

Interpersonal Communication (SPC 1017) ONLINE Syllabus

Spring 2023 - 3 credit hours

You should expect to spend at least 5 – 7 hours each week on readings and assignments.

Instructor: Tina Tan

A warm welcome to you! I have been teaching communication courses for over 15 years here at Valencia College. My prior professional experience comes from the fields of broadcasting (as a reporter for public radio) and public relations (coaching executives on public speaking and how to handle media.) I am thrilled to be teaching in the college environment as I wholeheartedly believe that everyone has the potential to learn - and do well in the process. It is my commitment to help you achieve your communication goals. In this course, you will find organization and structure, carefully curated content, clear timelines and announcements with reminders about upcoming deadlines. I'm so pleased you are here! Let's get started!

E-mail: Use the Inbox feature within Canvas (click on the Inbox icon on the left margin). Emails are generally answered within 24 hours (Monday – Friday).

Online (Email and/ or Zoom) Student Engagement Hours:

| | |
|-------|---------------------------------|
| Mon | 10:00 - 11:15am 4:00 - 5:00pm |
| Tues | 10:00 - 11:15am 4:00 - 5:00pm |
| Wed | 10:00 - 11:15am 4:00 - 5:00pm |
| Thurs | 10:00 - 11:15am 4:00 - 5:00pm |
| Fri | 9:00 - 10:00am |

Valencia College No Show Policy

You must complete the Orientation/ Syllabus Quiz in Week 1 (Orientation Week) by Tuesday, Jan 17 to avoid being dropped as a "No Show"*. *Students who are a "No Show" in this course will be dropped from the course.*

In Week 1 (Orientation Week), the Introduction Discussion Initial Post is also due Tuesday, Jan 17. Two 100-word responses to peers' posts are due Thursday, Jan 19.

Catalog Course Description

Students explore a range of communication concepts and topics from interpersonal communication, to small group, to public speaking. Students develop skills to put the communication principles to work.

Learning Outcomes

- Students will articulate the role of perception as it influences the definition of self and others.
- Students will demonstrate interpersonal competence with effective verbal and nonverbal skills.
- Students will manage and/or resolve circumstances of interpersonal conflict.
- Students will deliver an informative extemporaneous speech.
- Students will demonstrate small group dynamics and act appropriately.
- Students will observe ethical responsibilities of both senders and receivers in a communication transaction.

Course Overview

The course will be presented in a weekly format with deadlines on Tuesdays (of course, you may choose to submit your work earlier). This includes Assignments, Quizzes, and Initial Posts for Discussions. Responses to Discussions are due two days later on Thursdays. Although each week starts on a Monday, I will open access the Friday before - to give you the option to work ahead. For example, access to Week 2 (which officially starts Monday, January 16) will be available to you Friday, January 13. I look forward to facilitating this course and trust the readings, videos, and class discussions will provide you with the opportunity to further develop and sharpen your communication skills.

[Please Note: The deadline for the last week of class - Week 15 - is Tuesday, April 25.]

Course Communication

Although we are back on campus (in a limited capacity), we continue to practice social distancing. While I will not be holding official student engagement hours in a face-to-face setting, please reach out to me through E-mail here on Canvas. We can also set up a Zoom call.

Assignment Grading: You can expect Assignments/ Discussions to be graded within a week after the deadline. The Speech assignment may take 1 - 2 weeks.

Netiquette: Thank you in advance for your respect when communicating in this course. This includes your interaction with your peers in Discussions. Please take the time to review the Peace and Justice Institute's Principles on [How We Treat Each Other](#).

Textbook and Required Materials

- Textbook: The textbook we are using is titled Communication in the Real World: An Introduction to Communication Studies published by the University of Minnesota. It is a free textbook. We will not be reading the entire textbook. Instead, specific section(s) will be assigned each week.
- Digital Video Camera/ Laptop/ Smart Phone for recording your practice and the speech.
- **Create a Youtube account** for uploading your recorded speech. It is strongly recommended you create an account specifically for uploading videos related to Valencia courses.

Our college is continuing to waive the audience requirement for speech courses this semester. Instead of gathering five people for an audience, you will record your speech with a setup of chairs, present to the "audience", upload your speech link in a discussion. Your peers will view and respond (they will also serve as an audience).

Additional information about recording your speech will be provided when we begin preparing for this assignment.

