

SPC1017 Syllabus

GENERAL COURSE INFORMATION

Name of Course: **Interpersonal Communication**

Course Title & Number: **SPC 1017**

CRN(s)#: **31428**

Term/Year: **Summer 2023**

Modality: **Online**

Length of Term: **6 weeks**

Credit Hours: **3 credits**

CONTACT INFORMATION

Instructor: **Dr. Tracey V. Council- Ph.D.**

Email: **tcouncil1@valenciacollege.edu**

Office Location: **Online for West Campus**

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

None

COURSE OUTCOMES

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

Students will demonstrate interpersonal communication competence. Students will be able to manage and/or resolve circumstances of interpersonal conflict. Students will deliver

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

TEXTBOOK & REQUIRED MATERIALS

<https://open.lib.umn.edu/communication/front-matter/publisher-information/>

COMPUTER/EQUIPMENT REQUIREMENTS

This face-to-face course will require students to have access to a computer with the Valencia College [hardware/software requirements](#) or to utilize the Valencia College library computers.

TECHNOLOGY ACCESS/SKILLS

This face-to-face course will require students to demonstrate competence in the following areas:

using a word-processing program to type, revise, and edit your coursework; using Canvas to check grades and class communications; navigating the electronic library databases, evaluating Internet sources for credibility and reliability, and integrating outside source material into speech presentations.

COURSE COMPETENCIES

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

IMPORTANT DATES

Start Date: June, 20 2023

End Date: July 31, 2023

Withdrawal Deadline: July 14, 2023

Drop Refund Deadline: June 27, 2023

College Closed: July 4, 2023

Link to College Calendar: <https://valenciacollege.edu/academics/calendar/documents/2022-2023-important-dates-calendar.pdf>

NO SHOW POLICY

Class attendance is required for face to face and ONLINE. If you do not complete the first class assignment , you may be withdrawn from the class as a “no show.” **Class online attendance is required for online classes; 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 (6/25/23) 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.”

WITHDRAWAL POLICY

Per Valencia policy 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.

A faculty member **will** withdraw a student up to the withdrawal deadline 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.” After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. 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. Review the complete policy at <http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/>

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, which can be reviewed at

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

COLLEGE LINKS

College Catalog: <http://valenciacollege.edu/catalog/>

Valencia Policy Manual: <http://valenciacollege.edu/generalcounsel/policy/>

Student Handbook: <http://valenciacollege.edu/pdf/studenthandbook.pdf>

Microsoft Office Instructions for free software:

valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf

Course Support: onsite, online tutoring, writing help, etc.

<http://valenciacollege.edu/learning-support/>

ACADEMIC HONESTY

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty 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. To review the Valencia policy, go to

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0

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) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. For more information, go to <http://valenciacollege.edu/osd/>

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) 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.

ATTENDANCE POLICY

Students are expected to complete ALL weekly assignments on time; however, there are circumstances in life which cause students to miss class. Students may miss **one week's assignments** and then if no documentation is provided, and there is a second week of absence it will result in withdrawal from the course. Absences after the second one will require written documentation of a medical emergency or ongoing medical condition. If it is severe and will prohibit you from finishing the course you are advised to drop the course or take a Medical withdrawal/incomplete. This can be determined and discussed should the need arise.

The instructor will take attendance by tracking all assignments and submissions through Canvas statistics.

In addition to Valencia's college wide attendance policies, in this class a student's participation grade will be adversely affected after they have missed more than one assignment and or thread discussion.

LATE WORK/MAKEUP POLICY

Assignments submitted 1-2 days late will receive a letter grade deduction. You may **ONLY** submit an assignment late with instructor **PERMISSION**.

Instructor does not have to accept nor grade late assignments that have no permission.

FINAL EXAM POLICY

A final exam speech will be administered. Students who miss the final exam will need contact the professor with medical documentation of an emergency or ongoing medical condition to make up the exam.

