COMM 2 Syllabus (Expectations and Procedures)

**Contact Information:**

Instructor: Nicole Cooper

E-mail: Nicole.cooper@reedleycollege.edu

All email will be responded to within 24 hours, except from Friday at 5 p.m. until Sunday at 8 p.m.

Office hours:

Face to face TTh 8:30-9:30 a.m. Reading and Writing Center Cubicle

Online MWF 8:30-9:30 a.m.

Office hours held virtually will be via email, Canvas, or Zoom.  An appointment is strongly encouraged for Zoom.  For Zoom you can connect with me at: [Mrs. Cooper's Zoom Office (Links to an external site.)](https://scccd.zoom.us/j/92401555999?pwd=SVZOWWFhZkNxcXk3aEFxTlBkMC9HUT09)

**Required Materials:**

There are no required materials for this course.  I will provide all the course materials for each week in the module.

**Course Description:**

This course is an introduction to interpersonal communication as it pertains to the exploration of the individual's qualitative relationships including romantic, friendship, family, and professional. Emphasis will be on social, physiological, and cultural influences in human interaction that shape personal identity and interpersonal relationships through verbal and nonverbal communication. Emphasis will be placed on communication theory and research. Focus will also include participation in experiences designed to enhance competence and develop skills in interpersonal communication.  (C-ID COMM 130)

**Course Outcomes:**

COMM-2 SLO1: Analyze how verbal and non verbal communication affect personal identity and relationships through constructive critique of self and others.

COMM-2 SLO2: Demonstrate increasing ability to use a range of speaking, listening, and collaboration skills.

COMM-2 SLO3: Identify and apply effective and ethical interpersonal relationship strategies which are grounded in communication theory and research.

**Course Objectives:**

1. Demonstrate an ability to work ethically and effectively with other students in the completion of specific projects.

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

3. Evaluate their own communication patterns.

4. Explore areas of interpersonal communication in depth including variables such as culture, gender, ethnicity and race.

5.Evaluate various communication situations for effectiveness.

6. Explore interpersonal conflict management strategies and resolutions.

7. Read and discuss summaries of the research related to interpersonal communication effectiveness.

**Appropriate Online Interaction**

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. Please be mindful of others while posting and commenting in this course.  While the course is online it is still very important to respect one another.

**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,  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 did not know about an 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.

**\*\* Signify signature assignments.  These assignments must be completed for a student to pass the course**.  **Otherwise, it will be an automatic failure of the course.**

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| --- | --- |
| Case Study Journal Entries 6 @ 35 points each (\*\*\*must complete at least 5) | 210 |
| Discussion Boards 10 @ 20 points each | 200 |
| Quizzes 16 @ 15 points each | 240 |
| Theory Project\*\*\* | 150 |
| Midterm\*\*\* | 100 |
| Final\*\*\* | 100 |
| Total | 1,000 |

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| --- |
| 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. |

Grading Scale

89.1-100% = A

79.1-89.0% = B

69.1-79.0% = C

59.1-69.0% = D

59.0-0% = F

**All modules, will be published on Tuesdays at 8 a.m.  All assignments in that module will be due by the following Tuesday at 7 p.m.  You have a full week to complete all of your assignments.  Please plan your week accordingly and do not wait until the day of.**

**Participation:**

**Student must login to Canvas the first day of the semester. Students must complete their original response to the "introduction discussion board" by Wednesday of the first week at 7 p.m.  Any student not logging in and completing the discussion board will be dropped from the course. In addition, students must login at least twice a week**. Attendance and participation online are extremely critical for success in the class.  Participation is based on your completion of the weekly assignments.  If a student goes inactive (does not complete assignments) for two weeks in the course before the drop deadline (week 9) halfway through the semester they will be dropped from the course.

**Discussion Boards:**

Students will need to complete weekly discussion board regarding the course content. These discussion boards will have a prompt with expectations. Students will be required to submit their original post (12 points) and peer responses (8 points) by 7 p.m. on Tuesdays. Students will need to comment on two of their classmates posts.

**Quizzes**:

There will be weekly quizzes, which must be completed by Tuesday at 7 p.m.  These will be completed on Canvas.  All students may use materials from the course to complete the weekly quiz.  The quizzes are timed.  They will not be reopened to students after they have started them.  Students should take these quizzes on their own, individually.  They will include but not be limited to multiple choice, true and false, and matching questions.

**Case Study Journal Entry**

Each case study journal entry will be a bit different.  Each one will apply something from the chapter we will be focusing on.  Some will ask you to write about an experience when you applied the concept while others may require you to create a PowerPoint or video about the concept.  They will vary, but more information will be given in the modules.

**Theory Project**

This is the largest single assignment this semester.  Students will be required to analyze an interpersonal theory of their choice.  They will need to apply the theory and create a presentation of the theory for the class.  More information will be given at a later time.

**Midterm and Final**

The midterm and final will be exams with multiple choice and true/false questions.  They will be given halfway through the semester and at the end of the semester.  They will only focus on the half of the semester prior to their due date. Quizzes are vital to your success on the midterm and final so I would pay special attention to your weekly quizzes.

**Communication**

Clear and effective communication often is going to be key to the success of this course and you as an individual in this course.  Please stay in contact.  If you have any questions feel free to post in the Q & A discussion board.

Drop, Late/Make-up Work, and Communication Policies

Drop Policy

* In order to avoid being dropped in the first week of class students must complete the discussion board original response by Wednesday. Any student that does not complete the discussion board by the deadline will be dropped from the course.
* Students who are inactive on Canvas and do not complete any assignment for two weeks in the first 9 weeks of the course will be dropped. After your inactively the first week the instructor will notify you regarding your inactivity and the potential of being dropped from the class if it happens again or continues.

Late Work/Make-up Work

* No weekly assignments can be made up (discussion board/quiz) unless there is proof of an extenuating circumstance.  You must complete all quizzes and discussion boards on time.  The schedule has been laid out well in advance and due dates have been set for the entire semester. Please keep a calendar and stay active on Canvas so you do not miss an assignment.  Please do not procrastinate on assignments.  I would encourage you to set a reminder in your phone so you do not miss an assignment this semester.
* All work can be completed in advance. I am willing to work with students who have credible documentation or approach me in advance of the assignments they will be missing. Communication with me as the instructor is the key!

Communication Policy

* I will hold office hours face to face on Tuesday and Thursday in the Reading and Writing Center from 8:30-9:30.  I will also have virtual office hours on Monday, Wednesday and Friday from 8:30-9:30. Students may also reach me via Q&A or through email at nicole.cooper@reedleycollege.edu.
* All email and Canvas Q&A communication will be responded to within 24 hours on weekdays. If you do not hear from me within 24 hours on a weekday please assume I did not receive the message. I will not respond to communication sent from Friday at 5 p.m. through Sunday until Monday morning. I do not check email or Q&A on Saturdays and Sundays. All large points assignments will be due on a weekday.
* My preferred method of communication is by email.
* Clear and timely communication with the instructor is a key to online education.