Course Policies

In this course, you will experience a variety of learning activities to help you meet the course learning outcomes. To have the most meaningful learning experience, I believe your experiences matter and it's important to connect what we learn to your day-to-day experience. This means active participation, timely submission of assignments, and ongoing dialogue are necessary for you to be successful.

Attendance Policy

This is an online course, available 24/7, managed through Canvas. You must have access to the Internet to complete the course requirements. The expectation is for you to log in to the course website on Canvas throughout the week to keep up with readings, assignments, discussions and quizzes.

If you are unable to participate in the course due to illness or family emergency, please communicate with me as soon as possible so we can look into the best course of action. In the case of a prolonged online absence of one week or more, you and I will meet (Zoom) to discuss options and determine your ability to continue in the course.

No-Show Policy

If you do not log in to the course during the first week and complete the **Orientation/ Syllabus Quiz** by Tuesday, January 17, you will be withdrawn from the class as a "[No Show](#)". Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "No Show". If you are withdrawn as a "No Show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

Withdrawal Policy

You should familiarize yourself with Valencia College's withdrawal policy (see college catalog). Per [Valencia policy](#), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

March 24 (Fri) is the withdrawal deadline to receive a "W" for this Spring 2023 (full) session.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

Academic Integrity

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](#) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

All assignments must be the student's original work. Assignments will be submitted via the plagiarism tool, UDOIT.

Late Work Policy

Penalties for late work will apply and are reflected in assignment/ discussion instructions. Working ahead to meet deadlines can help assure on-time submissions. If you foresee an extended absence beyond the late deadlines, please reach out to me within 48 hours of missing the late deadline.

Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can **ONLY** be used during this term for this class.

Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Third party software privacy policies will be provided at the point of use within the course.

Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy.

Grading Policy

Grading Components

*Please refer to **Course Schedule** (below) for specifics*

| | |
|-------------|------------|
| Assignments | 360 points |
|-------------|------------|

| | |
|------------------|------------|
| Discussion Posts | 330 points |
| Syllabus Quiz | 30 points |
| Quizzes | 120 points |
| Speech | 160 points |

1000 Points Total (900-1000 A; 800-890 B; 700-790 C; 600-690 D; 0-590 F)

Assignments, Discussion Boards, and Quizzes

Please refer to the Course Schedule for a detailed schedule of what's discussed here.

Each week, you will have access to a variety of materials and assignments to help you master the course objectives and share your learning with classmates. Completing the work is required for successful completion of the course. Your full participation is expected.

Assignments

There are **12 Assignments** (360 points total). Each Assignment is worth 30 points.

Discussions

There are **11 Discussions** (330 points total). Each Discussion is worth 30 points. You must first work on your posting (the Initial Post) which should be well thought out and include points for your classmates to ponder. After your Initial Post to the Discussion Board (by Creating a Thread), return to the Discussion Board and read at least 5 of your classmates' postings. Then, reply to a minimum of 2 classmates by the due date (which is usually one day after the deadline for your Initial Post.) Your reply must be more than a simple "I agree or disagree" statement and should move the conversation forward. Responses to each of your peers should be at least 150 words. Review the **Discussion Netiquette** to practice good online interaction.

Quizzes

The **Syllabus Quiz** is 30 points.

The **4 Reading Quizzes** (including the Final Quiz) is worth 30 points each (120 points total.) Each quiz will typically have short-answer questions and/ or multiple choice/ true/ false. You will have 30 minutes to complete the quiz in one sitting. If you run into issues – including "the Internet crashed", "Canvas logged me out halfway", and "I ran out of time" – please email me. We can make arrangements for you to take a paper version of the quiz at the Testing Center with no penalty (only the first time). This must take place within a week of the quiz deadline. Repeat issues with future quizzes will not be considered. **There is no make up for the Final Quiz.**

Speech Assignment

There is one informative speech assignment, using **extemporaneous delivery**. It is worth 160 points. Speech must be **original work** produced by you. A **plagiarized speech will result in a "0"** and college policies for Academic Dishonesty will apply. Your speech must be recorded electronically, uploaded to (**unlisted**), and the link properly submitted with your assignment. You are responsible for recording your speech in a

“professional” **indoor** setting with proper lighting and free from distractions for all present (such as noise, music, games, cell phones, TV). If you do not have access to a digital video camera, you may record your speech with a smart phone **provided the recording is very clear**. A recording that is not clear, has a noisy background or is edited will result in a "0".