GRADING SCALE

90% -100% A

89.9%-80% B

79.9%-70% C

69.9%- 60% D

59.9%- 50%

and lower F

GRADING BREAKDOWN

25%- Attendance/Participation (Online discussion posts, Volunteerism, Alertness, and Readiness, etc.)

25%- Homework

30%- Persuasive Project (Oral Presentation)

20%- Speech (final exam)

TOTAL- 100

DISCLAIMER STATEMENTS

NOTE: All Projects/Speeches must be completed with a 65% or higher to pass the course.

ALL ASSIGNMENTS, READINGS, AND WEEKLY MODULES MUST BE COMPLETED IN ORDER. YOU CAN WORK AHEAD BUT NOT SKIP AROUND TO ASSIGNMENT.

ALL ORAL PRESENTATIONS THAT ARE RECORDED MUST HAVE YOU SPEAKING IN THE VIDEO FULL SCREEN OR 50% SPLIT FOR GRAPHICS. NO VOICEOVERS, AI-(DEEPFAKE OR SIMILAR), ACTORS, ANIMATION OR AVATARS ALLOWED.

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 Canvas message.

All oral presentations and speeches are required to be submitted via YouTube. I will not open video files.

You Tube Channel Setup:

If you are familiar with the process please set up a new account using your Valencia email for the new gmail account. Name your channel: SPC 1017 and then your last name. If it's unavailable please use your first initial and then last name So if I were creating one it would be named: SPC 1017 TCOUNCIL. Here is a link to a tutorial for setting up a YouTube Channel:

[How To Make A YouTube Channel! \(2018 Beginners Guide\) \(Links to an external site.\)Links to an external site.](#)

COMMUNICATION POLICY

All students must use their Valencia e-mail to communicate with the instructor. Remember that an e-mail to a professor is not an instant message! It requires a subject (must include the class number and time), heading, body (with correct grammar, punctuation and spelling), and a closing with the student's full name as

listed on the class roster. E-mails missing any required information may not receive a response. Your instructor will make every effort to respond to your e-mails within 72 hours but if you do not receive a response please politely resend the e-mail.

PROJECTS

PERSUASIVE PROJECT: (SPEECH)

Students will work on a project and utilize their interpersonal communication skills they have learned during the semester. This project will consist of developing a campaign to present to the class that positively changes a facet of the world. Previous campaigns have included: PETA, recycling, ending sex-trafficking, supporting a children's hospital, etc.

This assignment will prove challenging when different points of view arise on the feedback discussion posts. Creativity of visuals will garner higher presentation scores. Each presentation will be 5 minutes long and then will have questions and feedback that you will need to respond to in the forum discussions. You will need to have verbal and parenthetical citations in your presentations and on your power point slides as well as a Works Cited Slide. All presentations will be recorded and uploaded to YouTube. Make the presentation public so that your classmates may see it. Make the link available in the accompanying Discussion Thread so that your classmates may access it. (**TIP:** Present this as if you were going to get people to fund or vote for your cause. Previous campaigns have actually partnered with organizations and actually gotten votes or signatures to have policies adapted.) **BE DRESSED EITHER PROFESSIONALLY OR REPRESENTING YOUR CAUSE. (T-SHIRT WITH LOGO, ETC.)**

FORMAL SPEECH:

For your final exam you will give a 2-3 minute speech discussing what you learned throughout the course and how it has changed your various relationships. You will include your week one statements of expectations and fears in the speech as a basis for growth. Be sure to include various theories and how it has directly applied to your growth. Sell yourself in this presentation as if your answers and dress were going to get you the job or funding for the company you always wanted to create. **Professional business attire required. Further instructions will be issued.**

COURSE CALENDAR : See Weekly Modules on Canvas for weekly assignments, Readings and discussion forums. **ALL** modules will be open for you, however you have to access **EACH** thing in the module to be able to access any assignments or discussions. Please go to [Week 1](#) to begin.