

# Interpersonal Communication (SPC1017)

## Class Syllabus – Fall Term 2016

Instructor: Geni Wright                      Valencia College, West Campus  
Office: by appointment                      Email: [GGarza@valenciacollege.edu](mailto:GGarza@valenciacollege.edu)      Phone: 407/496-8980

### Catalog Description:

This course explores 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.

### Required Materials:

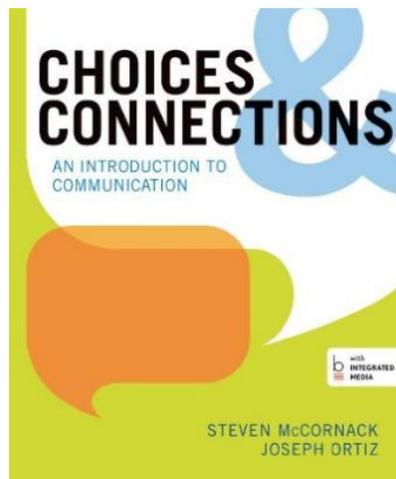
1) Textbook:

*Mccornack*

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### Major Concepts Covered in Class:

- Perception of self and others
- Verbal and nonverbal communication
- Conflict management and resolution
- Oral presentation skills
- Small group communication skills
- Listening skills
- Relationships

### Online Course Resources:

If you are new to online courses at Valencia, please familiarize yourself with the online experience before the semester begins by visiting [Student Resources](http://valenciacollege.edu/oit/lts/StudentResources/) (<http://valenciacollege.edu/oit/lts/StudentResources/>). If you have not used Blackboard before and would like additional help getting started in the course, please visit [Blackboard On Demand](http://ondemand.blackboard.com/students.htm) (<http://ondemand.blackboard.com/students.htm>) to watch tutorials on how to successfully navigate Blackboard.

You will have access to the course in Blackboard on the first day that the course is scheduled to begin (Monday, August 29<sup>th</sup>), and you must participate in the first discussion (by Sunday, September 4<sup>th</sup>). If you do not participate in the first discussion, you will be withdrawn from the course as a “No Show”.

## Student Learning 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 competency.
- 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.

## Attendance Policy:

There are NO required meetings on campus and we do not have set chat or discussion times each week. You will have full access to the course 24/7 and may participate each week at the times most convenient for you. Make note of the due dates of assignments as most assignments are not accepted late. You can also meet with me on campus or via e-mail during my office hours or at a scheduled time that is mutually convenient.

This class follows an online format; you are expected to log on to the course website frequently throughout the week and to keep current on the course schedule and discussion boards. Attendance is determined by participation in activities and will be checked. In the event of an extended absence, you should contact me via college email or phone as soon as possible.

## Expectations:

- **What you can expect from me regarding emails & Blackboard messages:** I'm online a LOT, so you find that you receive a response from me quite quickly; however, since I can't be online 24/7, here's a general rule of when you can expect to hear back from me: Monday – Friday you can expect to hear back from me within 24 hours. On the weekends I'll respond to my email at least once. If something is going on, and I know I won't be available to answer emails, I'll certainly let you know.
- **What you can expect from me regarding grading:** In general, you can expect that it will take me three days to grade assignments. If something comes up and I know it's going to take me longer to grade than usual, I'll certainly let you know.
- **What I expect from you regarding Atlas emails:** Atlas is the main communication tool for this course. You should check your Atlas email no less than three times a week. I often send out announcements and reminders that go to your Atlas email, so it's wise to check it frequently. It's really easy to forward your Atlas email to another account if you aren't in the habit of checking it.
- **What I expect from you regarding Blackboard:** As this is a VERY fast passed course, I've tried to set it up so that you always know what to expect. Think of this as a "MWF" course. Those are the days that you will need to submit something throughout this course. Make sure you stay engaged otherwise it will become

## Withdraws:

You may withdraw yourself for any reason up to the withdraw deadline of **November 11<sup>th</sup>, 2016**; however, I STRONGLY suggest that you contact me if you are withdrawing due to a grade. There have been times when a student has mistakenly withdrawn thinking (s)he was too far behind to catch up. A quick chat with me will ensure that you don't waste the money you spent on the course. AFTER the withdraw deadline, you will need to contact me if you would like to be withdrawn. I will not initiate withdraws after the withdraw deadline; therefore, if you simply quit participating without contacting me, you'll be assigned the grade you earned (including missed assignments).

## No Show Policy:

You must participate in the first week activities and submit them by their respective due dates to avoid being withdrawn for non-attendance.

## Late Assignment Policy:

All assignments are due as stated on the course schedule (the last page of the syllabus).

