***Reedley College***

***Communication 2 – Interpersonal Communication Online***

***Spring 2012***

**INSTRUCTOR: Jennifer Graber-Peters Office hours:** arrange via email

**Email address:** rcspeechtwo@yahoo.com

**Last day to drop w/o a “W”: January 27 Final drop date: March 9**

 **TEXT:** McCornack, Steven. (2010) Reflect & Relate, an introduction to interpersonal communication. 2nd ed. Boston, MA: Bedford/St. Martin’s

**Specific Course Objectives**

1. To understand the theories and principles of interpersonal communication.
2. To employ understand better listening skills.
3. To become aware of one’s communication behavior and to recognize where improvement is needed.
4. To improve interpersonal relations and conflict-management strategies through self introspection and an analysis of communication techniques.
5. To become more successful in communication with others, developed through analysis of personal communication situations and make appropriate choices.
6. To develop confidence in interacting on an interpersonal level.
7. To write an appropriate and effective academic term paper.
8. To emphasize the need for clear and concise organization of ideas.
9. To use supporting materials effectively.
10. To provide student with practical assignments and exercises that will reinforce the theoretical concepts studied in class.

**Student Learning 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 principles of effective communication.
3. Resolve interpersonal conflicts in non-destructive ways.
4. Articulate a personal sense of ethics concerning communication.
5. Listen to others effectively, attending to both factual and emotional information while providing appropriate feedback.
6. Monitor their own communication and adapt to different communication situations.
7. Communicate effectively within the context of various relationships including family, marriage, friendships, and work relationships.

Please inform me of any special circumstances you might have.  If you have special needs as addressed by the Americans with Disabilities Act (ADA), including alternate media requests, please notify me immediately.  Reasonable efforts will be made to accommodate your needs.

**COURSE ASSIGNMENTS AND REQUIREMENTS:**

**Chapter Discussion Questions**:

All questions will be due on Wednesdays before midnight. Compose in **WORD or Rich Text Format only** and send your answers on Blackboard only. Please name your assignments with Last name and chapter # or assignment name. (I.E., “Graber-Peters1” or “Graber-PetersMidTerm.”) **Assignments that are not sent correctly or named correctly will not be accepted**.

Read and answer all parts of the questions. You should explain your answers in your own words. Please avoid “yes” or “no” answers and do not retype the question. In other words, sound like a communication specialist – use the “jargon” and support your answers with concrete examples. If you want to paraphrase or quote, be sure to document properly. Finally, be sure to use spell-check and grammar check before turning your work in. This is not just “busy work,” but an opportunity to apply what you have learned in the chapters.

**Blackboard Postings:**

Since this course is a bit different than a normal face-to-face class, our discussions and interaction with one another will be different. Our “classroom” discussions will take place using a Web-Based Discussion forum.Once you log in to Blackboard, simply click on the “Discussion” button.

You will be required to post a minimum of 5 times per chapter (2 new threads and 3 responses). A new thread means that you post original comments related to the chapter(s) under discussion. Click on the “new thread” tab and post your comments. Responses are exactly that; your response or comments to what others have said. So, you would click on a classmate’s comments and then click on the reply button and comment in a few sentences to what someone else has said.

You will have 1-2 chapters to read per week and posts that coincide with what you have read. **Grades will be assigned on Friday of each week for your Blackboard posts**. No late posts will be accepted. The calendar will show what chapter we are currently discussing, when assignments are due, etc. **Print the calendar** and put it somewhere where you can see it and be reminded of what’s happening in class.

\*When posting or responding to messages, please keep the following in mind:

1. Be respectful in your responses to each other.  This means avoid demeaning anyone through ridicule, personal attacks, labeling or sarcasm. Also, do not use any racial, ethnic, religious or sexual slur that demeans another person or group of people.

2. Share as much or as little as you wish.  Feel free to say, “I don’t feel comfortable sharing about that,” and back off if someone says they are uncomfortable discussing a certain topic.

3. Respect the confidentiality of other students.  What’s said in class, stays in class.

4. Abide by the golden rule - “Do unto others as you would have them do unto you.”  It’s an old proverb, but it is worth remembering.

**Cultural Artifact Project**:

A cultural artifact is any object that represents something in your culture. Please read about culture in your text before completing this assignment. Culture is much more than just ethnicity and/or religion.

