Communication 2

**INTERPERSONAL COMMUNICATION**

Fall 2012

Reedley College

**Instructor:** Helen Chavez, M.A.

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**Office hours:** Available by appointment only

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:**

***(Specify major objectives in terms of the observable knowledge and/or skills to be attained.)***   
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.

**Required Textbook:**

Devito, Joseph A. The Interpersonal Communication Book. 13th ed. Boston, MA: Pearson Education, Inc., 2013

**Course Requirements:**

Further information will be given for these assignments.

*Assignments* *Points*

A) Midterm Examination 100

B) Final Examination 100

C) Cultural Artifact Outline & Discussion 100

D) Persuasive Group Project 200

E) Participation 200

F) Journals 100

Total Points 800

**Assignments and Points:**

* Midterm Examination: 100pts

The midterm examination will be on chapters one through six. The examination will consist of fifty multiple choice questions. Each question will be worth two points apiece. *This will be a closed book and notes examination (no book, no notes)*. However, you are encouraged to take notes during lectures. You will need to review your notes, read the first six chapters and study everything in preparation for the test. You must be present and on time on the date of the midterm examination. There will be NO make-ups!

* Final Examination: 100pts.

The final examination will be on chapters seven through twelve. Again, you are encouraged to take notes during lectures. The exam will be a little harder than the first, so read and study the last seven chapters in the textbook and your lecture notes in preparation for the test. The procedure for this examination will be the same as in the midterm.

* Cultural Artifact Outline & Discussion: 100 pts

Bring in a cultural artifact along with a typed, full sentence outline explaining the following: *how important your artifact is in describing who you are, how it symbolizes your culture and what significance it has in your culture*. On the date the outline is due, please bring your cultural artifact and be prepared to discuss the three main points. The time requirement for the discussion should be no longer than three minutes.

* Persuasive Group Project: 200pts

Groups of 2-3 individuals develop an analysis of the interpersonal communication between characters in a movie. Each group will present their analysis to the class and present suggestions to improve the communication between the characters. Groups shall show the scene on a DVD. Each group will have 15 minutes to show its scene and present its analysis. Please keep the presentation of the scenes to a minimum of 5 minutes; the analysis is what is being graded. A typed, full sentence outline will be handed in at the time of the presentation. Scenes must be decent!

Presentations must be given on the day/night scheduled. No late presentations will be possible. The other group members must still present even if missing a member or two. Individuals missing a group presentation will receive zero points for the assignment regardless of the reason (excused or unexcused by the instructor). There is simply no way to make up the assignment.

* Participation: 200pts

Throughout the semester, students will periodically be asked to give written and/or verbal critiques of other students’ speeches/arguments/debates/presentations. This is a mandatory part of the class. Unlike other classes you may take at the college level, this class has a hard time functioning unless all students are present to give suggestions, offer praise, and receive help/advice from other classmates throughout the semester. **You are expected to attend class and be on time in order to reap these benefits as well as provide help to your peers. Missing class (regardless of reason) especially when others are giving speeches/arguments/debates/presentations WILL hurt this section of your grade.**

**In addition, you are also expected to complete all assignments. This includes not only graded assignments but non graded assignments as well (class activities, homework assignments, etc.).**

**One more thing, all of you must be on your best behavior. No talking in class when the instructor is talking. Do not answer cell phones, text in class, listen to iPods or anything of that sort in class. Also, if I see a cell phone, I reserve the right to deduct all 200 participation points from your overall class grade.**

**Note:** Students will lose all participation points if there is any violation of these rules.

* Journals: 100pts

LATE JOURNALS WILL NOT BE ACCEPTED, HARD COPIES ONLY and NO EMAIL ATTACHMENT. The text consists of three parts. The first part covers chapters 1-4, the second part covers chapters 5-8 and the last part covers chapters 9-12. You are required to write a two page double-spaced, typed journal for each part (3 journal entries in all totaling 6 pages)! These journals are designed for you to relate text concepts to your life experience. I do NOT wish to read repetition of what was said in the text or in general class discussion (defining concepts, etc.). I do wish to read descriptions of your communication with others (i.e. specific situations, exchanges, and events) that are of specific concepts; for example, apprehension, self-awareness, culture shock, etc.

**Late Assignments:**

MY LATE ASSINGMENT POLICY IS A STRICT ONE! Missed in class activities, group lectures, class assignments, final examination, etc. cannot be made up regardless of the reason or excuse. Late work is what I say it is. So even if you show me your work on a flash drive or whatever, it is still late! I do not accept late work- period!

**Please Note:**

Be advised that after the drop date (October 12th-**I’M NOT SURE ON THIS, FIND OUT FOR YOURSELF!**) you will be issued a letter grade “A” through “F” if you are still enrolled in class. It is *your responsibility to drop* the course, it is *NOT MINE*!

