Speech 2, Interpersonal Communication

Reedley College/Sanger High

Spring, 2009

Instructor: James Spence

Office Hours: By Appointment

Message Phone: 638-3641

Email: james.spence@scccd.edu

**SYLLABUS**

**The syllabus and assignments are posted on Blackboard.**

**TEXTBOOK**: Adler, Ronald B & Proctor, Russell F., *Looking Out, Looking In*, (Belmont, CA: Thomson Wadsworth, 12th Edition, 2007).

**Supplement Text**: Grossman, Gary S., *Get Your Head out of Your “But”*, 2007, ISBN 978- 1-4146-7863-9, available through Reedley College bookstore.

**COURSE OBJECTIVES**: In the process of completing this course, students will:

* Demonstrate an ability to work effectively with other students in the completion of specific projects;
* Explore at least on area of interpersonal communication in depth;
* Evaluate various communication situations for effectiveness;
* Evaluate their own communication patterns;
* Read and discuss summaries of the research related to interpersonal communication effectiveness.

**COURSE OUTCOMES**: Upon completion of this course, students will be able to:

* Discuss how messages are transmitted from one person to another, how those messages can be distorted, and how to reduce that distortion;
* Identify and apply principles of effective communication;
* Resolve interpersonal conflicts in non-destructive ways;
* Articulate a personal sense of ethics concerning communication;
* Listen to others effectively, attending to both factual an emotional information while providing appropriate feedback;
* Monitor their own communication and adapt to different communication situations;
* Communicate effectively within the context of various relationships including family, marriage, friendship, and work relationships.

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**EXAMINATIONS**:

There will be three exams. Each exam will cover the chapters listed and will be primarily from your book and any handouts distributed for those chapters or lectures covering material outside of the book. If you miss an exam, the instructor must be ***notified ahead of time*** and arrangements made for the make-up. The reason must be a valid and verifiable emergency – an extremely dire circumstance – and the decision to allow a make-up is at the instructor’s discretion. Exam dates are listed on the attached calendar. Exam Scantron – 882E.

**HOMEWORK, ASSIGNMENTS, AND IN-CLASS COMMUNICATION ACTIVITIES**:

All homework assignments are to be typed.

Homework assignments and other miscellaneous papers will be collected during the time we are on the particular chapter to which the assignment pertains, and must be turned in on the assignment due date. ***There will be no late assignments***. In addition, if homework is incomplete or not typed, the assignment’s grade will be reduced by a minimum of one full grade. All work must have your name, the class information, and the assignment due date. Explanations will be forthcoming for the term paper assignment. The peer review draft must be brought to class on the assigned day. The final draft must be submitted via email.

**CLASS ATTENDANCE and DROP POLICY:**

 **Being Tardy and Leaving Early**: You lose points for the day if you miss an activity for which points are given. If you come in late, be sure to check with the instructor before leaving or you will be marked absent. This is your responsibility, not the instructors. If you leave early, you will be marked absent. Chronic tardiness or leaving early is rude, disruptive, and disrespectful. These actions could result in a lower grade or dismissal. For this class, being tardy two (2) times or leaving early two (2) times (or a combination of the two) equals one absence.

 **Drop Policy:** You will be dropped during the first week of class if you are absent 1 day without notifying me (first day of class included.) During the first 9 weeks of the semester, you will be dropped automatically if you are absent two (2) class sessions (not necessarily consecutive). In addition, unsatisfactory progress at midterm (F average) will result in a drop. You will not be reinstated once you are dropped from the class.

**WORK QUALITY:**

All papers must be typed and follow the APA style sheet. The class will receive specific information and instruction for APA.

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**CLASSROOM ETIQUETTE and INSTRUTOR’S EXPECTATIONS**

* Discard FOOD and DRINK before coming into the classroom. Bottled waters with caps are allowed. At the end of class, clean your area. Failure to do so will result in loss of this privilege for everyone, including the instructor.
* Return chairs and tables to their original positions.
* Cheating, plagiarism, and disruptive behavior will not be tolerated. Cheating and/or plagiarism will result in a ZERO (0) for the assignment. A second offense will be dealt with according to the Student Code of Conduct policy of the college. Disruptive behavior includes talking and visiting with a fellow classmate when it is not appropriate to do so and when it distracts the instructor or other students. This too will be dealt with according to the Student Code of Conduct policy of the college.
* Never tape-record anyone without his or her permission.
* Always bring your textbook and other required materials to class. The textbook is not optional.
* Turn off phones and pagers during class. No text messaging during class. If you are expecting an emergency call, it is your responsibility to advise the instructor before class starts. Failure to follow these rules will result in dismissal and absence for the day. Doing work in this class for another class is unacceptable. If you are so tired you must sleep in class, you will be asked to go home and get some much-needed rest.
* If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor during the first week of class or as soon as possible.
* If you are involved in school activities that require you to be absent, see the instructor the first day of class. Official verification will be required. If there are many expected absences, perhaps this is not the best time to take the class.
* Absences due to medical or dental appointments made during class time will not be excused.
* I would appreciate a call if you are dropping the class during the first two weeks. This will allow me to let another student enroll in the class.
* Respect other people’s opinions. Tolerate other people’s idiosyncrasies. You may have one or two yourself. Remember the Golden Rule: What you say in the class and what you hear in the class stays in the class. It is about trust.
* It is your responsibility to catch up on any missed assignments, announcements, changes in syllabus, etc.
* If there is a problem that interferes with your learning, please talk with me. Remember, this is a communication class.

