

Interpersonal Communication (SPC1017)

Class Syllabus – Fall Term 2020

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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. [Open Educational Resource from the Open Textbook Library \(Links to an external site.\)](#) - *Communication in the Real World: An Introduction to Communication Studies*, published by the University of Minnesota Libraries Publishing
 - o **Note: the textbook is free and each chapter is embedded in the weekly modules**
2. At least 5 listeners (adults 18 years old or over- physically in the same room) in your audience
3. Access to a digital camera or ability to record video with sound [resourcesLinks to an external site.](#)
4. Reliable access to [Canvas](#)
5. Microsoft Word and PowerPoint- students have [free access to the Microsoft OfficeLinks to an external site.](#) suite through the Live.edu email link in Atlas
6. 4 x 6 Notecards or Digital Device to create speaker notecards
7. [Active Valencia email accountLinks to an external site.](#), checked regularly

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 Canvas before and would like additional help getting started in the course, please visit [Canvas Resources for Students](http://blogs.valenciacollege.edu/canvas/students/) (<http://blogs.valenciacollege.edu/canvas/students/>) to watch tutorials on how to successfully navigate Canvas.

You will have access to the course in Canvas on the first day that the course is scheduled to begin (Monday, August 24th), and you must participate in the first discussion (by Monday, August 31st). If you do not participate in the first discussion, you could be withdrawn from the course as a “No Show”.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 & Canvas Inbox:** 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 Canvas:** 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

Withdraw:

You may withdraw yourself for any reason up to the withdraw deadline of **October 30th, 2020**; 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 withdrawal deadline, you will need to contact me if you would like to be withdrawn. I will not initiate withdraws after the withdrawal 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 & Unicheck 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 Unicheck for all written assignments 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:

Speech Assignment

Students will complete one speech assignment during the term.

Final Exam Policy

The Final Exam/ Project must be completed by the assigned day and time (*see the course summary*) unless a student has documented proof of a medical emergency; the medical documentation must be submitted to the instructor by email within 24 hours of the student's medical release.

Grading Scale and Point Breakdown Course Total Points		
Grading Scale		Grading Breakdown
90% -100%	A	1000 - 900 points
89.9%-80%	B	899 - 800 points
79.9%-70%	C	799 - 700 points
69.9%- 60%	D	699 - 600 points
59.9%- 50%	F	599 or lower

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 the Canvas Inbox conversations tool.



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 "Inbox" tool in Canvas with the subject, "I've read the syllabus!" You'll earn 5 extra credit points just for doing that.

**Interpersonal Communication (SPC1017)
Class Schedule, Fall 2020**

Date	Topic	Reading/Homework <i>Communication in the Real World: An Introduction to Communication Studies</i> , published by the University of Minnesota Libraries Publishing <ul style="list-style-type: none"> • Note: the textbook is free and each chapter is embedded in the weekly modules
Week 1 8/24 – 8/31	Orientation	Orientation Quiz Introduction Discussion
Week 2 9/1 – 9/7	Introduction to Interpersonal Communication	Discussion Written Assignment – Core Values
Week 3 9/8 – 9/14	Communication & Perception	Discussion Written Assignment – Danger of a single story
Week 4 9/15 – 9/21	Communication & Culture	Oral Assignment – Cultural Dimensions Speech
Week 5 9/22 – 9/28	Verbal Communication	Written Assignment – Creating “I” messages
Week 6 9/29 – 10/5	Nonverbal Communication	Written Assignment – Nonverbal observation
Week 7 10/6 – 10/12	Self-disclosure & Johari Window	Discussion Written Assignment – Self-disclosure
Week 8 10/13 – 10/19	Listening	
Week 9 10/20 – 10/26	Emotional Intelligence	Written Assignment – Identifying facial displays of emotion
Week 10 10/27 – 11/2	Interpersonal Communication Process	Discussion
Week 11 11/3 – 11/9	Communication in Relationships	Discussion Written Assignment – Faculty and communication
Week 12 11/9 – 11/16	Communication in Relationships: Intimacy & Dialectic Tensions	Written Assignment – Dark side of relationships
Week 13 11/16 – 11/23	Interpersonal Communication and Conflict	Discussion Written Assignment – Conflict styles
Week 14 11/23 – 11/24	Special Topics: Apologies & Forgiveness; Thanks & Gratitude	Written Assignment – Personal Reflection
Week 15 11/30 – 12/7	Positive Communication	Written Assignment – Final Reflection

The instructor may revise the class schedule as needed. Geni Wright, Fall 2020