Audience Requirement - Valencia College is continuing to waive audience requirements in all online speech classes this semester. I'll have more specifics on a set up of five empty chairs to serve as a live audience when we start preparing your speech. Your speech recording will be posted in a Discussion and viewed by peers in the course.

Late speech submissions - A penalty of 20% will be deducted from your speech grade for each calendar day your submission is late.

Late Work

Penalties for late work will apply and are reflected in assignment/ discussion instructions. As mentioned above, if you foresee an extended absence, consider working ahead to meet deadlines. In unexpected situations, please reach out to me early. Any extensions beyond the late deadlines will be considered only if students provide written documentation of a medical emergency or ongoing medical condition. This must be presented within 48 hours of the missed work (no handwritten doctors' notes, please).

Grade Appeals

You may request a conference with me (within one week from the date the grade is posted) to discuss/appeal an assignment or speech grade. Instead, your speech will be post in a Discussion and viewed/ commented on by peers.

Professional Etiquette

All assignments must be proofread and of college quality. Otherwise, you should not expect the full grade available for assignments. Each campus has a [Writing Center](#). It is a free service for students. You just have to make an appointment in advance. You can also use [Brainfuse](#). As a Valencia student you have access to free, on-demand instruction and support from expert tutors across a wide variety of subjects with Brainfuse's online tutoring. Watch a short overview of Brainfuse's services on their [YouTube channel](#) and/or review the [Brainfuse User Guide](#).

SPC 1017 Online – Course Schedule

Week 1 (begins Monday, Jan 9) - Welcome to the Course | Introductions

- Week 1 Discussion due Tuesday, Jan 17 (with two 100-word responses due Thursday, Jan 19)
- Syllabus Quiz* is due Tuesday, Jan 17

The Syllabus Quiz must be completed by Tuesday, Jan 17 to avoid being a "No Show" and dropped from the course.

Week 2 (begins Monday, Jan 16) - Introduction to Communication Studies | Course Readiness

- Read: Section 1.3 Communication
- Read: Section 1.4 Communication
- Submit: Week 2 Assignment due Tuesday, Jan 24
- Participate: Week 2 Discussion due Tuesday, Jan 24 (with two 100-word responses due Thursday, Jan 26)

Week 3 (begins Monday, Jan 23) - Communication and Perception

- Read: Section 2.2 Perceiving Others
- Read: Section 2.3. Perceiving and Presenting Self
- Submit: Week 3 Assignment due Tuesday, Jan 31
- Submit: Week 3 Quiz due Tuesday, Jan 31 (on Section 1.3, Section 1.4, Section 2.2 and Section 2.3) - There is only one deadline for quizzes.

Week 4 (begins Monday, Jan 30) - Culture and Communication

- Read: Section 8.2 Exploring Specific Cultural Identities
- Read: Section 8.4 Intercultural Communication Competence
- Read: Supplemental on Geert Hofstede's Cultural Dimensions
- Submit: Week 4 Assignment due Tuesday, Feb 7
- Participate: Week 4 Discussion due Tuesday, Feb 7 (with two 100-word responses due Thursday, Feb 9)
- Submit: Week 4 Extra Credit

Week 5 (begins Monday, Feb 6) - Preparing Your Speech (Researching and Supporting)

- Read: Section 11.1 Informative Speeches
- Read: Section 9.2. Researching and Supporting Your Speech
- Read: Section 9.3 Organizing
- Read: Section 10.1 Managing Public Speaking Anxiety
- Read: Speech Requirements & Resources
- Submit: Week 5 Assignment due Tuesday, Feb 14
- Complete: Week 5 Quiz due Tuesday, Feb 14 - There is only one deadline for quizzes.

