**Reedley College**

**Communication 2 Syllabus**

**Spring 2011**

Instructor: Nicole Cooper

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Class time: Tuesday 6:00-8:50 p.m.

**Required Materials:**

Adler, R. B., Rosenfeld, L. B. Proctor 2, R. F. (2010). *Interplay: The process of interpersonal communication*. (11th ed.). New York, NY: Oxford UniversityPress.

(note: older editions are not acceptable)

3 882 E Scantrons

Recommended Materials: MLA/APA Style Guide

**Course Description:**

Interpersonal communication is designed to increase understanding and implementation of

effective interpersonal communication behaviors and skills. This course will examine basic

practical everyday communicative interaction; behavioral aspects of interpersonal

communication, self-concept, perception, listening, nonverbal communication, conflict,

language, gender and cultural differences will be emphasized. Students will engage in both

group communication and the development of oral presentations.

**Course Outcomes:**

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

1. Identify and apply effective communication strategies within the context of various

relationships.

2. Construct and deliver dynamic and competent presentations that are adapted to the purpose

and audience.

3. Utilize research materials that incorporate sufficient, credible, and relevant evidence.

4. Choose appropriate organizational patterns.

5. Analyze the effectiveness of communication through constructive critique.

**Course Objectives:**

In the process of completing this course, students will:

1. Demonstrate an ability to work effectively with other students in the completion of specific

projects.

2. Explore at least one area of interpersonal communication in depth.

3. Evaluate various communication situations for effectiveness.

4. Evaluate their own communication patterns.

5. Read and discuss summaries of the research related to interpersonal communication

effectiveness.

6. Develop skill in extemporaneous speaking, students will present a minimum of three speeches in front of an audience.

7. Explore interpersonal conflict management strategies.

8. Listen to others effectively, attending to both factual and emotional information while providing appropriate feedback.

**Courteous Behavior:** Take class and work seriously and I/your classmates will take you seriously. Students are asked to turn all cell phones and computers off while class is in session. If a student is caught texting, they will lose 10 participation points and may be asked to leave class. Consistently arriving late or leaving early will also lose you participation points. Out of politeness, students are also asked to serve as attentive audience members– therefore you are asked not to read, sleep, do homework, or talk to your neighbor while others are presenting or the class is having a discussion. Students are subject to lose 10 participation points if showing non-courteous behavior. If you must leave class, please tell the instructor at the beginning of class and leave between presentations. The exploration of controversial ideas is an essential component of this class. Students who do not behave in a respectful manner will be asked to drop the class.

**Classroom Deportment:**

Each student is expected to respect the rights of the other students in the class and the instructor. The exploration of controversial ideas is an essential component of this class. Students who do not behave in a respectful manner will be asked to drop the class. When presentations are in progress students arriving late are to stay outside until the presentation is complete. Interrupting a presentation for any reason other than a severe emergency is inconsiderate and will not be tolerated. Cell phones, and pagers should be turned off before coming to class.

S**tudent Rights**

So that students are fully aware of their rights and responsibilities they are encouraged to become familiar with the “Campus Policies” section of the Schedule of Courses. This material includes information regarding cheating and plagiarism, disruptive classroom behavior, and other instructional issues. Students with disabilities should identify themselves so that appropriate accommodations can be made.

**Attendance Policy:** Roll will be taken at the beginning of each class session. Each student is allowed 2 unexcused absences. I suggest you use them wisely. Every absence after your 2nd unexcused will cost you a 20 point deduction from your participation points. Every student will start out with 100 participation points at the beginning of the semester. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. Four tardies or early departures are equivalent to one absence. It is the students’ responsibility to keep track of their absences. Excused absences are verifiable, documented, and only occur under unavoidable circumstances. Documentation must be from a reputable source (not your parents).

All documentation must be submitted to the instructor no later than ONE week following the absence. Note that all documentation will be verified by the instructor.

Please note that work schedules, lost keys, car trouble, parking trouble, or vacations are not excused absences. If however you know in advance that you will be absent please inform the instructor so that accommodations can be made for speeches or quizzes prior to your absence. Also understand that notifying the instructor does not excuse the absence.

**Changes to Syllabus:** The instructor reserves the right to make changes to this syllabus and to the class calendar if extenuating circumstances arise. This right extends to assignments, evaluations, and all other aspects of the course. Denying that you have heard an oral assignment change or evaluation process change is not a basis for appealing the information contained in this syllabus.

**Other Instructor Policies:**

1. Plagiarism and cheating will not be tolerated in this class. Any student found to plagiarize,

fabricate or otherwise submit dishonest work will automatically receive an F for the

assignment. This policy will apply regardless of the magnitude of the offense (i.e., how much

is plagiarized or fabricated) or the studentʼs intent (i.e., whether the offense is deliberate or a

mistake). I pursue any hint of plagiarism or fabrication that I detect in your work. If youʼre not

sure about something youʼre using in your writing/speech, or whether/how to attribute

information, **always ask.** It is very important to note that plagiarism regulations are not limited

to written assignments, but also extend to oral presentations.

