**Valencia College**

**West Campus**

**Interpersonal Communication - SPC 1017 Syllabus**

**Instructor: E. Mollie McLaughlin Term: FALL 2015**

**Phone: 407-582-1018 Prerequisite: None**

**Office: 1-242A Credits: 3 – Comm**

**Email:** **emclaughlin2@mail.valenciacollege.edu**

* Always include your **full name and class day & time (ex: Jane Doe MW 2:30)** in the subject line when emailing me. All email should be sent through ATLAS.

**In-Office Hours: *\*Virtual (online/phone appt) Hours:***

**Mon & Wed- 1:00 – 2:15 p.m.** *\*Tuesday 5:00- 6:00 p.m. , Friday- 8:30-11:00 a.m.*

**Tues & Thur- 8:30- 9:45 a.m.**

**Emergency classmate name and number:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Text and Supplements** (available at the college bookstore)

1. Textbook: *Interpersonal Communication*, 2nd edition by Kory Floyd
2. Reliable access to BlackBoard (Valencia’s online course site) via Firefox Mozilla [learn.valenciacollege.edu](file:///C%3A%5CUsers%5Cehodges1%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CXVD0ZWNK%5Clearn.valenciacollege.edu)
3. Microsoft Word and PowerPoint- you have free access to the Microsoft Office suite

through the new Live.edu email link in Atlas

1. Flash drive with at least 1 GB free memory (Johari Window project)
2. An active Valencia email account, checked regularly!

***WELCOME to the class! Please take the time to carefully read through this syllabus as it holds information critical to your success and will be our agreement with one another this term!***

**Course Description**: In this course you will learn about the principles of interpersonal communication and how they relate to perceptions of yourself & others. We will explore the function and impact of verbal and nonverbal communication, while developing skills related to speaking, listening, group work, relationships, and the nature of conflict. Prerequisites: none.

**Grading Policy**: ***This course is based on 500 points***.

**Course Outcomes:** Students will demonstrate an understanding of the relationships and responsibilities that exist between the sender and receiver in the communication process. Students will prepare and orally present various message according to specific assignment guidelines. Students will demonstrate increased communication competency through dialogue, application, and reflection.

**IMPORTANT DATES Fall 2015 Term**: Classes begin 8/31. Drop/refund deadline 9/8. Withdrawal deadline for “W” grade is 11/13. Classes end 12/13 . Finals week 12/14-12/20. Final Grades viewable in Atlas 12/22. **College Closed (Credit Classes Do Not Meet): Labor Day 9/7, Thanksgiving Break 11/25-11/29.**

See College calendar for important dates and final exam schedule at http://valenciacollege.edu/calendar

**Teaching Style & Intentions:** You will experience class dialogue & activity, lecture & multimedia, as well as “in the field” exercises and investigation to help you increase your understanding of interpersonal communication. For the best, most meaningful learning experience, I believe your experiences matter and it’s important to connect what we learn to your “real world.” To do this, I invite you to lean forward, be curious, imperfect (like me!), open and engaged. Let’s create a space where we can be “real” about it... or as Gabrielle Roth wrote, let this class be ...

**“A place where we can break down into parts and sense the whole. A place where we can practice being human, being spiritual, being sensitive and stupid and sorry and silly without feeling competitive, self-conscious, or judged. A place to provide a context for your story.”**

**Attendance Policy: Your presence is vital to both your own success and the dynamic of the class.** You are allowed 2 absences without an absence penalty. **For each absence *after the first two*, 25-points will be deducted from your final class point total.** Upon your 4th absence from the class, 50-pts will be deducted. Please realize this is the loss of a whole letter grade in the class. On the 5th absence, you will be withdrawn from the course. There will be **no difference between an “excused” and “unexcused” absence** in regard to these **deductions or the withdrawal policy.**

**\* IMPORTANT NOTE FOR INTERNATIONAL STUDENTS: WITHDRAWAL FROM THIS CLASS MAY TAKE YOU BELOW THE REQUIRED NUMBER OF CREDITS TO MAINTAIN YOUR VISA AND COULD RESULT IN A RETURN TO YOUR HOME COUNTRY. PLEASE BE VERY CAREFUL IN REGARD TO YOUR ABSENCES.**

For further clarity:

2 absences = 0-pts deducted from final class score

3 absences = 25-pts deducted from final class score

4 absences = 50-pts deducted from final class score

5 absences = you will be withdrawn (“W”) from the class

**Tardiness: Out of respect for all, please arrive on time.** If you arrive after roll has been taken, it is your responsibility to have attendance recorded in the instructor’s grade book once class is over. **If you forget to verify your attendance at the end of class, you may be counted as absent. Assignments missed due to absences or tardiness may not be made up. Anyone more than 10 minutes late will be counted as absent. Leaving more than 10 minutes early or in the middle of class will also count as an absence.** If you arrive late, find the nearest seat to avoid additional disruption. ***Do not enter the room when a student or group is presenting a speech/project*, wait for applause!**

