**Interpersonal Communication— SPC 1017**

**Valencia College**

**Summer 2015**

**Instructor: Toni M. Upchurch**

**Office Hours: available by appointment only**

**Email: Message me through our class Blackboard**

**Phone/Text: 407-633-0553**

**Valencia Core competencies: Valencia faculty has defined four interrelated competencies (Value, Think, Communicate and Act) that prepare students to succeed in the world community. These competencies are complex abilities that are essential to lifelong success. This course will help you develop and demonstrate the abilities to (1) think clearly, critically, and creatively; (2) communicate with others verbally and in written form; (3) make reasoned value judgments and responsible commitments; and (4) act purposefully, reflectively, and responsibly. Due to the nature of these global competencies many problems and activities will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively how to arrive at an appropriate solution.**

**Academic Honesty: All students are expected to be in complete compliance with Valencia College’s policies on academic honesty; see the Valencia College website for details on this policy: Academic Policies and Procedures). 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.** All work in this course should be the individual work of the student who submits it, unless the instructor indicates otherwise. Close adherence to the content or arrangement of someone else’s work must be accompanied by a clear acknowledgement of the source. Severe disciplinary action will be taken against any student found to have cheated and/or committed plagiarism. Penalties will range from a zero on the assignment/exam to course failure, notification of administrative authorities, and/or university dismissal.

This course understands intellectual property as the protection of ideas and deliverables in a business and professional communication context. Plagiarism and lack of academic integrity place an academic professional career at risk. Improper use of intellectual property in the work place can result in termination in the workplace as well as in a university.

**Student Code of 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, a student assumes the responsibility for knowing and abiding by the rules articulated in the Student Code of Conduct, 6Hx28:10-03; students are required to see the Valencia Catalog for full details, here is a link to Valencia's Catalog: http://valenciacollege.edu/catalog/ . The primary responsibility for managing the classroom environment rests with the faculty.**

**Course Description: Interpersonal Communication combines the theory and practice of interpersonal communication skills. Students learn skills to help them understand themselves better, and thus, to communicate more effectively with others. SPC1017 is designed to provide training in the basic process of communication and public speaking. This course focuses on developing language, nonverbal, intercultural, gender, and conflict management skills. Our study will include theoretical and experiential learning components. Because this is an interpersonal communication course; a large portion of the learning process will require you to participate fully in class assignments.**

**Required Materials:**

**8G Flash Drive for saving speeches**

**Texts Required:**

**Floyd, Kory. *Interpersonal Communication.* 2nd ed. Boston: McGraw Hill,**

 **2012.**

**Upon successful completion of this course the student will:**

* **Be more effective public speakers.**
* **Learn to research, outline and construct a formal public speech.**
* **Understand the characteristics of the process of interpersonal communication.**
* **Have a clear understanding of one’s self-concept.**
* **Understand why we form relationships and the role of self-disclosure in relationships.**
* **Understand the perception process and gain increased awareness of cultural, ethnic, and gender communication practices.**
* **Use language with greater precision.**
* **Demonstrate understanding of supportive and defensive behaviors.**
* **Understand how to manage conflict constructively.**
* **Be able to articulate and write about interpersonal communication.**
* **Work effectively with others in groups and groups’ presentations. Be able to work with others in groups to solve communication problems.**

**Assignments and Breakdown of Points:**

* **15% Participation and attendance. Participation includes in-class activities, in class writing assignments and role-plays to practice communication theory. Participation is a major part of this class and so it is important that you come to class prepared to be involved. This grade also reflects the civility and decorum in the classroom part of your grade.**
* **10%- Cultural Introductions: This is a 3-4 minute self-introduction speech. You will consider aspects of culture in building the development of this introduction. You must cite the textbook in the presentation.**
* **10%- *Informative Speech* Interpersonal Presentation: You will present a 5-6 minute presentation on a topic presented in the class. For this presentation you must include 4 reference sources including your textbook. You must also include a PowerPoint or Prezi, Outline and Works Cited Page prepared in MLA/APS documentation.**
* **20*%- Persuasive Speech* Group Presentation and Panel Discussion: Follow the guidelines listed in the handout provided. This is a 12-25 minute presentation, 4-5 minutes per group member. Each group must include a Project Plan, Power point, Outline, Research Analysis, and a Works Cited Page with 4 reference sources.**
* **10%- (2 @ 50 points each) Quizzes**
* **10%- (2 @ 50 points each) Reflection Posts/ Comments**
* **10%- (5 @ 20 points each) Peer Evaluations**
* **5%- Self Evaluation- due 1 week after your Interpersonal Presentation**
* **10%- Final Exam**

|  |  |  |
| --- | --- | --- |
| **Due Date** | **Assignment**  | **Points Possible**  |
|  | **Cultural Introduction Presentation** | **100** |
|  | **Interpersonal Presentation** | **100** |
|  | **Self-Evaluation Due**  | **50**  |
|  | **Reflections (2)** | **100** |
|  | **Quizzes (2)** | **100** |
|  | **Final Exam** | **100** |
|  | **Group Project & Panel Discussion**  | **200** |
|  | **Peer Evaluations (5 @ 20 pts each)**  | **100** |
|  | **Participation (includes in class assignments)** | **150** |
|  | **Total class**  | **1000** |

