text: Chap 10	Quiz: Chapter 10	11/14 @ 11:59 PM
11/16 – 11/21 WEEK 13	4 Improving Intercultural Relationships	Text: Chap 11 Reader: Pg 615-621	Quiz: Chapter 11	11/21 @ 11:59 PM
11/22 – 11/29	THANKSGIVING	BREAK	NONE	NONE
11/30 – 12/5 WEEK 14	4 Improving Intercultural Relationships	Text: Chap 12	Finish Unit 4 discussion forum	12/5 @ 11:59 PM
12/7 – 12/12 WEEK 15	WATCH VIDEO AND DICUSS IN FORUM	Reader: Pg 557-559	REVIEW PAPER	12/12 @ 11:59 PM
12/14 – 12/18 FINAL WEEK	WATCH VIDEO AND DICUSS IN FORUM		FINAL Chapters 7 -12	12/18 @ 11:59 PM

Student Services:

- **Center for Academic Support and Advancement:** Center for Academic Support and Advancement (CASA) offers study-skills assistance, free tutoring, supplemental instruction, and free computer-technology courses (STEPS). The center is also the advising unit for students studying English as a Second Language. CASA is located in Kettler G23, or they may be reached at (260-481-6817), in person or via their website <http://www.ipfw.edu/casa/>
- **Computer Services:** If you would like assistance with any computer application, contact the Information Technology Services (ITS), located in Kettler 206, at (260-481-6030). Students can also seek assistance in computer labs located throughout campus, in person or by visiting their website <http://www.its.ipfw.edu/>
- **Multicultural Services:** Multicultural Services provides a vital support system for a variety of students. Some services include networking opportunities, mentoring, and study tables. If you would like further information contact Multicultural Services, located in Walb 118, either by telephone (260-481-6608), in person or by visiting their website <http://www.ipfw.edu/mcul/>

- **International Students:** International Student Support Services recruits, admits, and counsels international students. The staff also works with academic offices on campus to advise international students, permanent immigrants, and aliens. International Student Support Services acts as a liaison between IPFW and the community by supporting multicultural events and as a resource unit for faculty, staff, and students interested in overseas travel or study. Walb 118, either by telephone (260-481-6923), in person or by visiting their website <http://www.ipfw.edu/mcul/organizations/Iso.htm>
- **Center for Women and Returning Adults:** The Center for Women and Returning Adults (CWRA) serves as an advocate and support for all women of IPFW as well as adults returning to school. The center offers assistance with admissions and financial aid for prospective and current students; career and personal guidance; childcare referrals; community outreach and referrals; guest lecture workshops; and a newsletter. Services are offered free. Walb G25, either by telephone (260-481-6029), in person or by visiting their website <http://www.ipfw.edu/cwra/>
- **Writing Center:** If you would like assistance with any writing assignment, visit the Writing Center in Kettler G19. Drop-ins are welcome, however, appointments are recommended, which may be done over the phone (260-481-5740), in person or by visiting their website <http://www.ipfw.edu/casa/wc/default.htm>