**No-Show Procedure:** Any student who does not attend class by the **drop deadline** **prior to the start** of the no-show reporting period for the part of term for this course will be withdrawn by the instructor as a no-show.  This will count as an attempt in the class, and students will be liable for tuition.  **\**If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this term.***

**Homework:** Assignments are due by their specified date & time and **must be** **submitted through BlackBoard**. **Most assignments are due by the start of class on their assigned day. If you are having trouble with BlackBoard you may email the assignment as a temporary solution, BEFORE THE DUE DATE & TIME, but students should post the assignment in the proper place as soon as the problem is fixed. Quizzes and exams cannot be “made up.” Journals, worksheets, papers and other assignment will only be accepted at (½) half credit if posted after the assigned day and time, for up to ONE WEEK. Late work will only be accepted for full credit with written documentation due to illness or accident for up to one week from assigned due date. Incomplete work will not be accepted late.**

**Public Speaking requirement**: All students are **required** to present a minimum of one oral presentation during the term. In this class, that requirement is met through the Johari Window presentation. **Failing to present will result in a failing “F” grade for the course.** Specific speech requirements and assessment criteria will be discussed in class.  **Speeches must be original work** produced by the student. **Plagiarized speeches will result in a “0.”** Guidelines and techniques for speech preparation and delivery will be discussed in class. **All presentations are due on the first day of the assigned days. Any student absent on the first day of presentations, without written documentation of extreme circumstances, will be considered late and receive a 20% late penalty.** Students who are not able to speak on their assigned day are not guaranteed a make up speech opportunity, but must be prepared to give their presentation each successive day if and as time permits. Failing to give the "make up" presentation on the next available day will result in a “0” and failure of the course.

**Final Exam: Please be aware of your final exam date and time. This date is predetermined by the college calendar and may or may not be at the time our class is normally scheduled. There are no make-ups for final exams.**

**Extra Credit**: May be offered at the discretion of the professor. There are no guarantees of extra credit in the course. No more than 30pts of extra credit will be given or accepted.

**Cell Phones:** Unless you have an emergency and have notified the professor, do not use your cell phone in the classroom- this includes texting! **All electronics, except for those that are necessary for your course work should be OFF, OUT OF USE, and OUT OF SIGHT.** I encourage you to be mindful that this is a communication course and we will all be responsible for creating the best environment for our best communication. **Texting or use of a cell phone during class time may result in your dismissal from class for that day and be counted as an absence.**

**Academic Dishonesty:** All forms of academic dishonesty are prohibited at Valencia. **Academic dishonesty includes, but is not limited to, plagiarism, 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.** In a speech or paper, this includes using the words or information of someone and not giving full credit. **Cite your sources! The penalty for plagiarism is a “zero” on the assignment.**

**Student Code of Classroom Conduct:**  Valencia is dedicated not only to the advancement of knowledge and learning, but also to the development of responsible personal and social conduct. At Valencia, a student assumes responsibility for being familiar with and abiding by rules of conduct. The primary responsibility for managing the classroom environment rests with the professor. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the professor to leave the class. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. **Valencia’s Student Code of Classroom Conduct (Policy 10-18) can be found in the current Student handbook, or online at** [**http://valencia.cc.fl.us**](http://valencia.cc.fl.us)

**ADDITIONAL COLLEGE LINKS**

College Catalog: http://valenciacollege.edu/catalog/
Valencia Policy Manual: http://valenciacollege.edu/generalcounsel/policy/

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

**Additional Policies:** Children are not allowed on campus or in classes. Please make alternate arrangements for children that are not Valencia students.

**College Withdrawal Procedures**: Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), 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 MAY withdraw a student up to the beginning of the final exam period 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.”**

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.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75>

**CLAS Competencies:** College-Level Academic Skills (**CLAS**) measures the following: reading skills, essay skill, English language skills, and mathematics skills. To the extent possible, you will be encouraged to develop these skills as part of you work in this course. See College Catalog.

**Valencia Core Competencies**: Valencia faculty has defined four competencies (**Think, Value, Communicate, Act**) that prepare students to succeed in the world community. In this course, through classroom lecture and discussion, group work, and other learning activities, you will further your mastery of those core competencies. See College Catalog.

**Students with Disabilities:**  Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. Please communicate your needs with me as I am committed to your success!

