

SPC 1017 Syllabus

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Course Title: Interpersonal Communication

Term/Year: Spring 2017

Modality: Face-to-Face

Length of Term: 16 weeks

Prerequisites: None

Credit Hours: 3

Class Meeting Times/CRN/Location:

TR 10-11:15 a.m./26115/8-234

Catalog Description

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

Prerequisites

None

Speech Communication Department Academic Honesty Policy

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty includes, but is not limited to, plagiarism (purposeful and accidental), cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. All speeches and assignments must be your original work. Any sources used in any assignment must be properly cited (this includes both direct quotes and information that you synthesize and report in your own words). All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Consequences according to Valencia Policies and Procedures include:

- Failure of the assignment
- Failure of the course
- Being reported to the Dean of Communication, which may result in expulsion from the college

Textbook and required materials

Think Communication, 2015, by Engleberg ISBN 978-1-3234-3104-7

Course Outcomes

- Students will be able to articulate the role of perception as it influences the definition of self and others.
- Students will demonstrate effective verbal and nonverbal communication skills for successful interpersonal communication.
- Students will demonstrate interpersonal communication competence.
- Students will be able to manage and/or resolve circumstances of interpersonal conflict.
- Students will deliver extemporaneous speech(es).
- Students will demonstrate small group dynamics and act appropriately.

Other Resources

- Writing Center in 4-120 allows you to videotape your speeches and then offers 30 minutes of tutoring.
- On Atlas there is Smarthinking, which is an online tutor where you can submit your speech and get a detailed report in 48 hours. They also offer live chats.

Computer/Equipment requirements

This face-to-face course will require students to have access to a computer with the Valencia College [hardware/software requirements](#) or to utilize the Valencia College library computers.

- Activated Valencia student ID card/library card
- Index cards (4x6 preferred)
- Stapler
- Flashdrive (for presentations)

Recommended items:

- MLA handbook
- College-level dictionary and thesaurus

Technology Access/Skills

This face-to-face course will require students to demonstrate competence in the following areas: using a word-processing program to type, revise, and edit your coursework; using Blackboard to check grades and class communications; navigating the electronic library databases, evaluating Internet sources for credibility and reliability, and integrating outside source material into speech presentations.

Core Competencies of a Valencia Graduate

Valencia faculty has defined four interrelating competencies (Think, Value, Communicate and Act) that prepare students to succeed in the world community. Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. Additional information is available in the College Catalog (<http://valenciacollege.edu/competencies/>).

This course will help you develop and demonstrate the abilities to:

- think clearly, critically, and creatively;
- communicate with others verbally and in written form;
- make reasoned value judgments and responsible commitments; and
- act purposefully, reflectively, and responsibly.

Important Dates

- Start Date: 1/8
- End Date: 4/29
- Withdrawal Deadline: 3/30
- College Closed: Jan. 15, Feb. 9, March 12-18
- Link to College Calendar: <http://valenciacollege.edu/calendar>

Important Policies:

No Show Policy

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, 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.

Note to International Students (F-1 or J-1 Visa)

Please be advised that withdrawal from the course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s International Student Services office for more information.

Withdrawal Policy

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. A faculty member will withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. 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. Review the complete policy at

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/seminarwithdrawal/>

Clothing

Speakers must wear appropriate attire on presentation days. Minimum requirements: no revealing tops (good: a shirt with collar and sleeves; bad: strapless tops, tank tops, plunging necklines, etc.); no exposed midriffs; no visible underwear; no hats; and no sunglasses. Think business casual. Points will be deducted if you are not dressed appropriately.

Grades

I do not calculate grades for you. Feel free to keep up with your own progress online. I do not offer extra credit to individual students. You should focus on successfully completing the work assigned throughout the 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, which can be reviewed at <http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-Of-Conduct.pdf>

College Links

College Catalog: <http://valenciacollege.edu/catalog/>

Valencia Policy Manual: <http://valenciacollege.edu/generalcounsel/policy/>

Student Handbook: <http://valenciacollege.edu/pdf/studenthandbook.pdf>

Microsoft Office Instructions for free software:

valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf

Course Support: onsite, online tutoring, writing help, etc.

