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**CLASS:** SPC 1017 Interpersonal Communication Hybrid,

**ROOM & TIME:**

**INSTRUCTOR:** Suzette Ashton

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**OFFICE HOURS ON CAMPUS Room 219:** Determined each term

**OFFICE HOURS ONLINE: Determined each term**

**REQUIRED MATERIALS**

* Think Communicate 2015 by Engleberg and Wynn, 3rd edition
* Access to the Internet and an active e-mail address
* Microsoft Word for completing and submitting assignments (Microsoft Works and Word Perfect files are NOT acceptable) and access to Microsoft PowerPoint.

**DESCRIPTION:** Students will explore a range of communication concepts and topics from interpersonal communication, to small group communication, to public speaking. Students will develop skills to put the communication principles to work.

**MAJOR TOPICS**

• Perception of self and others

• Verbal and nonverbal communication

• Conflict management and resolution

• Oral presentation skills

• Small group communication skills

• Listening skills

**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 competency.
4. Students will be able to manage and/or resolve circumstances of interpersonal conflict.
5. Students will deliver extemporaneous speech (es).
6. Students will demonstrate small group dynamics and act appropriately.

**VALENCIA COMPETENCIES:**

This course will assist you in reinforcing the following Valencia Student Core Competencies:

• **Think:** Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.

• **Communicate:** Communicate with different audiences using varied means.

• **Value:** Make reasoned value judgments and responsible commitments.

• **Act:** Act purposefully, reflectively, and responsibly.

**BLACKBOARD:** This course is Bb enhanced. The grade book, handouts, discussion postings, and some assignments may be posted there. You are encouraged to log in on a weekly basis.

**EXPECTED STUDENT CONDUCT:** Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action which could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook. Students are expected to be especially conscious of biased language and should avoid hostile and or demeaning references that reflect stereotypes of gender, race, age, life-style, national origin, or any other quality of individual and or group diversity.

**STUDENT CODE OF CLASSROOM CONDUCT:** Policy # 6Hx28:10-18 (Posted in the classroom).

**TEACHING METHODS:** This course requires student participation and involvement. Students will read the textbook, complete weekly homework assignments and quizzes, conduct research using library sources, conduct observations, participate in class and group discussions, and collaborate with classmates on assignments and brief presentations.

**ATTENDANCE POLICY:** You are allowed 2 absences after that, 5 points will be deducted from your final grade for each absence. If you come late to class, it is your responsibility to have your absence erased from the grade book. An absence does not excuse you from turning in assignments on the day they are due. You assume the responsibility for contacting a fellow student or me to reconstruct the topics, handouts, and assignments covered. If you are able to provide legitimate documentation, i.e. Doctors note, Police report, funeral notice etc. for your absence, it may be waived.

**TARDY/ EARLY DEPARTURE:** Be on time to class—lateness is rude (barring unforeseen circumstances) and disruptive. Do not disrupt class with your entrance by announcing your presence or making excuses for your tardiness; the same holds true for an early departure. Take the nearest open seat and focus on the class activities. Excessive tardiness and early departures (more than 3) will result in 5 points --for each occurrence, being deducted from your final grade. If you are able to provide legitimate documentation, i.e. Doctors note, Police report, funeral notice etc. for your tardy or late departure, it may be waived.

**ACADEMIC HONESTY:** Plagiarism is claiming as your own speech, article, outline, or paper which in whole or part was prepared by someone other than yourself. Plagiarism can result in the failure of the course. You will be instructed in proper attribution to sources

**ACADEMIC HONESTY: Policy # 6Hx28:10-16 (Posted in the classroom).**

**WITHDRAWAL DEADLINE:** The Withdrawal Policy states that: students are only able to withdraw themselves up to the Withdrawal Deadline. Only faculty are able to withdraw students after the Withdrawal Deadline; if they are in violation of the course attendance policy, up to the beginning of the final exam period. See the Class Calendar for the withdrawal date.

**STUDENTS WITH DISABILITIES:** 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 OSD determines accommodations based on appropriate documentation of disabilities (Winter Park Campus, Room 203, 407/582-6887).

**CLASS ASSIGNMNETS AND GRADES**

**A= 100-90 B= 89-80 C= 79-80 D=69-60**

Information in the syllabus, schedule, grading information sheet, and on the course website is subject to change at the instructor’s discretion. Changes will be announced in class and in Blackboard. Some assignments will be submitted in Blackboard as Word, HTML or PDF files. All assignments are due in Blackboard the Sunday by 11:59 PM PRIOR to class on Tuesday.

* **Chapter Quizzes, 10 points each – NOT accepted late**

Chapter quizzes will come directly from the text.

* **Discussions, 25 points each – NOT accepted late.**

**Discussion Board Requirements**

In each discussion board, you are expected to post your own response to a question and then read your classmates postings, replying to at least two others. Please note the following:

• Your own posting should be between 75-100 words (just a guideline) and should reflect your own thinking, examples, and if possible, outside references on the topic.

