**Interpersonal Communication**

COURSE SYLLABUS – SPRING TERM 2017

**Valencia College, West Campus**

SPC1017.W01 CRN: 22852

**Instructor:** Jennifer Spear **Email:** jspear5@valenciacollege.edu

**Office Hours:** By appointment **Credit Hours:** 3.0

**Class Location:** 1-147 **Class Days/Time:** M/W, 8:30am - 9:45am

**Catalogue 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.

**Required Materials:**

1. Textbook: McCornack, N. & Ortiz, J. (2015). *Choices & Connections an Introduction to Communication.* Boston, Bedford/St. Martin.
2. **Access to Blackboard (Announcements, Messages, Assignments)**
3. **Recommended: USB/Flash Drive for saving speech videos**

**Specific Student Learning Outcomes:**

1. Students will be able to articulate the role of perception as it influences the definition of self and others.
2. Students will demonstrate effective verbal and nonverbal communication skills for successful interpersonal communication.
3. Students will demonstrate interpersonal communication competence.

### Students will be able to manage and/or resolve circumstances of interpersonal conflict.

1. Students will deliver extemporaneous speech(es).
2. Students will demonstrate small group dynamics and act appropriately.

**Grade Breakdown Grade Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Writing Activities | 150 pts. |  | A= 450 - 500 pts. = 90 - 100% |
| 3 Quizzes | 100 pts. | B = 400 - 449 pts. = 80 - 89% |
| Speech Assignment | 100 pts. | C = 350 - 399 pts. = 70 - 79% |
| Activities | 100 pts. | D = 300 - 349 pts. = 60 - 69% |
| Group Presentation | 50 pts. | F = less than 299 pts. = less than 60% |
|  |  |  |
| **Total Points Possible** | **500 pts.** |  |

**Explanation of Grade Breakdown**

**Writing Activities**

There will be two writing activities assigned during the semester. For each, we will watch something in class and then you will write a 1 to 2-page paper analyzing the content of the media and how it demonstrates or relates to interpersonal communication concepts. You will also have to find at least 1 related academic journal article to assist you in your analysis. Each Writing Activity is worth 75 points for a total of 150 points or 30% of your final grade. Detailed guidelines for these assignments are provided via the course website.

**Quizzes**

You will complete 3 Quizzes over the course of the semester. The quizzes will cover material from the book as well as in class lectures/discussions. They will be open book/note, have a time limit, and be administered via Blackboard. All 3 quizzes totaled together will be worth 100 points or 20% of your final grade. Detailed guidelines concerning how to complete the quizzes will be explained during class.

**Individual Speech Assignment**

Each student will deliver an Informative Speech during the last 2 weeks of the course. We will spend three weeks preparing for this assignment. The grade will be based on the presentation itself (70 points) and an outline (30 points) for a total of 100 points or 20% of your final grade. Detailed guidelines for this assignment are provided via the course website.

**Activities**

There will be 10 graded activities over the course of the semester that will take place or be due on the days indicated in the Course Schedule. Some activities will be completed at home while others will be completed in class; you must be present on in-class activity days to get credit for these assignments. All 10 activities totaled together are worth 100 points or 20% of your final grade. Guidelines concerning each Activity are provided via the course website and/or in class.

**Group Presentation**

The week before Spring Break will be dedicated to learning about group communication and preparing for the group presentations that will take place the day we return from Spring Break. These presentations will involve finding, presenting, and explaining examples of interpersonal communication concepts in action. This assignment is worth 50 points or 10% if your final grade. Detailed guidelines concerning this assignment are provided via the course website.

**Course Policies and Procedures**

**Email Policy:** All instructor-student communications should go through the course website message function within Blackboard. I will respond to any messages directed through the course website within 24 hours. Be aware that **correspondence sent to jspear5@valenciacollege.edu may take longer than 24 hours to receive a response.**

**Attendance/Tardiness Policy:** Your participation and presence are critical to your success in class, therefore, **ATTENDANCE IS NECESSARY**.

* An attendance sheet will be passed around at the beginning of each class. It is **your responsibility** to ensure that you put your initials in the proper place on the attendance sheet every day.
* Every third tardy (late arrival) will count as an absence. If you arrive late, I will place a circle in your space and you must come up after class to initial.
* If you do not show up the first week of class, you will be withdrawn as a "No Show".
* Please note, I will **NOT** drop you from this course due to attendance or any other reason without your consent. You may withdraw yourself by the withdraw deadline, March 31, 2017, or ask the professor to withdraw you if it is after the withdrawal deadline.

**Late Work Policy:** All speech presentations, activities and other assignments are expected to be completed by the due date, at the indicated time and in the specified format.

* In class activities and quizzes cannot be made up.
* Missed speeches have a specific make-up policy, see below.
* All other work may be turned in up to 7 days late via email or hard copy but carry a 25% penalty.
* Please note, if you are going to be absent you may email me assignments on the due date and still receive full credit.

**Missed Speech Policy:** Speech make-up day will be during final exam week at the end of the semester.

* If you fail to show up or come to class unprepared to present your speech on the assigned day you will have the opportunity to make it up on final exam day which carries up to a **20% late penalty**.
* A student may make up a speech without a grade penalty only when official, written documentation of an emergency (e.g., hospitalization documents) is presented.
* Failing to give a make-up speech on the assigned make-up day will result in a "0."

**Expected Classroom Conduct:** Students will abide by Valencia College Guidelines for student conduct which can be found in the current Valencia Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>. In addition:

* Students will listen respectfully to one another (**ESPECIALLY** during speech presentations) and the teacher during class time.
* Students will be conscious and respectful of one another's feelings at all times.
* Electronic devices should be used only in relation to class objectives. Cell phones should be silenced and put away during class time. Laptops, electronic tablets, etc. may be used for note-taking and class related activities ONLY during class time.
* If you do not abide by these guidelines I reserve the right to ask you to leave the classroom.

**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 as well as information that you synthesize and report in your own words).
* Consequences according to Valencia Policies and Procedures (<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0>) include failure of the assignment, failure of the course, and being reported to the Dean of Communication which may result in expulsion from the college.

**College Withdrawal Procedures:** The withdrawal deadline for a “W” grade is **March 31, 2017**. A faculty member MAY withdraw a student up to the beginning of the final exam period for violating the class attendance policy. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. For a complete withdrawal policy and procedure overview please visit: <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0>

**Students with Disabilities Policy:** Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB, Rm. 102, Phone: 407-582-1523).

**Baycare Behavioral Health’s Student Assistance Program:** Valencia is committed to making sure that all of our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, 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.