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**It is the student’s responsibility to check Blackboard for announcements, changes, and other items. It is your responsibility to update your Blackboard account, insuring your email address is correct and functional. If you need assistance doing either of these you need to contact your instructor before the end of the second week of class. You will be held accountable for all announcements and changes posted to Blackboard.**

**COMPONENT GRADING:**

* Audience Participation 50
* Film Assessment & Presentation 50
* Group Presentation 50
* Individual Paper 150
* Exam 1 (Chapters 1-4) 50
* Exam 2 (Chapters 5-8) 50
* Final Exam (Chapters 8-12) 100

**TOTAL POINTS 500**

**GRADE POINTS AND PERCENTAGES:**

* 450-500 A 90% - 100%
* 400-449 B 80% - 89%
* 350-399 C 70% - 79%
* 300-349 D 60% - 69%
* 000-299 F 00% - 59%

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**Assignment Calendar, Fall 2008**

* 1/13 Orientation and Introduction
* 1/20 Introducing Interpersonal Communication, Chapter 1
* 1/27 Communication and Identity, Chapter 2
* 2/3 Perception, Chapter 3
* 2/10 Emotions, Chapter 4
* 2/17 Review
* **2/24** **Exam # 1, Chapters 1-4**
* 3/3 Language: Barrier and Bridge, Chapter 5
* 3/10 Nonverbal Communication, Chapter 6
* 3/17 Listening, Chapter 7
* 3/24 Review Chapters 5-7
* **3/31** **Exam #2, Chapters 5-7**
* 4/14 Communication and Relational Dynamics, Chapter 8
* **4/21 Peer Review, Term Paper drafts**
* 4/28 Intimacy and Distance in Relational Communication, Chapter 9
* 5/5 Improving Communication Climates, Chapter 10
* **5/12 Term Paper due.**

Managing Interpersonal Conflicts, Chapter 11

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* **May 19** **FINAL EXAM, 6 PM, Chapters 8-11**

**We will follow the above schedule as closely as possible. Changes to the syllabus will be announced in class.**

***Two Important Dates*:**

1. **Friday, January 30, 2009 is the last day to drop a full term class to avoid a “W”; and**
2. **Friday, March 13, 2009 is the last day to drop a full term class without having a letter grade assigned**

**Group Assignments**

* Group 1: Sarah B., Heather, Billy, Victoria, Eva, Kong
* Group 2: Jose B., Amulfo, Fernando G., Claudia, Valerie, Matthew V.
* Group 3: Susana, Richard F., Jonathan G., Carmen, Christopher, Veronica V.
* Group 4: Ofelda, Renee G., Jennifer H., Karl, Maria M. Nico
* Group 5: Amanda B., Johanna G., Kimberlee, Diana L., Chriselda

The **Group Presentation assignment (25-30 minutes)** requires shared responsibility for the presentation. The expectation is that each group member will share an equal amount of information (time) and each group member will assist as needed should a question stump the group. If a group member is absent then the group will do the presentation one person short. The group will not suffer a point deduction because of this. The absent member will not receive any points for the assignment. If more than one group member is missing, the group will not do the presentation and the group members present will receive partial credit.

Each group is responsible for submitting an outline before the start of their presentation. The outline must list the leader, who will cover what areas, and who will respond and direct audience questions.

The Group Presentation written assignment is different from your Individual assignment that is due May 12, 2009. The requirements for the written assignment are attached.

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**Individual Paper Requirements, Spring 2009**

Successful completion of this class requires an in-depth evaluation of the various aspects reviewed in class, in your life experiences, and from reading the texts. With this in mind, your paper will require the following:

1. Using the Grossman text as your guide, address the following:
* What is your “**It**”;
* What will you do to insure you keep and maintain your “**It**”
* What is your Manifesto?
* How did you come to these decisions?
* Your paper must include copies of your questionnaires.
1. Your paper must follow the APA format;
2. Your paper must include a cover page and work cited page (neither counts toward the 3-5 page requirement.)

You must submit your rough draft on April 21, 2009. Rough drafts do need to be typed and I strongly suggest each section be on a separate page. This will ease the peer review process. The rough draft must include a cover sheet and work cited page. ***Failure to have the rough draft completed by the start of class on April 21, 2009 will result in a 25-point penalty. No exceptions.***

You must submit your final paper via email no later than 6:00 PM Tuesday, May 12, 2009. You must submit your questionnaires in class no later than May 12, 2009. Papers that do not meet the submission criteria (APA format) will receive a 25-point penalty. ***I will not accept late papers. No exceptions.***

**Assignment Calendar, Spring 2009**

* 1/13 Orientation and Introduction
* 1/20 Introducing Interpersonal Communication, Chapter 1
* 1/27 Communication and Identity, Chapter 2
* 2/3 Perception, Chapter 3,
* 2/10 Emotions, Chapter 4, **Group 5**
* 2/17 Review
* **2/24** **Exam # 1, Chapters 1-4**
* 3/3 Language: Barrier and Bridge, Chapter 5 **Group 3**
* 3/10 Nonverbal Communication, Chapter 6, **Group 2**
* 3/17 Listening, Chapter 7, **Group 4**
* 3/24 Review Chapters 5-7
* **3/31** **Exam #2, Chapters 5-7**
* 4/14 Communication and Relational Dynamics, Chapter 8, **Group 1**
* 4/21Intimacy and Distance in Relational Communication, Chapter 9.

Dr. Grossman will visit and discuss his text.

* **4/28** **Peer Review, Term Paper drafts**
* 5/5 Improving Communication Climates, Chapter 10
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* **May 19** **FINAL EXAM, 6 PM, Chapters 8-11**

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