# Interpersonal Communication (SPC1017)

# Class Syllabus – Fall Term 2024

Instructor: Geni Wright Valencia College, West Campus

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### *COURSE 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- This course has no required prerequisites*

### *COURSE OUTCOMES*

*In this course:*

* *Students will articulate the role of perception as it influences the definition of self and others.*
* *Students will demonstrate interpersonal communication competence.*
* *Students will be able to manage and/or resolve circumstances of interpersonal conflict.*
* *Students will deliver an extemporaneous informative speech.*
* *Students will demonstrate effective teamwork skills.*
* *Observe ethical responsibilities of both senders and receivers in a communication transaction.*

### *TEXT & REQUIRED MATERIALS*

*This course will use on-line resources,* [*Exploring Communication in the Real World*](https://cod.pressbooks.pub/communication/) *which are accessible through the Canvas modules. Students are expected to read the materials prior to completing the assignments, so as to better engage in class discussions and activities.*

### *COMPUTER SKILLS & TECHNICAL REQUIREMENTS*

*To participate in this Canvas course, students must have access to the Internet and a reliable digital device. For more information on technical information, read* [*Student Frequently Asked Technical Questions*](https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php#technicalquestions)*.*

*Students should consider the computer skills and video skills needed for this course which include:*

* *Software application skills (PowerPoint, Word, Office365, etc.)*
* *Internet and library database browsing*
* *Copying and pasting*
* *Saving files in different formats*
* *Working with attachments*
* *File management*
* *Recording videos and uploading to YouTube*

### *COURSE COMPETENCIES*

*The course seeks to strengthen students’ skills applicable to Valencia’s Student Core Competencies:* ***Think****,* ***Value****,* ***Communicate****, and* ***Act****.*

### *IMPORTANT DATES*

* *Drop/Refund Deadline: Monday, August 26*
* *Withdrawal Deadline: Friday, October 25*
* *College Closed:*
	+ *Monday, Sept 2 (Labor Day)*
	+ *Friday, Nov 11 (Veterans Day)*
	+ *Wednesday, Nov 27 - Sunday, Dec 1 (Thanksgiving break)*

### *COLLEGE POLICIES*

#### *No Show Policy*

*Class attendance is required; the instructor will withdraw students who do not attend classes during 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*

*Per Valencia policy 6Hx28:4-07:*

***A student is permitted to withdraw from a class on or before the withdrawal deadline on Friday, October 25 at 11:59 p.m. A student is not permitted to withdraw from a class after the withdrawal deadline.***

*A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. 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."*

*A student who receives a grade of “W” will not receive credit for the course, and the “W” will not be calculated in the student’s grade point average; however, the enrollment will count in the student’s total attempts in the specific course. If a student withdraws from a class, the student may, upon request and only with the faculty member’s permission (which may be withheld at any time in the sole discretion of the faculty member), continue to attend the course. If a student is administratively withdrawn, the student is not permitted to continue to attend the
class.*

***After the withdrawal deadline****, the student will receive the grade earned at the end of the course. I****nstructors do not withdraw students from class. Students must withdraw themselves*** *prior to the withdrawal date.*

#### *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*](https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/)*.*

#### *Academic Honesty*

*All forms of academic dishonesty are prohibited at Valencia College.* [*Academic dishonesty*](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-03-student-code-of-conduct.pdf) *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. Materials created by students for submission are limited to use in this course only.*

*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.*

#### *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)*](https://valenciacollege.edu/students/office-for-students-with-disabilities/)*determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.*

#### *How to Obtain Accommodations*

*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 Student Assistance Services*

*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)*](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/)*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.*

#### *FERPA (Family Educational Rights and Privacy Act)*

*FERPA is a Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information see the* [*FERPA policy*](https://valenciacollege.edu/about/ferpa/)*.*

#### *Statement of Support for Students with Food/Housing/Financial Needs*

*Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the* [*Advising Center*](https://valenciacollege.edu/students/advising-counseling/) *for information about resources that may be available from the college or community.*

