

**SPC 1017 CRN 23035**

**Online**

**Interpersonal Communication Syllabus**

**Valencia College**

**Instructor: Dr. Michael Devin Heller**

**Term: Spring 2023/Online**

**Phone: 219-796-7182**

**Prerequisite: None**

**In-Person or Zoom meetings by appointment**

**Credits: 3 – Comm**

**Location: Fully Online**

**Email: mheller3@valenciacollege.edu**

**Digital Zoom hours by appointment on Monday and Friday from 9 am to 5 pm**

- Always include your **full name and course number (ex: Jane Doe MW 2:30)** in the subject line of the email.

**Required Text and Supplements (available for FREE online)**

1. Textbook: SPC1017 Textbook - *Communication in the Real World: An Introduction to Communication Studies* (Available FREE online at the link below)

<https://open.lib.umn.edu/communication/>

1. Reliable access to Canvas (Valencia's online course site)
2. Microsoft Word and PowerPoint- you have free access to the Microsoft Office suite

through the link in Atlas

1. Flash drive with at least 1 GB free memory (speaking 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 messages according to specific assignment guidelines. Students will demonstrate increased communication competency through dialogue, application, and reflection.

**IMPORTANT DATES Spring 2022:**

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 is important to connect what we learn to the real world. To do this, I invite you to lean forward, be curious, focused, open and engaged. Let’s create a space where we can learn from each other.

**Mask Policy:** Due to the continuing COVID-19 situation MASKS ARE STRONGLY ENCOURAGED on campus. Physical distancing will be required in class per Valencia College guidelines that state students should remain six feet apart whenever possible.

**Attendance Policy:** ONLINE ATTENDANCE IS REQUIRED. Online attendance will be taken via a Week 1 Syllabus Quiz as well as weekly discussions, assignments, and assigned speeches to be posted online by the required due date (Introduction and cultural speeches).

**LOGGING IN ALONE DOES NOT COUNT AS ATTENDANCE.** Assignments and the Week 1 Syllabus Quiz must be turned in for attendance to be logged online. If you do not complete the Week 1 Syllabus Quiz by then end of Week 1 you will be dropped as a no-show after the Drop deadline and during the No Show period. Complete the Week 1 Syllabus Quiz!

**\* 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.**

**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 Canvas**. Most assignments are due by the start of class on their assigned day. If you are having trouble with Canvas 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 (1/2) 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 two oral presentations during the term. In this class, that requirement is met through the Introduction Speech and the Cultural Communication 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. Students who are not able to speak by the due date 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 10 pts 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/during recorded videos- 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 communications course and we will all be responsible for creating the best environment for our best communication.

**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> ([Links to an external site.](#))**

## **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 **March 24, 2022; the deadline is 11:59 p.m.**

**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> ([Links to an external site.](#))

**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 your 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.**

***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.*

*Communicating is a key component of your success.*

*Don't hesitate to ask for clarity or support!*

### **Course Assignment Description: (See Canvas 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. You will post a weekly journal entry (online) in Canvas. The journal topics (prompts) will be provided. The journal must be a minimum of 12 sentences long (*minimum is considered average "C" work = 11pts out of 15pts*) and include evidence of your chapter reading and a connection to your personal experience with the course material. Journal entries are due before class on the due date (5 @ 15 pts each = 75 pts).

**Human Experience & Nonverbal Worksheets:** Human Experience or one of the other posted documentaries will be examined using communication theory (25 pts total).

**Perception Reflection Paper:** Students will watch three videos and then take three tests at the Harvard site <https://implicit.harvard.edu/implicit/takeatest.html> ([Links to an external site.](#)). Finally, complete a two-page paper reflection in response to the prompt provided. Videos, links and submission site will be in the "Perception Reflection Paper" assignment on Canvas (50 points).

**Conversation Project & Paper:** Your Take the "Other" to Lunch inspired 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 (100 points).

**Online Discussions:** Discussions will be due online by 11:59 on Thursday of each week. The questions can come directly from the reading. To do well, **DO THE READING IN ADVANCE!** (10 @ 10 pts ea., 100 pts total)

**Final Exam:** Final exams will be posted and completed online. Missing the scheduled exam will result in a 0 being entered for the final exam grade.