<http://valenciacollege.edu/learning-support/>

Academic Honesty

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. To review the Valencia policy, go to:

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf>

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.

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. For more information, go to <http://valenciacollege.edu/osd/>

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Behavioral Health's Student Assistance Program

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Late work

I do not accept late work, regardless of the excuse (late is defined as 10 minutes past the official class start time). Any computer problems you may experience are not grounds for turning in late work. You should always have extra ink cartridges, enough paper, a Valencia copy card with a couple of dollars on it, and your work saved on a CD or flash drive in case you need to print elsewhere. Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted.

Attendance Policy

Students are expected to attend ALL class sessions; however, there are circumstances in life which cause students to miss class. Students may miss four (4) classes and then if no documentation is provided, a fifth absence will result in withdrawal from the course. Absences after the third will require written documentation of a medical emergency or ongoing medical condition.

The instructor will make available an attendance sheet during each class. **Each student is responsible for signing the attendance sheet or making sure they are marked present.** If a student is present but does not sign the sheet, arrives late and does not confer with the instructor, or leaves class early without making prior arrangements with the instructor, attendance rosters will reflect the student as absent for that day. At the end of the semester all questions concerning your attendance will be answered by recourse to the attendance sheet.

In addition to Valencia's college wide attendance policies, in this class a student's participation grade will be adversely affected after they have missed classes. The participation grade will be based on attendance and participation of in-class assignments. In addition, no in-class assignments may be made up without documentation.

If you are absent on a day you're scheduled to present, you will get zeroes for the outline and presentation, unless you qualify for a special exception for advance notice and/or emergencies. Generally, I do not expect or accept documentation for absences. An absence does not excuse you from turning in assignments on the day they are due. You assume the responsibility for contacting a fellow student for the assignments covered.

If you have a genuine, verifiable emergency on the DAY OF a scheduled presentation, you are to contact me as soon as possible. In order to be able to present at a future date, you should send me, via e-mail, a copy of your outline showing that it was complete and any documentation you have about the emergency as soon as is reasonably possible.

Examples of emergencies: a car accident on the way to school; an injury or accident involving you or a close relative.

If you have a non-emergency, verifiable, valid reason to miss a scheduled presentation day and you are aware of this reason before the day of your scheduled presentation, you are to contact me at least 48 hours in advance. In order to be able to present at a future date, you should send me, via e-mail, a copy of your outline showing that it was complete and any documentation you have about the event. I reserve the right to request additional documents and/or contact information.

Examples of non-emergencies: having to take someone to the airport, having to be at the hospital for the surgery of your mother's sister's boyfriend's neighbor, and forgetting to print out your outline.

- a) Examples of valid reasons: jury duty, military service
- b) Examples of invalid reasons: your girlfriend wants you to go to the beach; your aunt booked a cruise for you; you just don't feel like presenting

You will not be allowed to make up a rescheduled presentation!

Tardiness Policy

If you are more than 10 minutes late to class, then you are tardy. Three tardies equal one absence. Each tardy is worth 1 point off the final participation grade. At the end of the semester all questions concerning your attendance will be answered by recourse to the attendance sheet. If you are late on a presentation day, do not enter the classroom while another student or team is speaking. You will wait outside until the next speech. If you are ever more than 30 minutes late, you will be counted absent. I will allow students who are tardy on a day they are scheduled to present to be able to present.

Late Work/Makeup Policy

A student cannot make up in-class activity course work. If a student misses their assigned speech day, 1 time they can make up their speech by the last assigned speech day for 50% credit. All other course work missed or submitted after the deadline will receive a zero score.

Final Exam Policy

Students who miss the final exam will need to contact the professor with medical documentation of an emergency or ongoing medical condition to make up the speech. It is your responsibility to know when and where the final examination is scheduled and to be present and on time. Valencia College places the final examination schedule online at <http://valenciacollege.edu/calendar>. You may be absent from a final examination or deviate from the examination schedule only with approval of the professor.