**Students in Crisis:**

Bay Care Services (800) 878-5470 (Open 24 hours) Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, and time management, as well as relationship problems dealing with school, home or work. Students have 24-hour unlimited access to the BayCare Behavioral Health’s confidential student assistance program phone counseling services by calling (800) 878-5470. **Three free confidential face-to-face counseling sessions are also available to students.**

**Smoking Policy:** As of August 27, 2012 Valencia College is a Smoke Free campus. While other forms of tobacco (chew or dip) are allowed on campus, none will be allowed in the classroom.

***Disclaimer:*** *Time spent on topics may vary depending on the needs of our class.* ***Changes in the schedule or assignments may be made any time during the term by announcement of the professor. If you are not in class you are still held responsible for knowing any changes made during class time.*** *A revised schedule will be issued at the discretion of the professor.*

***Suggestions****: I want you to have a great learning experience. Please recognize that I cannot help you if I don’t know about your specific needs.* ***Communicating is a key component of your success. Don’t hesitate to ask for clarity or support!***

**Course Assignment Description: (See BlackBoard for more detail & rubrics)**

**Journal Entries:** In addition to our course work, you will be asked to reflect on how the coursework relates to your life. Beginning week 2, you will post a weekly journal entry (online) in BlackBoard. The journal topics (prompts) will be provided. The journal must be a minimum of 10-12 sentences long (*minimum is considered average “C” work =* ***7-8pts*** *out of 10pts*) and include your personal experience with the course material. Journal entries are due before class on the due date (5 @ 10 pts each = 50 pts)

**Human Experience & Nonverbal Worksheets:** You will be given a handouts to complete after a film and “field observation” assignment. (20pts each)

**Communication Artifact Blog**: This is an “online assignment.” Students will electronically submit an audio/ visual/ or a web link as an example of the topics and/or theories we are discussing, as well as a two paragraph discussion of how the example relates to our coursework (50 pts). The artifact (example) should be taken from our everyday visible, lived culture. You will also be expected to thoughtfully comment on 3 classmate posts (15 pts). See additional directions in BlackBoard. (65 pts total)

**Conversation Project & Paper**: Your Take the “Other” to Lunch Project will require you to invite someone you see as significantly or even radically different from you into a conversation (over lunch, dinner, for a walk, or create some other relaxed, open, supportive space for dialogue). You will have guidelines for your discussion to follow and share with your chosen “Other.” You will write a 4 to 6 page paper on the experience. You will be given an outline to follow. (125 points)

**Online quizzes:** Quizzes will be due online each week, BEFORE the scheduled lecture for each chapter. The questions will come directly from the reading and will be a mix of True/False and Multiple Choice. To do well, you must DO THE READING IN ADVANCE! \*Bonus Hint: the quizzes will be very helpful towards the final exam. (10 @ 5pts ea., 50 pts total)

**Participation/ In class activities**: Participation is a significant part of this course & points will be awarded for your active involvement in class discussion and activities. Points will not be deducted for participation due to absence, as there is a separate penalty for excessive absences already! (20pts)

**Final Exam:** Final exams must be taken on the assigned day & time. Missing the scheduled exam will result in a “0” zero. (50pts). The final exam days/ times for your Interpersonal Comm. class is as follows: **CRN 17313**: Dec 14th @ 10:00am - 12:30pm

**Interpersonal Assignment Categories and Points Schedule**

**Total Points Possible: 5oo**

**Grade Scale:**

**450-500 = A**

**400-449 = B**

**350-399 = C**

**300-349 = D**

**299 & Below = F**

Journal entries = \_\_\_\_\_/ 50 pts (5 x 10 pts ea.)

Human Experience Worksheet = \_\_\_\_\_/ 20pts

Johari Window Project= \_\_\_\_\_/ 100 pts total

Nonverbal Observation= \_\_\_\_\_/ 20 pts

Communication Artifact Blog = \_\_\_\_\_/ 65 pts total

Conversation Reflection Paper = \_\_\_\_\_/ 125 pts total

Online Quizzes = \_\_\_\_\_/ 50 pts (online, up to 10 @ 5 pts ea.)

Participation = \_\_\_\_\_/ 20 pts

Final Exam = \_\_\_\_\_/ 50 pts

***TOTAL POINTS = \_\_\_\_\_\_\_/ 500 pts***

***\*MINUS 3 or 4 absences (-25 or -50 pts ) \_\_\_\_\_\_\* PLUS Extra credit \_\_\_\_\_\_\_\_***

***FINAL GRADE (total pts – excessive absences + extra credit)= \_\_\_\_\_\_\_***

\*Please sign and turn in the following acknowledgement by 9/3/2015 or you may be withdrawn from this course!

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the entire syllabus. I understand and agree to Professor McLaughlin’s terms and requirements for SPC 1017.**

**Check one:**

**\_\_\_\_\_CRN 17313- Tuesday & Thursday 10:00am- 11:15am**

**\_\_\_\_\_CRN 19189- Tuesday & Thursday 11:30am- 12:45am**

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**