Communication 2

**INTERPERSONAL COMMUNICATION**

Fall 2014

Reedley College

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

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**Office Hours:** Available by appointment only

**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.

**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.

**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.

**Required Textbook:**

Adler, Ronald B., and Russell F. Proctor II. Looking Out Looking In. 14th ed. Boston, MA: Wadsworth, 2014.

**Assignments and Points:**

 *Assignments* *Points*

 Persuasive Projects:

 Self 100

 Messages 150

 Relationships 200

 Personal Narrative Assignments 300

 In-Class Assignments 100

 Quizzes 100

 Participation 50

 *Total Points* *1000*

**Course Requirements:**

* Persuasive Projects

The class lectures are presented in three parts. The first part explores “Self”in interpersonal communication. The second part explores “Messages”, and the last part explors “Relationships”. You will present three persuasive projects to the class that will examine each of these parts: self, messages, and relationships.

Projects 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 project presentation may 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 assignments.

1. *Self Project (Cultural Artifact) and Outline*

You will bring in a cultural artifact along with a typed outline explaining the following: 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 outline is due, please bring your cultural artifact and be prepared to discuss, not read, the three main points briefly. The time requirement for the discussion should be no longer than three minutes.

1. *Message Project and Outline*

Groups of two to three individuals will develop an analysis of messages in interpersonal communication between characters in a movie, TV program, song or skit. Each group will have 10 minutes to present its analysis to the class. Please keep the presentation of the scenes to a minimum of 3 minutes; the analysis is what is being graded. A typed outline will be handed in at the time of the presentation. Keep everything decent!

1. *Relationship Project and Outline*

Groups of two to three individuals will develop an analysis of relationships in interpersonal communication between characters in a movie, TV program, song or skit. Each group will have 10 minutes to present its analysis to the class. Please keep the presentation of the scenes to a minimum of 3 minutes; the analysis is what is being graded. A typed outline will be handed in at the time of the presentation. Keep everything decent!

* Personal Narrative Assignments

You will follow the outline in the back of each chapter and write a personal narrative for each heading, concepts, etc. Bring your Personal Narrative Assignment to each class meeting and be ready to present what you wrote to the class when your name is called. I will NOT collect these papers; however, if your name is called and you are NOT able to present your narrative, you will lose points. The amount of points deducted will be determined by the instructor.

Two warnings! First warning, each Personal Narrative Assignment is worth 30 points and you may end up losing all 30 points if your narrative is insufficient. Second warning, you will lose all 30 points if your name is called and you are absent, and the reason for this is obvious.

* In-Class Assignments

During some lectures, you will be asked to complete in-class assignments. In order to complete these assignments, you must attend class. As in the Personal Narrative Assignments, these assignments cannot be made-up for any reason or excuse especially those that have been discussed or excused by the instructor. Points for each In-Class Assignment will be determined by the instructor. In other words, some assignments will be worth more points than others.

* Quizzes

There will be three quizzes. The first quiz will cover chapters 2, 3, & 4. The second quiz will cover chapters 5, 6, & 7. The third quiz will cover chapters 8, 9, 10, & 11. These quizzes will consist of T/F questions that come straight from the textbook. No reviews will be handed out so read the textbook! You must use a pen for the quizzes and bring paper. The quizzes are timed! Make sure you come to class on time because extra time will not be given for students who are tardy!! In addition, these quizzes cannot be made-up!!!

* Participation

You are expected to attend class. You must come to class for the three Persuasive Projects and for “normal” class lectures. You must be on time and stay in class the entire session.

**Electronic Devices:**

Cell phones and electronic devices must be turned off and put away before class. Each time I see/hear your phone or electronics, you will lose 50 points per offense on the total grade distribution. Meaning, 50 points will be deducted from 1000 points every time you take out your phone, earplugs, or whatever. No exceptions, No warnings.

Use of laptops or tablet computers is permitted for note-taking only! You must remain engaged with the class-this means no surfing, games, IM, e-mail or work for other classes. If you abuse this, your laptop privileges will be revoked.

**E-mail Policy:**

Student emails are answered Sunday afternoons/evenings and please know that I am happy to answer questions via email. I am also happy to review outlines and other written assignments in advance and give feedback as needed.

**Late Assignments:**

MY LATE ASSINGMENT POLICY IS A STRICT ONE! Missed in class activities, group lectures, class assignments, quizzes, 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 will NOT accept any emailed or handwritten papers. I do NOT accept late work- period!

**Drop Date:**

Be advised that after the drop date (**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, it is *NOT MINE*!

**Accommodations for 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 identify yourself to the college’s Disable Students Services and to your instructor(s) so reasonable accommodation for learning and evaluation within the course can be made.

**Academic Dishonesty:**

So that students are fully aware of their rights and responsibilities, students are encouraged to become familiar with the college’s policies regarding student conduct in classes including cheating and plagiarism, disruptive classroom behavior, and other instructional issues located in the college catalogue and the schedule of courses. Any act of plagiarism or cheating may result in a zero on any and all assignments and/or may result in failing the course. Stating that you did not know what plagiarism/cheating is will NOT be an excuse.

**Classroom Deportment:**

Students are expected to be polite and courteous to both the instructor and fellow classmates. Students will refrain from speaking during presentations, using cell phones, or engaging in private conversations when others are lecturing or presenting. Also, on presentation days, students may not enter/leave the room while a student is speaking. Violations will result in a deduction of participation points and/or be asked to leave the classroom.

**FYI:**

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.

I cannot and will not re-teach a lesson. My PowerPoint presentations are for students who come to class. Students who are not in class will have to rely on the textbook and/or notes from a classmate. Also, you are NOT allowed to take photos of my Power Point Presentations!

*Additional class rules, policies, conditions, assignment details, etc. will be stated in class during the course of the semester.*

**Grade Distribution:**

I give numerical scores to all work you do. I do not give letter grades on any assignment. There are 1000 points possible for the semester. Your points are added up 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: 1000**

***Points* *Grade***

**1000-900 A**

**899-800 B**

**799-700 C**

**699-600 D**

**599-0 F**

**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.*

***Legal Note***

*“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.”*

**Tentative Schedule**

You must bring your Personal Narrative Assignment to each class session.

**Monday and Wednesday**

August 11th and 13th

Introduction to the Class

August 18th and 20th

 Chapter One

August 25th and 27th

Culture

September 1st and 3rd

No Class Held, Campus Closed

Chapter Two

September 8th and 10th

Chapter Three

September 15th and 17th

Chapter Four

September 22nd and 24th

*Self Project (Cultural Artifact) and Outline Due* Assign Groups and Members

September 29th and October 1st

Quiz #1/Chapter Five

October 6th and 8th

Chapter Six

Last Week to drop a full-term class. Letter grade given after this week.

October 13th and 15th

Chapter Seven/Quiz #2

October 20th and 22nd

*Message Project and Outline Due*

October 27th and 29th

Chapter Eight Reassign Groups and Members

November 3rd and 5th

Chapter Nine

November 10th and 12th

Chapter Ten

November 17th and 19th

Chapter Eleven

November 24th and 26th

Chapter Summaries

December1st and 3rd

*Relationship Project and Outline Due*

December8TH (M)

Final 4:00-5:50pm: Quiz #3

GOODBYE AND ALL THE BEST