

Online Interpersonal Communication

**Instructor: Melissa Looney**

**Contact:** Email is the best way to reach me. I will respond to all emails within 24 hours M-F and within 48 hours on the weekend. If you do not hear from me in 24 hours, there is a good chance I did not receive your message. I am also available for virtual appointments. Use the message function in Canvas or email me at mlooney2@valenciacollege.edu.

# Course Information

**Course Name:** SPC 1017: Interpersonal Communication
**Course ID/Section:** SPC 1017 12252

**Term/Year:** Fall 2020

**Course Credit:** 3 **Course Prerequisites:** None

**Catalog 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.

**Course 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 interpersonal competence with effective verbal and nonverbal skills.

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

4. Students will deliver an extemporaneous informative speech.

5. Students will demonstrate small group dynamics and act appropriately.

6. Observe ethical responsibilities of both senders and receivers in a communication transaction.

**Textbook**:  Textbook: This course uses a free Open Educational Resources textbook. Please access the book by clicking on the title below:

[Communication in the Real World: An Introduction to Communication Studies](https://open.lib.umn.edu/communication/)

**Online Course Resources:** This is an online course delivered through Canvas. If you are new to online courses at Valencia, please familiarize yourself with the online experience before the semester begins by visiting the [Online Student Resources page here.](http://valenciacollege.edu/oit/lts/StudentResources/)

You will have access to the course in Canvas on the first day that the course is scheduled to begin and you must participate in the first discussion. **If you do not participate in the first discussion by the designated deadline, you will be withdrawn from the course as a “No Show”.**

**Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted.**

**Required for this class:**

1. Create a YouTube account or Vimeo account (free) for uploading oral presentation(s).
2. An audience of 5 (preferably) adult listeners is encouraged for oral presentation(s). I recognize that the need for social distancing might make it difficult to find 5 audience members. If you're hunkering down with friends and family, use them as your audience. You can also deliver a presentation via technology (Zoom, Skype, etc.). Please let me know if you have any questions or concerns.
3. Access to **a digital video camera** for **recording oral presentations**. If you don't have access to a digital video recorder, there are Speech Labs on West Campus and East Campus. Students will need the Valencia photo ID and a USB drive to save the speech files. Students are responsible for scheduling their own speech lab appointments.

# Important Dates

**Start Date: 8/24/2020**

**End Date: 12/13/2020**

**Withdrawal Deadline: 10/30/2020**

**College Calendar:** [Click here to access the college calendar.](http://valenciacollege.edu/calendar)

# Course Policies

Information in the schedule, grading information sheet, and on the course website is subject to change at the instructor’s discretion. Changes will be announced on the course homepage.

You may visit the Writing Center (West Campus—5-155) or Library (building 6) for assistance on any of your assignments and for additional assistance with research and citations.

**Coursework and Grading:** You will earn your grade through a combination of weekly activities, quizzes, and discussions as well as speech assignment(s). Detailed written instructions are provided for all assigned work in the course on Canvas. A complete breakdown of your grade can be found at the end of the syllabus on the “grading information” sheet.

**Late work:** Late submissions (assignments, and oral presentation(s) only) will incur a penalty of 20% per calendar day. *Quizzes and discussion posts are not accepted late.*

**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 while adhering to the due dates. Make note of the due dates of assignments, as most assignments are not accepted late. If you do not participate in the first discussion by the designated deadline, you will be withdrawn from the course as a “No Show”.

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 as soon as possible. You may be withdrawn for excessive absence (not actively participating for 7 days or longer) at any point during the semester.

# College Policies

**Withdrawals**: Per [Valencia policy](https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/) 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.

The professor will not withdraw any student for any reason; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline. 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.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

Students who do not attend class during the first week of class or online students who do not complete assignments during the first week of class will be listed as No Shows. Students on financial aid will be asked to re-pay the amount of the class.

In order to academically maintain financial aid, students must meet all of the following requirements:

* Complete 67% of all classes attempted, and
* Maintain a Valencia GPA of 2.0 or higher, and
* Maintain an overall GPA of 2.0 or higher, and
* Complete degree within the 150% timeframe

Detailed information about maintaining [satisfactory academic progress (SAP) can be found here.](http://valenciacollege.edu/finaid/satisfactory_progress.cfm)

For a complete policy and procedure overview on [Valencia Policy 4-07 please visit this site.](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0)

**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. Students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of 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.” Students on financial aid should consult an advisor or counselor before withdrawing from a course.

**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://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf)

**Academic Honesty:** All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-11-Academic-Dishonesty.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.

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. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

**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.

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.](https://valenciacollege.edu/students/office-for-students-with-disabilities/)

**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)](https://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.

# Grading Information

**A** 900-810 points   **B**809-720 points   **C** 719-630 points   **D** 629-540 points   **F** Below 540

# Course Schedule and Due Dates

| **Module and Topic**  | **Readings**  | **Work to Complete**  | **Due Date**  |
| --- | --- | --- | --- |
| **Module 1**8/24 | Chapter 1 | Read assigned chapter, complete quizzes, and discussion post | 8/30 |
| **Module 2**8/31 | Chapters 2 | *Read assigned chapters, complete quiz and* ***Perception Assignment*** | 9/13 |
| **Module 3**9/14 | Chapters 3,4 | Read assigned chapters, complete quiz and **Nonverbal Communication Assignment** | 9/27 |
| **Module 4**9/28 | Chapter 5 | Read assigned chapters, complete quiz, and ***Listening Video Assignment*** | 10/4 |
| **Module 5**10/5 | Chapter 8 | Read assigned chapters and complete quiz and ***Intercultural Communication Assignment*** | 10/18 |
| **Module 6 & 7**10/19 | Chapters 6,7, &pages 210-212 | Read assigned chapters, complete Module 6/7 Discussion | 10/25 |
| **Module 8**10/26 | Chapters 9 & 12 | Read assigned chapters, take quiz, and***Complete Oral Presentation Outline*** | 11/1 |
| **Module 9**11/2 | Chapters  10 | ***Complete Oral Presentation***  | 11/15 |
| **Module 10**11/16 | Review All | ***Final Reflection Discussion Post-*** *This is due on a Wednesday* | 12/9 |

**\*Check Canvas for additional information**