

**Communication 2 Interpersonal Communication**

**Syllabus Fall 2016**

**MW 2:00-3:15 p.m. 55769 Social Science 39**

**TTH 9:30-10:45 p.m. 55768 Social Science 36**

**TTh 12:30-1:45 p.m. 55763 Social Science 36**

Instructor: Nicole Cooper

E-mail: Nicole.cooper@reedleycollege.edu

Office: Hum 56

Office phone: 638-0300 ex. 3272

Office hours: To be determined

**Required Materials:**

-Adler, R. B. & Proctor, R. F. (2013). *Looking out, looking in*. (14th 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, 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. C-ID approved as course COMM 130.

**Course Outcomes:**

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

1. Identify and apply effective and ethical interpersonal relationship strategies which are grounded in communication theory and research.
2. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience by using organizational patterns and research materials that incorporate sufficient, credible and relevant evidence.
3. Analyze how verbal and non verbal communication affect personal identity through constructive critique of self and others.

**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.
9. demonstrate appropriate conflict resolution methods within diverse social and cultural contexts.
10. present a variety of speeches and will be expected to present for approximately 25 minutes each during the course of the semester.

**Classroom Deportment**: Each student is expected to respect the rights of the other students and instructor in the class. 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 you will lose your participation points for that day.

**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.

**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.

**Disciplinary Procedures**: When a faculty member discovers a violation of the cheating or plagiarism policy, the faculty member:

Will arrange a conference with the student and at that time advise the student of the allegations.

Will notify the dean of the division in writing that an act of dishonesty has occurred.

May give the student an F for the assignment and/or for the course

A student may appeal the faculty member’s action to the Academic Standards Committee

Assignments: More information will be given about these assignments in class. \*\* Mark signature assignments. Students must complete these assignments to pass the course.

|  |  |  |
| --- | --- | --- |
| Assignment | Points available | Your score |
| Introduction Speeches | Credit/no credit |  |
| Self-Concept Assignment\*\* Presentation 75 Hat 25 Outline 20 | 120 |  |
| Children’s Book Assignments\*\* Presentation 80 Outline 20 References 10  Reflection Paper 30 | 140 |  |
| Group Movie Analysis\*\*  Individual Presentation 60 Group Presentation 40 Group Handout 20 Individual Outline 20 Individual References 10 Peer Evaluation 50 | 200 |  |
| Dyad Ceremonial Presentation\*\* | 100 |  |
| Relationship Term Paper | 140 |  |
| 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**: 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. Class points will be drastically reduced by absences. 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 audience evaluation points until those are exhausted. However it is important to note that once participation points are depleted students will NOT be allowed to earn extra credit. Make sure you understand this – you have TWO free absences, an additional four absences will deplete your participation points AND you will not be allowed to receive any extra credit. NO EXCEPTIONS!! Leaving early, arriving late, or not being mentally present in the classroom will affect your 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 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.

It is your responsibility to keep track of your grade including assignments in class. At any time during the semester you may check Canvas/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 instructor and ask, “What did I miss?” Instead, make an effort to go to her office hours or ask another student for missed assignments/announcements.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 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.**

ALL WORK IS DUE AT THE BEGINNING OF THE CLASS. Please note some work is due through Canvas/Blackboard to Turnitin for grading.

**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 and the final quiz, which will cause the student to only be able to earn a D in the course overall. In addition, no student will receive points for any of the other assignments connected to speeches such as outlines, reference pages, or reflection papers if they do not complete the speech. 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. Students must turn in an outline on time in order to give their speech. Keep this in mind and do all four of the graded speeches. Prompts with specific requirements for each speech will be posted on Canvas/blackboard. Outlines will be submitted through Canvas/Blackboard by everyone before the first day of 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. 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 on this specific assignment**. 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, matching questions, short answer, and essay 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/Relationship 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 submitted in Canvas/Blackboard as a file to Turnitin. More information about both of these assignments will be given at a later date.

**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. Students may only earn 50 points 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.

**Last Ditch Day:** If you have missed ONE speech, with the exception of the group movie speech, this will be your opportunity to make it up. This speech will take a two letter grade deduction automatically for being late. Please remember you cannot pass the class if you do not do all four speeches. This is the only day I will listen to make-up speeches. You must have your outline and reference page typed and ready when you are called to speak. Tardiness is not acceptable on this day. Speakers will be called on to present their speech in a lottery fashion. I cannot guarantee that there will be enough time for all speeches to be presented.