

**Communication 2 Interpersonal Communication**

**Syllabus Spring 2015**

**MW 8 a.m.-9:15 a.m. 55021 Social Science 36**

**MW 3:30 p.m.-4:45 p.m. 55033 Social Science 36**

**TTh 9:30 a.m.-10:45 a.m. 55022 Social Science 36**

Instructor: Nicole Cooper

E-mail: Nicole.cooper@reedleycollege.edu

Office hours: TTh 12:30 p.m. – 3:30 p.m. Soc 38

**Required Materials:**

-Adler, R. B. & Proctor 2, R. F. (2011). *Looking out, looking in*. (13th ed.).

- 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. Throughout the semester

the course will examine basic verbal and nonverbal elements effecting communication

between individuals in family, peer groups and work contexts.

**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.

**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. Students will receive one warning and then be asked to leave the classroom. If deported from the classroom it will count as one of your unexcused absences.

**Student 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.

**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.

**Plagiarism:** 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.

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

|  |  |  |
| --- | --- | --- |
| Assignment | Points available | Your score |
| Introduction Speeches | Credit/no credit |  |
| Self-Concept Assignment Presentation 75 Hat 25 Outline 20 | 120 |  |
| Children’s Book Assignments Speech 70 Outline 30 Reflection 30 | 130 |  |
| Movie Analysis Group Assignment Individual 60 Group 40 Group Handout 20 Individual Outline 20 Individual References 10 Peer Evaluation 50 | 200 |  |
| Dyad Ceremonial Presentation | 100 |  |
| Relationship Term Paper Rough draft 50 Final paper 100 | 150 |  |
| Quizzes (4 @ 50 points each) | 200 |  |
| Participation | 100 |  |
| Total Points Possible | 1000 |  |

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.

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

599 or less = F

**Attendance Policy and Participation Points**: 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. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. 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.

It is your responsibility to keep track of your grade including assignments in class. At any time during the semester you may check blackboard to see where you stand. If you are absent it is your responsibility to find out all announcements made during your absence. PLEASE do not approach the professor and ask, “What did I miss?” Instead, make an effort to go to her office hours or ask another student for missed assignments/announcements.In class group activities CANNOT be made up. Missing class during any graded in class activity will result in lower points. 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.

Late and Missed Assignments

I **will NOT accept any emailed, unstapled, 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. Therefore four speeches are REQUIRED! I take this very seriously. Students who miss a speech will deplete all participation points and will not be allowed to complete their dyad speech, which will cause the student to only be able to earn a D in the course overall. 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. The door will be locked when speeches begin to avoid interruption. After you complete your speech you are required to stay until class is dismissed. If you give your speech and leave you will be receive a 0 on the speech. Keep this in mind and do all four of the graded speeches.

**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 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.

**Quizzes**: There will be four 50 point quizzes. You will need a scantron 882-E for these. They will include but not be limited to multiple choice, true and false, and matching questions. Quizzes will begin at the beginning of class. Once the first student is done with the quiz no one else will be allowed to take it.

**Reflection Paper/Term Paper:** 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.

**Additional Point Assignments**: On rare occasions extra credit assignments may arise. They will be briefly announced in class and written on the board. It is the students responsibility to find out more information from the instructor and to have them turned in by the deadline. Extra credit is not to take the place of other work. It will only be accepted from those students who have submitted and attempted all assignments. Students with excessive absences will not be allowed to submit any extra credit. Students who miss a speech cannot submit any extra credit.

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.

**COMM. 2 – Spring 2015**

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 ` Required Reading**

|  |  |  |  |
| --- | --- | --- | --- |
| 1/12 | Monday  | Course Introduction & Syllabus |  |
| 1/14 | Wednesday | Introduction Speeches |  |
| 1/19 | Monday | **No class: MLK Holiday** |  |
| 1/21 | Wednesday | Interpersonal Communication | Chapter 1 |
| 1/26 | Monday  | Communication and identityAssign self concept speech Perception | Chapter 2 |
| 1/28 | Wednesday | Perception | Chapter 3 |
| 2/2 | Monday | **Quiz 1 (Ch. 1, 2, & 3)** |  |
| 2/4 | Wednesday | Emotions | Chapter 4 |
| 2/9 | Monday  | Language | Chapter 5 |
| 2/11 | Wednesday | Outlining Workshop  | **2 Outline Copies Required** |
| 2/16 | Monday | **No Class: President’s Day** |  |
| 2/18 | Wednesday | **Quiz 2 (Ch. 4 & 5)** | **Outlines Due** |
| 2/23 | Monday  | **Self Concept Presentations** |  |
| 2/25 | Wednesday | **Self Concept Presentation** |  |
| 3/2 | Monday | **Self Concept Presentations**Assign Groups and group movie presentation |  |
| 3/4 | Wednesday | Library Research | **Reflection Paper Due** |
| 3/9 | Monday  | Nonverbal Communication | Chapter 6 |
| 3/11 | Wednesday | Nonverbal Communication | Chapter 6 |
| 3/16 | Monday | Assign Children’s Book SpeechesTerm paper Workshop | **Term Paper Rough Draft Due** |
| 3/18 | Wednesday | Listening  | Chapter 7 |
| 3/23 | Monday  | Communication and relational dynamics | **Term Paper Package Due**Chapter 8 |
| 3/25 | Wednesday | **Quiz 3: (Ch. 6, 7, & 8)** |  |
| 3/30 | Monday | **No Class: Spring Break** |  |
| 4/1 | Wednesday | **No Class: Spring Break** |  |
| 4/6 | Monday  | **Children’s Book Speech** | **Outlines and References Due** |
| 4/8 | Wednesday | **Children’s Book Speech** |  |
| 4/13 | Monday | Intimacy and distance in relational communication | **Reflection Paper Due**Chapter 9 |
| 4/15 | Wednesday | Outline workshop/group work day | **Complete copy required with source** |
| 4/20 | Monday  | **Group Presentations** | **Final Group and Individual Outlines due**  |
| 4/22 | Wednesday | **Group Presentations** |  |
| 4/27 | Monday | **Group Presentations** |  |
| 4/29 | Wednesday | **Group Presentations** |  |
| 5/4 | Monday | **Group Presentations** |  |
| 5/6 | Wednesday | Final Dyad assignment explained Conflict | **Peer Evaluation Due**Chapter 11 |
| 5/11 | Monday  | Conflict | Chapter 11 |
| 5/13 | Wednesday | **Dyad Presentations** |  |
| 5/18-5/20 | Finals Week | **See Below: Quiz #4 (Ch. 9 & 11)** |  |

**Final Exam**

|  |  |  |
| --- | --- | --- |
| MW 8:00 a.m. – 9:15 a.m. | Wednesday, May 20th | 8:00 a.m. |
| MW 3:30 p.m. – 4:45 p.m.  | Monday, May 18th | 3:00 p.m. |