**COMM 3307: Interpersonal Communication Spring 2018**

**INTERPERSONAL COMMUNICATION**

**SKILL DEVELOPMENT PROJECT GUIDELINES**

**STEP 1: Identify the interpersonal communication skill you want to develop or improve.**

 You may already have something in mind, or you may need to look through our texts to find an area that interests you. If you are having trouble with ideas, you might want to solicit suggestions from family members, friends, me or other faculty members. You should identify a communication skill area that you want to work on and give a brief explanation of your choice. You should describe at least one recent situation in which using this skill more effectively would have improved your ability to communicate. This section should be **at least three typed pages.**

**Step 1 Due: Wednesday, February 7**

**STEP 2: Do reading and research on the skill of your choice.**

 Locate a **minimum of six academic sources** with information that contributes to your knowledge about the skill identified in Step 1. Write a summary (approximately 6-8 typed pages) of the information about the skill. This section should be directly related to the skill you chose in Step 1 and should demonstrate that you have good understanding of what it takes to be competent in this skill area.

**STEP 3: Design a plan of action.**

When you have completed your basic research in Step 2, you need to develop and outline a specific set of steps you will follow to actively practice and improve this skill. This section should include a description of the type of activity, whom it will involve, and the situations in which you will practice. These activities will take place between (be sure to insert the actual dates) and should become increasingly more difficult as your skill improves. What specific changes will you be attempting to accomplish? How will you know if you are successful? Your plan should include a minimum of 10 different attempts to practice and improve your skill before the end of the semester. The written outline of your plan of action should be approximately 2 typed pages.

**Step 2 and 3 Due: Monday, March 12**

**STEP 4: Record your improvement activities.**

 During the time you are working to improve your chosen communication skill you should keep a log or written record of your efforts ***as you go***. This should follow your plan of action (more or less). You need to record the time and date of your skill building activity, describe ***in detail*** what took place, and give a brief summary of the results. Your handwritten log or diary will be placed in the appendix of your final paper. However, Step 4 of your paper will provide a summary of your log in paragraph form. This section of your paper should be approximately 3-5 typed pages and should be ***descriptive not evaluative.***

**STEP 5: Evaluation of your project and results.**

 The final section of your paper should include a personal reflection on your efforts to improve this interpersonal communication skill. How successful were you? What would you do differently next time? Do you believe that this skill development project has helped you become a more effective communicator? Did anyone notice or comment on your efforts to improve? How will you continue to make attempts to improve this skill in the future? This concluding section of your paper should be about 4 typed pages in length and should show some thoughtful reflection on your progress or some possible reasons why you did not get the results you anticipated***. It should demonstrate that you increased your awareness of your communication behavior and actually practiced the skill over a period of several weeks in an attempt to make incremental improvements.***

**Steps 1, 2, 3, 4, & 5 Due: Wednesday, April 11**

**Required Format:** All parts of the project must adhere to the latest version of APA style. The minimum length of 14-16 typed pages does NOT including the references and appendix. Your final paper should include the following: a) Title page, b) Topic and Rationale, c) Research Summary, d) Plan of Action, e) Results, f) Evaluation, g) References, h) Appendix (copy of the actual log you kept during the project).