### **Interpersonal Assignment Categories and Points Schedule**

**Total Points Possible: 500**

**Grade Scale:**

**450-500 = A**

**400-449 = B**

**350-399 = C**

**300-349 = D**

**299 & Below = F**

**Assignment Point Values**

**Due 1/19 Introduction Conversation= \_\_\_\_/ 30 pts (30 pts.)**

**10 Online Discussions = \_\_\_\_/ 100 pts (Canvas, 10 x 10 pts ea.)**

**5 Journal Entries = \_\_\_\_/ 75 pts (5 x 15 pts ea.)**

**Due 1/29 Human Experience Evaluation = \_\_\_\_/ 25 pts**

**Due 2/5 Cultural Communication Presentation = \_\_\_\_/ 100 pts**

**Due 3/5 Nonverbal Observation = \_\_\_\_/ 20 pts**

**Due 3/26 Perception Reflection Paper = \_\_\_\_/ 50 pts**

**Due 4/16 Conversation Reflection Paper = \_\_\_\_/ 100 pts**

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

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

**Course Schedule**

<b>Week</b>	<b>Topics</b>	<b>Assignments due</b>
<b>1</b>  <b>1/9-1/15</b>	<b>What is Communication?</b>  <b>Searching Communication Theories</b>  <b>Tips for Public Speaking</b>  <b>Introduction Conversation Outline</b>	<b>Syllabus Quiz Due by 1/12 (5 points toward Journal 1 assignment upon completion)</b>  <b>Discussion 1 Due by Thursday 1/12</b>  <b>Journal 1 Due by 11:59 PM 1/15</b>  <b>Read Chapters 1 and 2 in online textbook</b>
<b>2</b>  <b>1/16-1/22</b>	<b>Introductory Communication Theories</b>  <b>Communication and Perception</b>  <b>Discussion of How Adults Learn and How to Optimize Learning</b>	<b>Introduction Conversation Due 1/19</b>  <b>Discussion 2 Due by Thursday 1/19 at 11:59 PM</b>  <b>Journal 2 Due 1/22</b>  <b>Read Chapters 3 and 4 in online textbook</b>
<b>3</b>  <b>1/23-1/29</b>	<b>Origins of Speech</b>  <b>Culture and Communication</b>  <b>Verbal and Nonverbal Communication</b>	<b>Human Experience Due 1/29</b>  <b>Discussion 3 Due by Thursday 1/26 at 11:59 PM</b>  <b>Read Chapters 5 and 6 in the online textbook</b>
<b>4</b>  <b>1/30-2/5</b>	<b>Cultural Communication Presentation DONE IN CLASS on 9/14</b>  <b>How to give a Speech that People will Remember</b>  <b>Best Speechmaking Practices</b>  <b>Informative and Persuasive Speech</b>	<b>Discussion 4 Due by Thursday 2/2 at 11:59 PM</b>  <b>Cultural Communication Presentation/Speech #2 Due 2/5</b>  <b>Read Chapters 7 through 11 in the online textbook</b>
<b>5</b>	<b>Advanced Theories of Perception</b>	<b>Journal 3 Due 2/12</b>

2/6-2/12	Differentiation and Conflicting Information	Discussion 5 Due by Thursday 2/9 at 11:59 PM  Read Chapters 12 through 14 in the online textbook
6 2/13-2/19	How to Improve Speechmaking  Theories of Friendship  Relationship Theories	Discussion 6 Due by Thursday 2/16 at 11:59 PM  Read Chapters 14 through 16 in the online textbook
7 2/20-2/26	Media and Communication  Mediated Communication Theories	Discussion 7 Due Thursday 2/23  Journal 4 due 2/26
8 2/27-3/5	Business Relationships  Theories of Business Communication  Introduction to Persuasion	Discussion 8 Due Thursday 3/2  Nonverbal Communication Assignment Due 3/5
9 3/6-3/12	Persuasion, Propaganda, and Media Persuasion	Choose participant for Conversation Paper
10 3/13-3/19	SPRING BREAK!	SPRING BREAK!
11 3/20-3/26	Discussion of Conversation Paper  Interviewing	Perception Reflection Assignment Due 3/26  Start Conversation Paper Draft
12 3/27-4/2	Conversations and Learning  Theories of Conflict Resolution	Journal 5 Due by 4/2
13 4/3- 4/9	Drafting of Conversation Paper	Discussion 9 Due Thursday 4/6  Keep Working on Conversation Paper Draft
14	Finish Conversation Paper	Conversation Paper Due 4/16



<b>4/10-4/16</b>		
<b>15</b>	<b>Conversation Debrief</b>	<b>Complete Optional Conversation Debrief Discussion by 4/20</b>
<b>4/17-4/23</b>	<b>Experiential Learning and Communication</b>	
<b>16</b>	<b>Finals Week</b>	<b>Submit final Discussion 10 by 4/28</b>
<b>4/24-4/30</b>		