Week 6 (begins Monday, Feb 13) - Structuring Your Speech

- Read: Section 9.3 Organizing
- Read: Section 9.4 Outlining
- Read: Section 10.2 Delivery Methods and Practice Sessions

- Read: Section 10.3 Vocal Delivery
- Read: Section 10.4 Physical Delivery
- Review: Speech Related Items
- Creating Effective Main Points and Sub Points
- Videos on YouTube Account Settings
- Guide to the Written Citation Page (while not needed this week, this will help you develop a citation page as part of the document file to be submitted next week)
- Sample Speech Videos
- Review: Speech Practice and Delivery Resources
- Managing Public Speaking Anxiety
- Extemporaneous Delivery
- How to Improve Your Speech Delivery
- Submit: Week 6 Assignment due Tuesday, Feb 21
- Participate: Week 6 Discussion due Tuesday, Feb 21 (with two 100-word responses due Thursday, Feb 23)

Week 7 (begins Monday, Feb 20) - Post | Record Your Speech

- Participate: Week 7 Discussion (Post Speech Link and Documentation File) due Tuesday, Feb 28 (with THREE 100-word responses due Thursday, Mar 2)
- Submit: Week 7 Assignment (Speech Self Evaluation) due Thursday, Mar 2
- Submit: Speech Assignment

Week 8 (begins Monday, Feb 27) - Verbal Communication

Read: Section 3.1. Language and Meaning

- Read: Section 3.2. Functions of Language
- Review: I-Messages
- Watch: Videos on Verbal Communication
- Submit: Week 8 Assignment due Tuesday, Mar 7
- Participate: Week 8 Discussion due Tuesday, Mar 7 (with two 100-word responses due Thursday, Mar 9)

Week 9 (begins Monday, Mar 6) - Nonverbal Communication

- Read: Section 4.1. Principles and Functions of Nonverbal Communication
- Read: Section 4.4. Nonverbal Communication in Context
- Watch: Videos on Nonverbal Communication
- Submit: Week 9 Assignment due Tuesday, Mar 21
- Complete: Week 9 Quiz due Tuesday, Mar 21 (on Section 3.1, Section 3.2, Section 4.1 and Section 4.4) - There is only one deadline for quizzes.

Week 10 (begins Monday, Mar 13) - Spring Break

Enjoy your time off!

Week 11 (begins Monday, Mar 20) - Listening

- Read: Section 5.1 Understanding How and Why We Listen
- Watch: Videos on Listening
- Review: Self Assessment: How Well Do You Listen?

- Read: Rules of the Road: Improving Specific Listening Skills
- Submit: Week 11 Assignment due Tuesday, Mar 28
- Participate: Week 11 Discussion due Tuesday, Mar 28 (with two 100-word responses due Thursday, Mar 30)

Week 12 (begins Monday, Mar 27) - Emotions

- Read: Section 6.3. Emotions and Interpersonal Communication
- Watch: Videos on Emotional Intelligence and Digital Body Language
- Submit: Week 12 Assignment due Tuesday, Apr 4
- Participate: Week 12 Discussion due Tuesday, Apr 4 (with two 100-word responses due Thursday, Apr 6)
- Submit: Week 12 Extra Credit

Week 13 (begins Monday, Apr 3) - Communication in Relationships

- Read: Section 6.4 Self-Disclosure and Interpersonal Communication
- Read: Section 7.1 Foundations of Relationships
- Read: Section 7.2 Communication and Friends
- Read: Section 7.3 Communication and Families
- Watch: The Power of Vulnerability - Brene Brown
- Submit: Week 13 Assignment due Tuesday, Apr 11
- Participate: Week 13 Discussion due Tuesday, Apr 11 (with two 100-word responses due Thursday, Apr 13)

Week 14 (begins Monday, Apr 10) - Communication in Relationships

- Read: Section 7.4 Romantic Relationships
- Read: Section 7.5 Relationships at Work
- Read: Section 7.6 The Dark Side of Relationships
- Watch: Videos on Workplace Relationships
- Read: 10 facts about Americans and online dating | Pew Research Center
- Submit: Week 14 Assignment due Tuesday, Apr 18
- Participate: Week 14 Discussion due Tuesday, Apr 18 (with two 100-word responses due Thursday, Apr 20)

Week 15 (begins Monday, Apr 17) - Small Group Communication

- [Please Note: The deadline for the last week - Week 15 - is Tuesday, Apr 25].
- Read: Section 13.1 Understanding Small Groups
- Read: Section 13.2 Small Group Dynamics
- Submit: Week 15 Assignment due Tuesday, Apr 25
- Complete: Final Quiz due Tuesday, Apr 25 (on Section 7.1, Section 13.1 and Section 13.2)
- There is only one deadline for quizzes.
- Submit: Week 15 Extra Credit