You are to choose a cultural artifact and write a 2-3 page paper about it’s significance. You should discuss 1) how important your artifact is in describing who you are, 2) how it symbolizes your culture, and 3) what significance it has on your culture. Your written report should be typed and double spaced. You must have at least 2 references to validate your comments. DO NOT use a question-answer format. Write this as you would any other paper (Introduction, Body, Conclusion, and a Reference section which conforms to APA or MLA format.) You will find examples in the assignments tab. Contact me if you have any questions.

Additionally you will be required to present your cultural artifact to your peers in an oral presentation. Do not be anxious – This is not a public speaking class; therefore, the presentation will be less formal. Tips for reducing anxiety and giving presentations will be discussed at the orientation and are in the documents tab. You will find a grading sheet for this assignment in the Assignments tab.

**Term Paper**:

This assignment will have two parts; written and oral. The oral presentation is at the end of the semester. Details can be found under the Assignments tab.

For the written portion, you will **compose a 5-6 page paper which applies one of the concepts we are studying to a real life relationship or situation you are involved in**. Examples of communication concepts include Listening, Assertiveness, Conflict, Self Disclosure, Gender, etc. Your paper should have an Introduction, Body, and a Conclusion as well as a reference page. While exploring topic ideas, you may want to ask yourself several questions: What real life, interpersonal communication situation am I interested in exploring further? OR What is the one area we have studied in this course that is the most challenging for me? What does the research say about this issue? What related studies have been done and what was the outcome? How can I apply this information to my life? This is an opportunity to search for answers to a current problem you are having or a way to explain why an interpersonal relationship you are involved in is so successful. Also, at the end of each chapter is a “Researching…” section which has great research topic ideas. Check these out!

 Requirements:

 \*Your paper must be typed, double spaced and conform to either MLA or APA style. If you are unfamiliar with these paper styles, you may “google” the terms and find examples or ask the librarian if your campus has an example sheet (Reedley College does). Additionally, you must include (and cite) at least 4 references. In other words, refer to what others have said on the topic and be sure to document properly.

 \*Use caution when quoting or paraphrasing. Plagiarism is a serious offense. If you plagiarize, you will receive an “F” on the assignment. Depending on the specific offense, you may also receive an “F” in the class, or worse, be expelled from the college. Please do not hesitate to ask if you need help in this area.

 Grading: Papers will be graded using the following criteria:

Grammar, spelling, and overall readability of the paper. Be sure to have someone proofread your paper before turning it in.

Clarity and completeness of ideas. Papers should have an introduction, body and a conclusion with transitions which link your thoughts and ideas.

Demonstrated knowledge of the communication concepts under investigation. Again, do not copy word for word from the text or any other source (this is plagiarism). Even if you paraphrase, you must give credit to the original author. Explain the concepts in your own words so anyone reading the paper can understand what you are talking about. Also, support with research and document properly.

Ability to “apply” the interpersonal communication concept(s) to a real life situation. Explain/define the communication concept and then give a real life example. In other words, “show” what this dimension looks like in a real relationship. \*\*NO LATE PAPERS WILL BE ACCEPTED

**Midterm**:

 Further details will be posted in the announcements section as the midterm approaches. The exam will cover chapters 1-6.

**Final Exam**:

Further details will be posted in the announcements section during the second half of the course. The exam will cover chapters 7-12.

**Extra Credit**:

At various times during the semester, extra credit may be posted on Blackboard and/or in the announcements. Remember, Extra Credit means “extra work and extra effort.” Absolutely NO late assignments will be accepted. There are NO exceptions.

***This Course Could Change Your Life***

**“**That’s a pretty bold statement, but almost every semester I hear someone tell me that taking this course has improved their marriage, helped them communicate better with their children, improved their business relations on the job, and in general simply helped them live a happier more fulfilled life.  Why?  Because this course is about relationships and especially about the glue that holds relationships together -- Communication.  Improve your interpersonal communication, you improve your relationships.  Improve your relationships and your improve your life.  That’s why this course, taken seriously can do more than simply fulfill a general education requirement.  It can change your life**.”**

**~ Terri Main (Speech Instructor, Reedley College)**

**Assignment Breakdown and Grading Scale:**

Chapter Discussion Questions – 240 pts. (20 pts. each chapter)

Blackboard Discussion Posting – 260 pts. (20 pts. intro/20 pts. each chapter-NOTE:2 chapters some weeks)

Cultural Artifact Paper – 100 pts.

Oral Report –50 pts.

Term Paper – 100 pts.

Oral Report –50 pts.

Midterm Exam – 100 pts.

Final Exam – 100 pts.

A = 900+

B = 800-899

C = 700-799

D = 600 – 699

F = 599 -