## Plagiarism & SafeAssign Policy:

It is unethical to use as your own, a speech or outline prepared in whole or in part by someone else and to do so is cause for immediate failure of the assignment and may result in failure of the class. It is unethical to abstract a speech totally from a magazine article or other source and present it as your own work. **Any sources used must be properly cited in the speech** (this includes both direct quotes as well as information that you synthesize and report in your own words). Remember that the best speeches do not rely on a single source but represent ideas from several sources. We will use SafeAssign ([www.safeassign.com](http://www.safeassign.com)) for all outlines to detect areas of possible plagiarism.

## Grade Appeals:

Students may request a conference with the instructor to discuss/appeal a speech, quiz, or assignment grade. Grade appeal arguments must be presented in writing. Journal grade appeals must be requested within one week of receiving the disputed grade.

## Students with Disabilities Policy:

"Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523)."

## Assistance if you are in need:

Valencia College is interested in making sure 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. Free face-to-face counseling is also available.

## Netiquette Policy:



Obviously this class will involve a great deal of online interaction. In order for us to all be on the same page, it is essential that we all follow the same guidelines:

- 1. Participate:** You must read before you can post. You must think critically while you are reading. You will not be fully successful in this course if your goal is to "get by". Although you are working on your own, you are in this together with your class. Classes who work together to participate fully have the best experiences together.
- 2. Remember the person:** Don't forget that there is a person on the other end of your online communication. Type in a polite manner (this includes to your teacher). Also, don't assume that everyone is the same as you—be open-minded to the different perspectives of the group.
- 3. Think twice before "sending":** What you say in cyberspace is the possibility of a forever record of your thoughts. Make sure that what you say is deserving of that record.
- 4. Spelling & Grammar always counts:** Anytime you communicate in an academic setting, you should practice using proper spelling and grammar. If you aren't sure look it up, type in a Word document first, or use the "Enable HTML

Creator” link to help you catch any spelling errors. Don’t get caught in using “text” lingo in the online classroom. (This includes assignments, discussion postings, and e-mails.)

**5. Don’t use acronyms that aren’t commonly used:** Don’t assume that everyone will know what the acronym you use means (ex: instead of “SSB”, use “Student Services Building”).

**6. Be mindful:** Remember that your classmates depend on you to develop thoughtful posts so that they can enter into a conversation with you.

**7. Share tips, thoughts, and questions:** This is true especially in required discussions. Remember, that your job is to help move a conversation—an “I agree” statement halts a discussion more than moving it forward. Make sure that you post in a timely manner so that your classmates can respond.

**8. Plagiarism, cheating, and other violations are inappropriate:** If you chose to copy work and present it as your own, you aren’t only taking away from your own learning experience, but you are taking away from the entire learning community. There is nothing in this class that is so difficult that you must cheat in order to succeed. In addition, you can always contact the instructor or another classmate if you’re having difficulty with a portion of the class. (Please see the section called “Plagiarism” below for specifics & consequences to plagiarism.)

## Grade components:

You may estimate your progress in this course by keeping track of your own scores on the tally below.

Assignment:	Points Possible
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Journal (10 @ 25 points ea)	250 points
Class Participation/Discussions (10 @ 15 points ea)	150 points
Oral Presentation with outline	250 points
Self-Evaluation	50 points
<b>Total</b>	<b>1,000 points</b>

Grades are based on a 1,000 point scale:

1,000 to 900 = A

899 to 700 = B

799 to 600 = C

599 to 400 = D

399 and below = F

The above scale is absolute and at the end of the term grades are assigned accordingly. There is absolutely no curve in this class. Access your grades in Blackboard by clicking on “My Grades.”

## ASSIGNMENT DESCRIPTIONS

### Discussion Boards, Quizzes, Activities, and Other Assignments:

In each lesson you will have access to a variety of materials and activities to help you master the course objectives and share your learning with your classmates. These activities are required for successful completion of the course and your full participation is expected.

In lessons that include discussion boards, please note that to receive full credit (15 points), you must **post your initial response to the question**. This discussion should be well thought out and include points for your classmates to ponder. This post should be 1-2 full paragraphs of about 300 words. After you post your initial thoughts, you need to return to the discussion board and read **at least 5 of your classmates’** postings. Then you must **reply to a minimum of 2 classmates by the due date**. Your reply needs to be more than a simply “I agree or disagree” statement and should move the conversation forward. Your reply can offer a different perspective, offer an example, ask a question, or connect the discussion to a different part of the course. Responses to your peers should be about 150 words.

## JOURNALS:

There will be a series of journal entries (10) that involve commenting on the readings, raising questions, and providing examples. Each journal will be with 25 points (250 points).

- The journals should be 2 pages (double spaced) and should provide comments, challenge and question the ideas presented in the readings, and provide examples or apply the concepts/theories/ideas presented in the weeks' readings.
- Journals should be written in APA format and include appropriate citations of referenced material

## ORAL PRESENTATION:

This 7-10 minute extemporaneous speech, accompanied by a formal outline, focuses on a sub-topic of the interpersonal communication concepts discussed in class.