#### *Privacy Policies and Third-Party Software*

*Valencia College is firmly committed to protecting its students' privacy rights. Third-party software privacy policies**will be provided at the point of use within the course.*

### *COLLEGE LINKS*

[***College Catalog***](https://valenciacollege.edu/students/catalog/)

[***Valencia Policy Manual***](https://valenciacollege.edu/about/general-counsel/policy/)

[***Student Handbook***](https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf)

[***Learning support***](https://valenciacollege.edu/students/learning-support/)

[***Campus Security***](https://valenciacollege.edu/students/security/)

### *COURSE POLICIES*

#### *Attendance Policy*

*Class "attendance" is required during the term, and it means engagement. Your "attendance" contributes to the interpersonal communication of the course, and because of that fact, your final grade will involve your participation in class activities and discussions. If you don't engage in class, you are not participating, and will lose credit. In the event of an extended absence, you should contact me via email or phone as soon as possible to determine options. Please note* ***the instructor will not withdraw you from the class,*** *and if you do not withdraw yourself before the withdrawal deadline* ***Friday, October 25,*** *you will receive the final grade that is earned according to the course point totals.*

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

*Please be advised that withdrawal from this 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*](http://international.valenciacollege.edu/contact-us/) *office for more information.*

#### *Late Work/Makeup Policy*

*Here's the deal, deadlines matter! They are put in place so that I can provide students with detailed feedback for your learning. If you recognize that you are going to miss the noted due date, then tell me* ***BEFORE*** *you miss it; this is a communications class!*

*If you are unable to participate in the course for other reasons, e.g. illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence of one week or more, continuation in the course will be determined on a case-by-case basis through discussion between you and your professor.*

### *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.*

*This class requires participation in discussion to meet course-learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don’t agree, listening to different points of view may give you further insight into your own perspectives. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.*

| Interpersonal Communication (SPC1017)Class Schedule, Fall 2024 |
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| **Date** | **Topic** | **Reading/Homework***Communication in the Real World: An Introduction to Communication Studies,*published by the University of Minnesota Libraries Publishing* Note: *the textbook is free and each chapter is embedded in the weekly modules*
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| Week 18/19 - 8/25 | Introduction to Communication Studies | Introduction DiscussionQuiz 1  |
| Week 28/26 - 9/1 | Interpersonal Communication, Self-Concept, and Johari Window | DiscussionWritten Assignment – Johari Window |
| Week 39/3 - 9/8 | Communication & Perception | DiscussionWritten Assignment – Perpetual Process and Barriers |
| Week 49/9 - 9/15 | Communication & Culture | DiscussionWritten Assignment - Review Culture and Communication |
| Week 59/16 - 9/22 | Informative Speaking, Organization, and Outlining | Written Assignment – Cultural Awareness Outline and APA Citations |
| Week 69/23 - 9/29 | Preparing a Speech | DiscussionWritten Assignment – Create Verbal Citations |
| Week 79/30 - 10/6 | Speech Week & Listening | Cultural Awareness SpeechWritten Assignment - Listening |
| Week 810/7 - 10/13 | Verbal Communication | Written Assignment – Code SwitchQuiz |
| Week 910/14 - 10/20 | Nonverbal Communication | DiscussionWritten Assignment - Identifying Facial Displays of Emotion |
| Week 1010/21 - 10/27 | Emotion and Interpersonal Comm. | QuizWritten Assignment – The Yale Blueprint |
| Week 1110/28 - 11/3 | Communication in Relationships | Written Assignment – Social Exchange Theory |
| Week 12 11/4 - 11/10 | Communication in Relationships | DiscussionWritten Assignment – Family and Communication |
| Week 1311/11 - 11/17 | Conflict and Interpersonal Comm. | DiscussionWritten Assignment – Conflict Management Style |
| Week 14 11/18 - 11/24 | Leadership, Roles, and Problem Solving in Groups | Discussion |
| Week 1511/25 - 12/1 | Small Group Communication | Written Assignment – Group Project |
| Week 1612/2 - 12/8 | Positive Communication and Final Reflection |  |

*The instructor may revise the class schedule as needed. Geni Wright, Fall 2024*