



Communication ~~ Reedley College ~~ Spring 2014
Communication 2 Interpersonal Communication

Instructor: Linda Carvalho Cooley

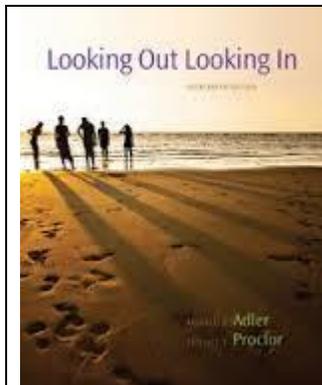
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Required Materials:

1. Adler, R. B. & Proctor II R.F. (2014). Looking Out Looking In (14th ed.). New York, NY. Wadsworth Publishing.
ISBN: 1-285-07016-X
ISBN-13: 978-1-285-07016-2
2. Three scan-tron forms (882-E)

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, non-verbal communication, conflict, language gender and cultural differences will be emphasized. Students will engage in both group communication and the development of oral presentations. Throughout the semester the course will examine basic verbal and nonverbal elements effecting communication between individuals in family, peer groups and work contexts.

This course requires participation in activities designed to develop interpersonal communication skills. Interpersonal communication introduces students to the complex interaction of social and psychological forces operating in human communication. The course is designed with a dual approach consisting of both theory and application that allows students opportunities to critically evaluate the intricacies of interpersonal relationships and the communication issues surrounding human interaction in various contexts.

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. Cell phone usage during class will result in a loss of participation points.

Student Learning 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.

Specific Objectives

Upon completion of this course students will be able to:

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.

Student Rights

Students 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. Any act of plagiarism or cheating will result in a zero on that assignment and a zero on all connected assignments, a zero on participation points and paperwork will be filed with the Vice President of Student Services. Stating that you did not know what plagiarism is will not be an excuse. I do not give warnings! So read your catalogue and know the regulations. In addition NO extra credit can be earned by individuals who commit plagiarism.

Students with disabilities: 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 (ADA) or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

Just a Note Regarding My Teaching Philosophy

If you are absent do not approach me to ask “what did we do when I was gone?” Each student must assume full responsibility for all notes, assignments or announcements made during class. I cannot and will not re-teach a lesson in my office or in the hallway before or after a class. My power point presentations are for students who come to class – students who are not in class will have to rely on the book or notes from a friend. Just because you miss class when an assignment is given out or when an assignment is due does NOT excuse you or extend the due date. When you are in class it is expected that you are “present” – students who are on their cell phones or sleepy or engaged in private conversations will be told to leave.

The schedule is subject to change at the discretion of the instructor – it is the responsibility of the student to check on announcements made during any absence.

“Per Title V Regulation 58170(e), students must be referred to academic support services by counselors or instructors. With this statement on my course syllabus, I am referring any students in my class in need of academic support to tutorial services. Tutorial services may include: the tutorial center, writing center or the communication lab. Referral reason: Mastering the content, study skills, and basic skills of this course is aided by the use of trained peer tutors.”

Assignments

Graded Item	Points Possible	Score
Introduction speeches	Credit/No Credit	
Self-Concept Assignment Presentation 50 Hat 30 Outline 20	100	
Concept/Article presentation Outline & References 20 Presentation 50	70	
Group Presentation Assignment Individual 50 Group 20 Individual outline 25 Individual references 25 Group Hand out/Peer Points 30	150	
Dyad Interaction Assignments Ceremonial Speech 50 Interaction 50 ** Reflection 30	130	
Relationship Term Paper Rough Draft/Outline 50 Final package 100	150	
Participation	100	
Quiz 1	100	
Quiz 2	100	
Final	100	
Total Points Possible	1000	

The following numerical guidelines will be used in the assignment of final grades.

900-1000 = A
 800-899 = B
 700-799 = C
 600-699 = D
 599- 0 = F

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.

Students can email the instructor during the semester to get their current grade. The instructor does NOT give grade checks the last two weeks of school. Please keep this form to track your grades during the semester.

Attendance: Due to the nature of this course, attendance is important. Roll will be taken at each class session. I will drop anyone who misses the first day of class. I will also drop anyone who misses the second day of class. Per college policy I can drop any student who misses 4 class periods. If a student misses 4 classes prior to the drop date I will drop that student. Roll will be taken at each class session. Class points will be drastically reduced by absences. I will subtract 25 points for each absence. Understanding that perfect attendance can only happen in a utopian world each student is allowed 2 absences. I will no longer investigate or decide if an absence is excused or not. Every student has two freebies – after that I will deduct 25 points for EVERY absence regardless of reason. These points will come from your participation points first. If your absences exceed the participation points I will deduct points from your reflection paper or peer points. Once participation, reflection paper and peer points are depleted students will NOT be allowed to earn extra credit OR take the final exam. Make sure you understand this – you have TWO free absences, four absences will deplete your participation points and six absences will deplete both your reflection paper and peer points AND you will not receive any extra credit OR be allowed to take the final exam. NO EXCEPTIONS!! Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. Two tardies or early departures are equivalent to one absence. It is the student's responsibility to keep track of their absences. If 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 and any assignment due during that absence **MUST** be made up **prior** to not after the fact.

Please be aware that I WILL enforce this policy and will not make exceptions!

It is your responsibility to keep track of your absences and tardies

I will not give warnings.

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 all participation points, dyad interaction points, will not be able to submit extra credit or take the final exam. Basically the speeches are **REQUIRED**. Mathematically students who miss a speech would not be able to pass this course. Keep this in mind and do all four of the graded speeches. Students who are late on their assigned speaking day will **NOT** be allowed to speak. The door will be locked when speeches begin to avoid interrupted speeches. After a student gives their speech they are **required** to stay until class is dismissed. If you give your speech then leave class early you will be given a zero on that speech.

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. Any student who misses a presentation will forfeit ALL participation points.

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 with out 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.

Relationship Term Paper: In this paper a student will demonstrate their ability to research information, organize it and apply the research to a real life relationship. Papers must be typed and be in APA format style. Research papers must meet requirements given on the assignment. I will not accept emailed papers and do not come to class complaining you were "UNABLE" to print your file. Plan ahead and be responsible for your work. Remember this is college not high school – all submitted papers MUST be typed and submitted at the beginning of class the date they are due. In addition students must turn in a rough draft/outline that has been signed by the writing center. Specific dates will be given for writing center assistance.

Additional Point Assignments: Limited extra credit assignments will be briefly announced in class and posted on the classroom web page. It is the student's responsibility to turn them in by the deadline posted on the webpage. Extra credit assignments do not "take the place" of other work – extra credit will only be accepted from students who have good attendance and have submitted all major assignments.

Quizzes: Students are responsible to bring their OWN scan tron – students without a scan tron will not be allowed to take quizzes. Doors will be locked when quizzes are handed out to avoid interruptions. Be on time or get a zero.

Finals: Finals are held in the same classroom but not necessarily at the same time. Please note schedule on calendar so that you are aware of the time and date of your final. Please note – I will not allow anyone who is late to take the final, the door will be locked when finals are given out. Please be aware and be on time. I will NOT allow anyone to take the final prior to finals week without a documented medical excuse. Accommodations will not be made for vacation or travel reasons. Again students are required to bring their own scan tron to the final. Students who have excessive absences or have been caught cheating will not be allowed to take the final exam.