2. Each student is expected to respect the rights of the other students in the class and the

instructor. The exploration of controversial ideas is an essential component of this class, and

students who do not comply will be asked to leave.

3. Cell phones should be turned off during class; text messaging and/or using your computer for

non-academic purposes is not acceptable and you will be asked to leave.

4. In this class, students will be asked to serve as attentive audience members. Please do not

read, sleep, do other classwork or talk to your neighbor while others are presenting. I will ask

you to leave if you are disruptive while others are presenting.

5. People who are not enrolled in the class may not attend class meetings or activities.

**Assignments:** More information will be given about these assignments in class.

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Points available** | **Your score** |
| Participation | 100 |  |
| Reading Quizzes (5X10) | 50 |  |
| Cultural artifact presentation | 75 |  |
| Self concept presentation | 75 |  |
| Group movie presentation | 150 |  |
| Group outline | 50 |  |
| Dyad article presentation | 150 |  |
| Dyad article paper | 100 |  |
| Reflection paper | 25 |  |
| Exams (3X75) | 225 |  |

**Grading Scale**

The instructor reserves the right to increase points for students who are on the margin; this will be done on the basis of attitude and participation throughout the semester and is solely at the discretion of the instructor.

890-1000 = A

790-889.9 = B

690-789.9 = C

590-689.9 = D

589.9 or less = F

**Late and Missed Assignments**

**I will NOT accept any emailed or handwritten papers. I have a very strict policy on late work.**

**ALL WORK IS DUE AT THE BEGINNING OF THE CLASS – DO NOT COME IN LATE AND ASSUME I WILL ACCEPT YOUR WORK.**

**Speeches**: This class fulfills the oral component for general education requirements. I take this very seriously. Students who miss a speech will lose 50 participation points and will not be allowed to make up the missed speech. Mathematically students who miss a speech would have a difficult time passing this course. If you are more than 15 minutes late on the day you are scheduled to speak you will not be allowed to give your speech. Keep this in mind and do all three of the graded speeches.

**Group Presentation:** Group members absent on the day of presentations will receive a 0 unless some arrangement has been made with me in advance. The group however, must go on without the absent member. **I do not allow any late speeches.** If your group is unable to present on your assigned date your entire group will be given a 0 on that assignment.

**Exams:** There will be three 75 point exams. You will need a scantron 882E for these exams. They will include but not be limited to multiple choice, true and false, and matching questions. Exams will begin at the beginning of class. Once the first student is done with the exam no one else will be allowed to take it.

**Papers:** Papers must be typed and be in **APA format style** I will not accept emailed papers and do not come to class with your disk complaining you were “UNABLE” to print the file. Plan ahead and be responsible for your work. Remember this is college not high school – all submitted papers MUST be typed, stapled and submitted at the beginning of class the date they are due.

**Participation Points:** Since this class is interactive your participation is vital to the classroom environment. Each student is expected to attend class each day and be prepared to discuss ideas, share opinions relevant to interpersonal communication and participate in class activities. Please come to class prepared to engage the material. (In other words READ the assigned chapters prior to their lecture date on the syllabus). Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect a student’s participation score. Participation points are strictly given on days with no speeches or quizzes. Please note that your participation points can be completely exhausted on the basis of attendance or if you miss any assignments. Students will face a 10 point deduction for having cell phones out in class, sleeping while in class, working on other classwork, etc.

**I am willing to look at your work and give you feedback as long as you get it to me at least 3 full days before it is due**.

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The schedule may change at the discretion of the instructor.

*Note: Students should read the scheduled chapter for the class* ***before*** *they come to class.*

**Date Topic ` Homework and Reading Due**

|  |  |  |
| --- | --- | --- |
| Jan. 11 | Intro to courseCommunication | Chapter 1 |
| Jan. 18 | Communication and CultureHow to give presentations | Chapter 2 |
| Jan. 25 | **Cultural Artifact Speeches** |  |
| Feb. 1 | Communication and Self | Chapter 3 |
| Feb. 8 | **Self Concept Presentations** |  |
| Feb. 15 | Perception ProcessPerception CheckingReview for Exam | Chapter 4 |
| Feb. 22 | **Exam Chapters 1-4**Language and Gender | Chapter 5 |
| March 1 | Nonverbal Communication | Chapter 6 |
| March 8 | Listening | Chapter 7 |
| March 15 | EmotionsReview for Exam | Chapter 8 |
| March 22 | **Exam Chapters 5-8**Relationships | Chapter 9 |
| March 29 | Communication ClimateWork on Movie Presentations | Chapter 10 |
| April 5 | **Group Movie Presentations** | **Movie Outline Due** |
| April 12 | Conflict | Chapter 11 |
| April 19 | **No Class** |  |
| April 26 | Communication in familyCommunication at workReview for Exam | Chapter 12 |
| May 3 | **Exam Chapters 9-12**Work on Dyad Presentations |  |
| May 10 | **Dyad Presentations** | **Dyad Article Paper Due** |

**Final**

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| --- | --- | --- |
| Final Exam Period  | Tuesday, May 17th 6:00-8:50 | **Reflection Papers Due** |