Communication 2

**INTERPERSONAL COMMUNICATION**

Fall 2011

Reedley College

Selma High School

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

**Mailbox:** helen.chavez@reedleycollege.edu

**Office hours:** Available by appointment only

**Course Outcomes:**

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

1) Discuss how messages are transmitted from one person to another, how those messages can be distorted and how to reduce that distortion.

2) Identify and apply effective communication strategies within the context of various relationships.

3) Choose appropriate organizational patterns.

4) Resolve interpersonal conflicts in non-destructive ways.

5) Articulate a personal sense of ethics concerning communication.

6) Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.

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

8) Monitor their own communication and adapt to different communication situations.

9) Communicate effectively within the context of various relationships including family, marriage, friendship and work relationships.

10) Analyze the effectiveness of communication through constructive critique.

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

**Required Textbook:**

Devito, Joseph A. The Interpersonal Communication Book. 12th ed. Boston, MA: Pearson Education, Inc., 2009

**Course Requirements:**

Further information will be given for these assignments.

 *Assignments* *Points*

 A) Six Tests 300

 B) Cultural Artifact Paper 100

 C) Persuasion/Group Project 200

 D) Participation 200

 E) Journals

 Total Points 800

**Assignments and Points:**

* Six Tests: 300pts (50 points each)

 The procedure for test taking will be as follows: 1) each student will take a brief test (10 Questions) which will be turned in to me, then 2) in groups of 5 or 6 students, a second test will be taken (15 questions- the same 10 from the individual test plus 5 more) and the group decides which the “correct” answers are, then 3) group members complete and sign a single answer sheet. A student’s score is the total of the correct answers on his/her individual test plus the total number of correct answers on the group sheet. Each question is worth two points. **Due to this system, there can be NO make-ups of group tests.** The individual part of the exam can be made-up, but must be taken immediately (first day/night back) or you will receive zero points. Please be on time for the test in order to have a chance at the total number of points.

 Test #1…………………….Chapters 1 and 2………………………….50

 Test #2…………………….Chapters 3 and 4………………………….50

 Test #3…………………….Chapters 5 and 6………………………….50

 Test#4……………………..Chapters 7 and 8………………………….50

 Test #5…………………….Chapters 9 and 10………………………...50

 Test #6…………………….Chapters 11, 12 and 13…………………...50

* Cultural Artifact Paper: 100 pts

 Bring in a cultural artifact along with a 2-3 page, double spaced typed paper explaining *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 paper is due, please bring your cultural artifact and be prepared to discuss a few of the main ideas of your paper.

* Persuasion/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!

* Participation: 200pts

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**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, etc.).**

**One more thing, all of you must be on your best behavior. Do not ridicule me or your fellow classmates!! Do not answer cell phones, text in class or anything else (Turn it OFF)!! No iPods or anything of the sort in class!! Please, do not make me take away your stuff or your**

**200 points…this is college not grade school!!!**

**I DO AND WILL deduct points from this section!**

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

* Journals: LATE JOURNALS WILL NOT BE ACCEPTED-

 SEE LAST PAGE FOR DUE DATE!

 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 9-13. You are required to write a two page double-spaced, typed journal for each part (3 journal entries in all)! These journals are designed for you to relate text concepts to your life experience.

 These three journal entries are a requirement. No points will be given but participation points will be deducted (50%; minus 100pts) if you fail to turn in these entries. Also, they must be done correctly. If not done right, points will be deducted. Therefore, 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.

**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**

**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!

HERE ARE THE TWO BIG, BIG ONES!!

 1) **Persuasion/Group 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.

 2) **Tests** must be made up your first day/night back to class and must be taken before the next test. If you fail to take the test before then, you will receive zero points for that test. Also, you will only be allowed to take the group test. The most you can receive on any make up test is 30 points out of 50 points.

**Please Note:**

Be advised that after the drop date (October 14th, 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, *NOT MINE*!

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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.*

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**Proposed Schedule**

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

**Monday Night Selma High School**

Aug. 29 Introduction to the class and Chapter 1☺

Sep 5 Labor Day (No Classes Held)

Sep 12 Chapters 1 and 2

Sep 19 **Test #1**, Chapters 3 and 4

Sep 26 **Test #2** and Artifact Paper Discussion and Paper Due **Begin Journal #1—2pgs**

Oct 3 Chapter 5 and Group Presentation Sample Demo

Oct 10 Chapters 5 and 6

Oct 17 Chapter 6 and **Test #3**

Oct 24 Chapters 7 and 8 [bring your textbook] **Group Members’ Names Due**

Oct 31 Chapter 8 and **Test #4** **Begin Journal #2—2pgs**

 **(Schedule group presentations)**

Nov 7 Chapters 9 and 10

Nov 14 **Test #5** and Chapter 11 [bring your textbook]

Nov 21 Chapters 12 and 13 [bring your textbook] **Begin Journal #3—2pgs**

Nov 28 Group Presentations and Outlines Due

Dec 5 Group Presentations and Outlines Due

Dec 12 Final

 1) **Test #6**

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**Proposed Schedule**

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**Wednesday Night**

Aug. 17 Introduction to the class and Chapter 1☺

Aug 24 Chapters 1 and 2

Aug 31 Chapter 2 and **Tests #1**

Sep 7 Chapter 3 [bring your textbook]

Sep 14 Chapter 4 and **Test #2**

Sep 21 Artifact Paper Discussion and Paper Due **Begin Journal #1—2pgs**

Sep 28 Chapter 5 and Group Presentation Sample Demo

Oct 5 Chapters 5 and 6

Oct 12 Chapter 6 and **Test #3**

Oct 19 Chapters 7 and 8 [bring your textbook] **Group Members’ Names Due**

Oct 26 Chapter 8 and **Test #4** **Begin Journal #2—2pgs**

 **(Schedule group presentations)**

Nov 2 Chapters 9 and 10

Nov 9 **Test #5** and Chapter 11 [bring your textbook]

Nov 16 Chapters 12 and 13 [bring your textbook]

Nov 23 Chapter 13 and Prep Work for Group Presentation **Begin Journal #3—2pgs**

Nov 30 Group Presentations and Outlines Due

Dec 7 Group Presentations and Outlines Due

Dec 14 Final

 1) **Test #6**

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