Grading Scale

90% -100%	A
89.9%-80%	B
79.9%-70%	C
69.9%- 60%	D
59.9%- 50%	
and lower	F

General Presentation Information

Your speech topics must be approved by me and you must provide a word-processed outline and reference list on the day you are scheduled to present. I will give more specific information on topic choices at the appropriate time. It is sad this must be included: firearms, other weapons, alcohol, and animals are not permitted on campus; therefore, they cannot be used as visual aids. Consult me about the appropriateness of a particular visual aid.

Time limits are designated for each presentation. You must stay within the assigned time limit; I will deduct 1 point for each minute you are over or under the time limit. On presentation days, students are expected to attend class and to participate as audience members or you will lose points from your presentation.

Evaluation Standards

The following criteria will be used for evaluating presentations: audience adaptation, content, source material, understandability, transitions, language, posture, movement, eye contact, enthusiasm, overall presence, and time. The descriptions below will serve as guidelines:

- a) The A presentation is an excellent presentation. The speaker prepares an interesting, thoughtful, and perhaps creative presentation. The speaker uses an opening that creates interest, visual aids that are appropriate, and an awareness of the audience. The speaker demonstrates full knowledge of the topic and cites the required number of credible sources. Verbal fillers are rare, and the speaker meets the time requirements.
- b) The B presentation is an above-average presentation. The speaker prepares a thoughtful and original presentation. The speaker uses an opening that creates interest, visual aids that are appropriate, and an awareness of audience. The speaker is at ease with the content of the presentation, but fails to elaborate or cite the required number of credible sources. Verbal fillers (e.g., um, uh) occur, but they are not so frequent as to interfere with the communication process. The presentation may be a bit long or a bit short.
- c) The C presentation is an average presentation. The speaker prepares a presentation, but it is not particularly insightful. The C presentation may be disorganized and includes rambling. The speaker is uncomfortable with the content of the presentation, although he or she is able to demonstrate basic concepts. Citations of credible sources are incoherent or nonexistent. Verbal fillers occur with frequency and interfere with comprehension. The presentation is more than one minute too long or too short.
- d) The D or F presentation is one that consists primarily of a poorly rehearsed speech. The speaker does not engage the audience; he or she merely reports on a topic. The speaker cites no sources or only non-credible ones. The presentation quality is such that the audience can assume the assignment was done at the last minute, late at night, or with total disregard.

Assignments and Grading

Assignments and values are listed below. At the end of the semester, points will be totaled and the sums will be equivalent to grades viewable in Atlas. Do not e-mail me before that date with a request to know your grade.

Grade Breakdown

Class Participation	10%
Quizzes (8)	40%

Final exam	10%
Informative Speech	10%
Group Presentation	10%
Movie Day Discussion Board posts	10% (5% each)
Speech about Future/Dreams	10%

Assignment Descriptions

Informative Speech

The purpose will be to present an informative speech. Detailed instructions and a grade rubric will be provided to you on Blackboard. Please practice and time yourself in order to stay within the 4-5 minute time limit. This speech may include the use of a PowerPoint presentation. Follow the guidelines for preparing and using presentation aids as described in class. **Three scholarly sources (at least)** are required for this speech. These should be cited in your speech verbally and on your outline where you use them specifically. These sources must follow all class rules for scholarly sources.

Speech about Future/Dreams

The purpose of this speech is to introduce yourself to the class focusing on why you are in school and how your degree will help achieve your dreams. You should do research on your potential career and explain your dream job. This could also include starting your own business, but you will need to explain what steps will be needed to start this business. This is another short speech (2-to 3-minutes) that will show you how to break up a speech into main points.

Quizzes

There will be eight quizzes covering the readings from the book,

Movie Day DB posts

You will watch a movie and post a response on the Discussion Board. You will need to post a reflective post and then respond to one student's post.

Group Presentation

The purpose of the group presentation is to choose either a product or a service to sell. The product, service, or recommendation can be either something that currently exists or something that is made up. Groups can brainstorm and use their creativity to invent new products, services, and recommendations. This will be a persuasive presentation.

Outlines

These are due at the beginning of class on the day of the presentations. It must be typed and follow the guidelines below. I will not accept handwritten outlines. Please make two copies if you plan to use your outline to give the presentation.

