

Fall Semester 2013

Communication 2: Interpersonal Communication Course # 50423

Instructor: Marcie Lierly Day/Time T/TH 2:00-3:15pm

Email: marcie.lierly@reedleycollege.edu

**REQUIRED MATERIALS:**

Adler, Ronald B. and Russell F. Proctor III. *Looking Out Looking In*, 13th ed. Boston:Wadsworth, 2011.

Scantron 882E (3)

3 x 5 index cards (1 packet)

**COURSE DISCRIPTION:**

 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.

**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 personal 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 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.

**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. Students caught cheating or plagiarizing in my class will receive a zero on the assignment and any assignment connected to that assignment (e.g. cheating or plagiarism on a speech will result in a zero on the speech, the outline, the reference page, the reflection and on all audience evaluations). Any student caught cheating or plagiarizing will also forfeit all participation points, all audience evaluation points and will not be allowed any extra credit points.

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.

**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 leave the class.** Turn cell phones off before coming to class. Text messaging during class is not appropriate. You may only use a laptop for class assignments or activities. Students using the computer for non-academic purposes will be asked to leave the class and will be marked as absent.

**ATTENDANCE:**

Anyone who misses the first day of class will be dropped. 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 can be drastically reduced by absences. Understanding that perfect attendance can only happen in a perfect world each student is allowed 3 unexcused absences. I suggest you use them well. On the 4th unexcused absence after the drop date your participation points will be depleted – you cannot earn points when you are not in class to participate in the various activities. On the 5th unexcused absence audience evaluation points will be depleted. On the 6th unexcused absence no extra credit can be earned, this includes any extra credit points given in class or on tests. Also students who have 7 absences forfeit the opportunity to take the final exam. 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. Excused absences are verifiable, documented and only occur under unavoidable circumstances. Exceptions are only made for school-sponsored functions (e.g. school sports, school mandated field trips). Please note that all excused absences MUST have verifiable documentation by a reputable source. (This does NOT include your parents!)

**All documentation must be submitted to the instructor NO later than one week following the absence. Note that all documentation will be verified but just because you provide a note does NOT mean the instructor will excuse your absence.**

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.

**CHEATING AND PLAGIARISM:**

Any student found to plagiarize, fabricate or otherwise submit dishonest work will automatically receive a zero for the assignment, and all related materials (speech, outline, etc) and will be reported to the College. This policy will apply regardless of the magnitude of the offense or the writer’s intent. I pursue any hint of plagiarism that I detect in your work. It is very important to note that plagiarism regulations are not limited to written assignments, but also extend to oral presentations.

**Students who do not cite sources in their speeches will receive an automatic zero for the assignment and all related assignments.**

**STATE CENTER COMMUNITY COLLEGE DISTRICT ACADEMIC DISHONESTY**

**POLICY**

Academic dishonesty is unacceptable and will not be tolerated by the State Center Community College District. Cheating, plagiarism, and collusion in dishonest activities erode the college’s educational and social role in the community.

**CHEATING** – Cheating is the act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Examples include but are not limited to:

a. Copying or allowing another to copy a test, paper, project, or performance.

b. Using unauthorized materials during a test, for example, notes, formula lists, or “cheat sheets.”

c. Taking a test for someone else or permitting someone to take a test for you.

**PLAGIARISM** – Plagiarism is the act of representing the work of another as one’s own without giving credit. Plagiarism includes but is not limited to:

a. Incorporating the ideas of words of another’s work without giving appropriate credit.

b. Representing another’s artistic or scholarly works such as musical compositions, computer programs, photographs, etc., as one’s own.

**CHANGES TO THE 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.

**ASSIGNMENTS:**

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 15 Outline 20 | 110 |  |
| Children’s Book Assignments Ceremonial Speech 60 Individual Outline 30 Reflection 30 | 120 |  |
| Movie Analysis Group Assignment Individual 80 Group 40 Individual Outline 10 Individual References 10 Peer Evaluation 50 | 190 |  |
| Relationship Term Paper Rough draft 20 Final paper 130 | 150 |  |
| Exam 1 | 100 |  |
| Exam 2 | 100 |  |
| Exam 3 | 100 |  |
| Quizzes & Journal entries (12 @ 10 ea.) | 120 |  |
| 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

 **Participation Points:** Participation will be taken based on journal entries and quizzes. Each week there will either be a journal entry or a quiz some time during class. Once journals are collected or the quiz is administered there will be no turning it in late or make-ups. Quizzes will include questions from the assigned reading from the previous week. Attendance is solely based on journal entries and quizzes. If you know you are going to have a verifiable excused absence in advance I will allow make-ups journal entries and/or quizzes. The instructor MUST be notified at least a week before the journal entry or quiz is due. Make-ups will only be administered before the due date, not after. It is your responsibility to arrange make-ups with the instructor in advance.

It is your responsibility to keep track of your homework and quizzes. 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 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. I take this very seriously. Students who miss a speech will 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. Keep this in mind and do all three of the graded speeches.

**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.

**Exams**: There will be three 100 point exams. You will need a scantron 882-E for these exams. They will include but not be limited to multiple choice, true and false, and matching questions. Exams will begin at the beginning of class. Once the first student is done with the exam no one else will be allowed to take it.

**Journals:** You will write several one-page “journal” entries of your interpersonal experiences at home, work, school, etc. You will benefit more from these writings of you analyze the interaction, instead of just reporting what is happened. You may also write on your reflections of in-class discussions and exercises. You *must* cite at least one quote from the book in each entry to supplement your writing (include the page number) and relate the quote to your interpersonal experience. These will be due at various time during the semester and should be one (1) complete page in length, double spaced, New Times Roman font with one inch margins.

**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 student’s 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.

**Final note from the Instructor**

As your instructor, I am always happy to meet with you. Please feel free to meet with me if you are confused about any of the information covered in class or in the textbook. If you have questions regarding an upcoming assignment or presentation, I recommend you contact me before the last minute. I do not email any grades, so if you wish to discuss your grade, you must contact me personally. I am here to help you in any way I can and my goal is for you to have a rewarding experience in Communication 2. Nonetheless, remember it is your responsibility as the student to:

1. Ask questions when confused and seek help
2. Come see me before it is too late
3. Be responsible for your grades
4. And read and understand this syllabus.