- Visual aids **must** be used in this speech.
- The presentation is required to have at least three different forms of support.
- Citation of sources (APA format) should be incorporated within your presentation as well as the outline.
- Outline should consist of: attention getting, thesis and preview statements, main points, supporting details, transitions, summary and closing remarks.

This presentation (200 points) and outline (50 points) is worth 250 points of your total course grade.



## Expectations for recording & delivering your speech:

- **You are expected to use brief notes to deliver your presentation in extemporaneous style.** If you choose to read your speech, your grade will be reduced accordingly.
- **You are expected to practice so that you meet the time requirements of each speech.** You will be deducted 2 points per each 15 seconds over or under your time requirement. This time does not include the time that you show your audience before or after the speech. (Note: Rushing through the speech so as to make time will likely hurt your grade far more than going over by a couple of seconds.)
- **You are expected to present your speech in a professional setting.** While you may present your speech in your home, but it is your responsibility to ensure that the audience is set to pay attention to you—this means that you eliminate all distractions including TVs, stereos, computers, laptops, games, children and other people not participating as audience members. Keep in mind that all of these noises will not only distract you from completing your best speech, but they will make it more difficult for me to hear & grade you. A penalty may be deducted from your grade for a distracting setting.
- **You are expected to submit your speech on time and in the proper manner.** All speeches must be recorded electronically (more information on how to upload/ submit your speeches can be found on page 6). If you do not have access to a digital video camera, you should plan to record your speech in the East or West campus speech Lab. A penalty of 20% will be deducted from your speech grade for each day that your submission is late.
- **NOTE:** If you are recording your speech in a dark room, light needs to be in front of you, not behind you (think of a spotlight on a person on stage). A light behind (or even next to) you creates a shadow, and I won't be able to see you in the video. If you've read this far, you deserve some credit. Once the course opens, send me an email using the "Messages" tool in Blackboard with the subject, "I've read the syllabus!" You'll earn 5 extra credit points just for doing that.

## **PERSONAL SELF-EVALUATION:**

Write a 1-2 page evaluation that describes your learning experiences and understanding of the necessary disciplines involved in the communication process and how it affects relationships and influences your overall quality of life.

**Interpersonal Communication (SPC1017)  
Class Schedule, Fall 2016**

<b>Date</b>	<b>Topic</b>	<b>Reading/Homework</b> (From McCornack, (2015))
Week 1 08/29 – 09/04	Course Introduction Communication Process  <i>If you do not participate in the first discussion, you will be withdrawn from the course as a “No Show”.</i>	Read Chapter 1: Introduction to Communication Read Chapter 2: Self and Perception
Week 2 09/05 – 09/11	Mediated Communication Culture and Communication  <b>Journal Due</b>	Read Chapter 3: Mediated Communication Read Chapter 4: Understanding Culture
Week 3 09/12 – 09/18	Language & Nonverbal Communication  <b>Journal Due</b>	Read Chapter 5: Verbal Communication Read Chapter 6: Nonverbal Communication
Week 4 09/19 – 09/25	<b>Exam 1 (Chapters 1-4)</b> <b>Journal Due</b>	
Week 5 09/26 - 10/02	Listening Approaches to Conflict  <b>Journal Due</b>	Read Chapter 7: Active Listening Read Chapter 8: Managing Conflict
Week 6 10/03 – 10/09	Interpersonal Communication in Friendships and Professional Relationships  <b>Journal Due</b>	Read Chapter 9: Principles of Interpersonal Communication
Week 7 10/10 – 10/16	<b>Exam 2 (Chapter 5 – 9)</b> <b>Journal Due</b>	
Week 8 10/17 – 10/23	Managing Self-Disclosure & Relationship Tensions  <b>Journal Due</b>	Read Chapter 10: Managing Interpersonal Relationships
Week 9 10/24 – 10/30	How Small Groups Communicate & Perspectives on Leadership Communication  <b>Journal Due</b>	Read Chapter 11: Small Group Communication Read Chapter 12: Leadership in Group Communication
Week 10 10/31 – 11/06	<b>Exam 3 (Chapters 10-13)</b> <b>Journal Due</b>	
Week 11 11/07 – 11/13	Outlines and Presentation Delivery <b>Journal Due</b>	Read Chapter 13: Preparing Your Speech Read Chapter 14: Composing Your Speech Read Chapter 15: Delivering Your Speech
Week 12 11/14 – 11/20	Outlines and Presentation Delivery  <b>Oral presentation topic due</b>	Read Chapter 16: Informative Speeches Read Chapter 17: Persuasive Speeches
Week 13 11/21 – 11/27	<b>Oral Presentations outline draft due</b>	
Week 14 11/28 – 12/04	<b>Oral Presentations</b>	

*The instructor may revise the class schedule as needed. Geni Wright, Fall 2016*