Outline Guidelines

1. Set your margins at one inch on all sides.

2. Double-space your work. To set double-spacing, click on Paragraph, Indents and Spacing, and ensure that in the box under "Line spacing" the word reads "Double." In Word 2007 and later editions, be sure to remove the extra spacing ["Spacing After"] that occurs after a hard return so you're not triple-spacing between paragraphs.
3. In the upper left-hand corner, using four lines, put your name, my name (Eileen O'Malley) spelled correctly, the course name and number (SPC 1608 _____), and the date the assignment is due.
4. Be sure to run the Spell Check, but also print out your assignment and PROOFREAD it before you hand it in.

Classroom Policy

No laptops, phones, tablets, or other electronic devices are allowed in the classroom without the instructor's permission. Students must silence their phones during class. If a student uses technology in violation of class policy or creates an excessive class disruption they will be subject to a 5-point deduction of their participation grade per day.

Communication Policy

All students must use their Valencia e-mail to communicate with the instructor. Remember that an e-mail to a professor is not an instant message! It requires a subject (must include the class number and time), heading, body (with correct grammar, punctuation and spelling), and a closing with the student's full name as listed on the class roster. E-mails missing any required information may not receive a response. Your instructor will make every effort to respond to your e-mails within 72 hours, but if you do not receive a response please politely resend the e-mail.

Disclaimer Statement

Changes to the course calendar may be made at the discretion of the professor and students will be notified of any changes in class and/or via Blackboard message.

Weeks	Class Schedule and Readings
Before Class Starts	Read the class syllabus and welcome email
Week 1	1.1 – Introduction Speeches, Syllabus, Schedule 1.2 – Human Communication Lecture (Chapter 1)
Week 2	2.1 – Understanding Yourself (Chapter 2) and review assignment, outline, grading criteria and videos 2.2 – Speech about Future/Dreams Presentations -- Quiz 1 due Ch. 1 and 2
Week 3	3.1 – Speech about Future/Dreams Presentations 3.2 – Adapting to Others (Chapter 3)
Week 4	4.1 – Movie Day 1 – My Big Fat Greek Wedding 4.2 – Movie Day 2 -- My Big Fat Greek Wedding
Week 5	5.1 – Listening (Chapter 4) – DB #1 posting and Quiz 2 due Ch. 3 and 4 5.2 – Verbal Communication (Chapter 5)
Week 6	6.1 – Nonverbal Communication (Chapter 6) – Quiz 3 due Ch.5 and 6 6.2 – Understanding Interpersonal Relationships (Chapter 7)
Week 7	7.1 – Improving Interpersonal Communication (Chapter 8) – Quiz 4 due Ch. 7 and 8 7.2 – Professional Relationships (Chapter 9)
Week 8	8.1 -- Working In Groups (Chapter 10) and Group Decision Making and Problem Solving (Chapter 11), and review assignment, outline, grading criteria and videos -- Quiz 5 due Ch. 9 and 10 8.2 – Library Day
Week 9	9.1 – Group Presentation 9.2 –Group Presentation
Week 10	10.1 – Spring Break 10.2 – Spring Break
Week 11	11.1 – Planning Your Presentation (Chapter 12) -- Quiz 6 due Ch. 11 and 12 11.2 -- Content and Organization (Chapter 13)
Week 12	12.1 – Content and Delivery (Chapter 14) and Speaking to Inform (Chapter 15), and review assignment, outline, grading criteria and videos -- Quiz 7 due Ch. 13 and 14 12.2 – Library Day
Week 13	13.1 – Informative Speeches 13.2 – Informative Speeches
Week 14	14.1 – Informative Speeches 14.2 – Speaking to Persuade (Chapter 16) – Quiz 8 due Ch. 15 and 16
Week 15	15.1 – Movie Day 1 – The Great Debaters 15.2 - (Last Day of Class) – Movie Day 2 – The Great Debaters – DB#2 posting due
Week 16	Final Exam Online

Final exam schedule: T April 24, 2018 10:00 – 12:29