The college’s policies regarding student conduct in classes, including cheating and plagiarism, are located in the college catalogue and the schedule of courses. You should be aware of these policies and abide by them. Also, students with disabilities are reminded that is your responsibility to identify yourself to the college’s Disable Students Services and to your instructor(s) so reasonable accommodation for learning and evaluation within the course can be made.

It is your responsibility to monitor your progress in this class, and to know when class assignments are due. I am capable of making mistakes, so you need to be aware of dates, times, etc. Let me know of any errors and problems that might arise. I do not search out students to inform them of their grade or anything else. It is a good idea to keep every assignment that you do in this class (actually, in every class) as proof of your status at least until you receive your final grade at the end of the semester.

Additional class rules, policies, conditions, etc. will be stated in class during the course of the semester.

**ADDITIONAL NOTES:**

***Academic Dishonesty***

*Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.*

***Cheating***

*Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.*

***Plagiarism***

*Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.*

We have had a surge in plagiarism cases, and we are taking a hard line.  If you have an intentional case of plagiarism, please complete the necessary Disruptive Conduct paperwork found in the VP of Student Services office.  Michael White, VP of Student Services, is very helpful with this and follows through on the steps you would like him to take.

As always, you are welcome to use the writing center space to meet with students or work at one of our computers.  The writing center is open M-TH, 8-2.  If you would like to bring your class to the writing center during the first week of instruction to sign them up, please do so.  If you would instead like a representative of the writing center to come to your classroom, let me know as I am the acting coordinator of the writing center until Rebecca Snyder returns from maternity leave.  Rebecca has some money still available of you are interested in having an embedded tutor in your classroom.  Since the embedded tutor program is funded by the Basic Skills Initiative, it must be a basic skills level course.

**Grade Distribution:**

I give numerical scores to all work you do. I do not give letter grades on any assignment. There are 800 points possible for the semester. I add up your points at the end of the semester to determine your grade. Save and add up all graded work that is returned to you, so you can have a rough idea of the grade you are earning in class. Plus, your saved work is your receipt.

**TOTAL POINTS: 800**

***Points* *Grade***

**800-720 A**

**719-640 B**

**639-560 C**

**559-480 D**

**479-0 F**

**Proposed Schedule**

You are expected to read the chapter in the book before we analyze it in class!

**Monday Night**

Aug 13 Introduction to the class and Chapter 1

Aug 20 Chapters 1 and 2

Aug 27 Chapters 2 and 3

Sep 3 Labor Day holiday (No classes held)

Sep 10 Chapters 3 and 4 [Bring your textbook to class] *Begin Journal #1—2pgs*

Sep 17 **Artifact Outline and Discussion Due**

Sep 24 Group Presentation Sample Demo and Chapter 5

Oct 1 Chapters 5 and 6

Oct 8 **Midterm Examination**

Oct 15 Chapters 7 and 8 *Group Members’ Names Due*

Oct 22 Chapters 8 and 9 *Schedule Group Presentations*

*Begin Journal #2—2pgs*

[Read Ch.10 in preparation for next week’s in class assignment]

Oct 29 Chapters 9 and **Chapter 10 Assignment Due** [Bring your textbook to class]

Nov 5 **Movie Assignment Chapter 11 Due** [Bring your textbook to class]

Nov 12 Veterans Day observed (No classes held)

Nov 19 *Begin Journal #3—2pgs*

**Movie Assignment Chapter 12 Due** and Prep Work for Group Presentations

Nov 26 **Group Presentations and Outlines Due**

Dec 3 **Group Presentations and Outlines Due**

Dec 10 1) **Final Examination**

2) **Journals #1, #2 and #3 Due**

GOODBYE AND ALL THE BEST ☺

**Proposed Schedule**

You are expected to read the chapter in the book before we analyze it in class!

**Wednesday Night**

Aug 15 Introduction to the class and Chapter 1

Aug 22 Chapters 1 and 2

Aug 29 Chapters 2 and 3

Sep 5 Chapters 3 and 4 [Bring your textbook to class] *Begin Journal #1—2pgs*

Sep 12 **Artifact Outline and Discussion Due**

Sep 19 Group Presentation Sample Demo and Chapter 5

Sep 26 Chapters 5 and 6

Oct 3 Chapter 6

Oct 10 **Midterm Examination**

Oct 17 Chapters 7 and 8 *Group Members’ Names Due*

Oct 24 Chapters 8 and 9 *Schedule group presentations*

*Begin Journal #2—2pgs*

Oct 31 Chapter 9

[Read Ch.10 in preparation for next week’s in class assignment]

Nov 7 **Chapter 10 Assignment Due** [Bring your textbook to class]

Nov 14 **Movie Assignment Chapter 11 Due** [Bring your textbook to class]

Nov 21 *Begin Journal #3—2pgs*

**Movie Assignment Chapter 12 Due** and Prep Work for Group Presentations

Nov 28 **Group Presentations and Outlines Due**

Dec 5 **Group Presentations and Outlines Due**

Dec 12 1) **Final Examination**

2) **Journals #1, #2 and #3 Due**

GOODBYE AND ALL THE BEST ☺