• You should return to read what others have posted and what others have had to say about your posting several times through the end of the session. You are required to reply to at least two of your classmates. Good reply postings are thoughtful, insightful and offer useful comments or questions on the author's thoughts. Discussion replies that simply say things like "I agree" or "good job" don't move the discussion forward and are not satisfactory.

• You receive 15 points for completing your initial response and 5 points each for replying to classmates (up to 10 points) for a total of 25 points. Discussion postings are due at the end of the week (11:59 p.m. on Sunday) and are not accepted after that time. However, discussion boards are left open for your continued discussion - you are encouraged to continue discussions that are of interest to you and the class.

* **Communication Assessment paper, 25 points each – accepted late for HALF credit**

Communication Assessments will be graded as follows:

**25 points:**  Assignment clearly and thoroughly answers question, refers to information provided in the chapter (other than the questions or results from the assessment); which is cited correctly as an in text citation and on the works cited page, is well organized, and has few (if any) surface errors. **Surface errors** may include: verb tense, subject-verb agreement, fragments, RTS (run-together or “run on” sentences), pronoun agreement, plural forms, and homophones (whether and weather), spelling, word usage, and or typographical errors.

**20 points:** Assignment clearly answers question, refers to information provided in the chapter; but is cited incorrectly as an in text citation and or in the accompanying works cited page.

**15 points:** Assignment answers question, but does not refer to information provided in the chapter.

**10 points:** Assignment answers question, but does not refer to information provided in the chapter and has excessive surface errors.

* **Reaction Papers, 25 points each – accepted late for HALF credit**

Reaction Paper assignments are designed to ensure that you have watched the assigned video before class and that you have thought about at least one of the issues presented in the chapter that we will be discussing.

Reaction papers will follow the same criteria as the Communication Assessment Papers

* **Oral Presentation, 100 points - accepted late (time permitting) for HALF credit**

This oral presentation will allow you to demonstrate various skills learned throughout the semester. You will develop and deliver a short (4 to 6 minutes) oral presentation using an extemporaneous delivery (using brief speaker notes without reading the speech word for word).

Research is required and can begin with what we learned in the textbook to help you choose a topic, and then expand the research beyond the textbook. Develop an introduction, body (3 main points), and conclusion. You can decide on your main points based on the research that you find on your selected topic. Make sure to research in a minimum of three credible research sources (your textbook may be used as one of the sources). You will provide complete citations of all research sources in a “Works Cited Page” as well as oral citations during your presentation.

**BAYCARE:** 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.

**CLASS SCHEDULE – Subject to changes**

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| **Date** | **Come to class prepared to discuss…** | **Assignments due in Blackboard** |
| **Week 1** | **Chapter 1:** Human Communication | None |
| **Week 2** | **Chapter 2:** Understanding Your Self  **Video** : The Human Experience  Assignment: Because I am a Man/Woman, I Must | **DUE 9/5 BY 11:59 pm**   1. Discussion – The Human Experience 2. Quiz Chapter 2 3. Human Experience Reaction Paper |
| **Week 3** | **Chapter 3:** Adapting to Others | **DUE 9/12 BY 11:59 PM**   1. Discussion – Implicit Bias 2. Quiz Chapter 3 3. Communication Assessment |
| **Week 4** | **Chapter 4 :**Listening | **DUE 9/19 BY 11:59 PM**   1. Discussion – Personal Listening Styles 2. Quiz Chapter 4 |
| **Week 5** | **Chapter 5:** Verbal Communication  **Video:** American Tongues | **DUE 9/26 BY 11:59 PM**   1. Quiz Chapter 5 |
| **Week 6** | **Chapter 6**: Nonverbal Communication | **DUE 10/3 BY 11:59 PM**  1. Discussion – Etiquette 101  2. Quiz Chapter 6  3. Communication Assessment |
| **Week 7** | **No Class : College Night** | **NOTHING** |
| **Week 8** | **Chapter 7:** Understanding Interpersonal Relationships  **Video:** Happy | **DUE 10/17 BY 11:59 PM**  1. Discussion - Onion  2. Quiz Chapters 7  3. Happy Reaction Paper |
| **Week 9** | **Chapter 8**: Improving Interpersonal Communication | **DUE 10/24 BY 11:59 PM**   1. Discussion – Google You! 2. Quiz Chapter 8 |
| **Week 10** | **Chapters 12-15:**  Presentational Communication | **Nothing** |
| **Week 11** | **Chapter 9:**  Professional Relationships | **DUE 11/7 BY 1159 PM**   1. Communication Assessment |
| **Week 12** | **Library- meet in room 134** | **DUE 11/14 BY 11:59 PM**  Library Work Sheet |
| **Week 13** | **No class – Thanksgiving Holiday** | **Nothing** |
| **Week 13** | **Speeches** | **Nothing** |
| **Week 14** | **Speeches** | **Nothing** |
| **Week 15** | **Speeches** | **All late assignments** |
| **Week 16** | **FINAL EXAM** | **Nothing** |

**“I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”**

* **Maya Angelou**