**Classroom Policies**

**Attendance:** Attendance at all class meetings is mandatory. If an extreme emergency necessitates missing any class, the student is responsible for contacting the instructor as soon as possible to seek permission for a make-up class or assignment. You may miss 2 classes without any penalty but **you will be deducted 10 points from your final grade for every absence you have incurred at 3 absences (3 absences= 30 points, 4=40 ) and if you must miss five (5) classes you must withdraw or receive an F for the course**. Please arrange to meet with me to discuss any extenuating circumstances that may be affecting your class attendance and/or performance.

**You are required to be present on all designated speech days whether you are speaking or listening and critiquing**. IF YOU MISS A SPEECH DAY; YOU MUST CONTACT ME TO ARRANGE FOR A MAKEUP DAY. You must have written documentation to be excused from a speech day and to be scheduled for a make-up speech. If you miss on your listening day, 10 points will be deducted from that speech grade. If you miss the entire block of speech days designated, you forfeit the opportunity to speak for that particular speech. You will not lose points from speech days with written documentation (i.e. doctor’s note of an illness, car trouble resulting in car repair, etc.) of an absence. If you miss a speech due to an undocumented occurrence; you may submit a full sentence outline, written speech, and a works cited page for up to 50% of the speech grade. **Late arrivals, early departures, class disruptions,** and anything that may compromise the learning experience for others or yourself in the course will also lower your contribution grade. Excessive late arrivals and early departures may result in an absence.

**NEVER ENTER THE CLASSROOM WHEN A STUDENT IS PRESENTING, this helps to ensure that everyone is able to present without interruption. If you enter the class during a student** **presentation, you will lose 10 participation points and you may forfeit your opportunity to present.** This attendance policy is provided to insure fairness to all students. Please be aware of and follow this policy.

**Communication Policies**: All communication, including email, with me (or any professor) must be professional and appropriate. I will do my best to respond to your email in a timely manner (within 24 hours). If you have to speak to me immediately, you may contact me by phone or text. I will contact you via Blackboard; please be sure check regularly for changes and updates.

**Assignments**: All assignments must be presented in proper MLA format. The OWL Purdue Online Writing Lab is an excellent resource for current MLA format. There are also many books available at your local library that aid with this citation style. You may purchase a current MLA textbook; but it is not necessary.

**Late Assignments**: Late assignments will be accepted however **5 points will be deducted for every day** that they are late. Due to time restraints, we have no makeup days scheduled.

**Any student who, because of a disability, may require special arrangements**: 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 week of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The goal at the OSD is to open doors, remove barriers and assist you in any way they can. The key to success is matching your needs to the services provided. Please discuss your individual needs with your instructor. Valencia’s OSD can be found online at <http://valenciacollege.edu/osd> West: SSB, Rm. 102, Ph: 407-582-1523, Fax: 407-582-1326, TTY: 407-582-1222

**Language Use**: In class, use language appropriate to a professional setting.

**Financial Aid**: Academic advisors and/or instructors are not financial aid advisors. Please contact financial aid before dropping or withdrawing from any class, as this may impact the status of your financial aid.

**Electronics in class**: **Please turn all cell phones to silent before entering class. Students may not receive or send texts during class.** If you are expecting an extremely important call, please let me know beforeclass begins. If I notice that you to are texting, it will affect your participation grade. Laptop Computers are not allowed in the classroom for note taking as it is impossible to monitor. You may have e-readers in class for the class text book only. This means if we are not working in the textbook, you may not have it out and in use. Additionally, if I notice you are not following the rules of electronics in class I will apply a penalty to your participation grade without further notice.

**Classroom Decorum**: Civility is defined by Merriam-Webster as civilized conduct especially courtesy and politeness.

Because this is a communication class, I anticipate a high and active level of participation. **I also expect all students to practice civility at all times**. As college students, you are adults and, therefore, expected to act as such. Everyone must be treated with respect for her/his ideas. Disruptive behavior is not acceptable in the classroom. This class requires respect for all people and their ideas, even if we do not like or agree with these ideas. Our classroom code of conduct will protect and promote civility.

**Additionally, you will be required to select your own presentation topics. Speakers that share any** **unethical or immoral information, slanderous, or otherwise harmful comments or suggestions will not receive credit and may subject the student to further disciplinary action**.

**Additional information** and standards for specific assignments will be given as the course progresses. You are responsible for keeping track of your points and grades. Please arrange to meet with me outside of class to discuss any questions that you may have concerning your grade. Any necessary changes in the class schedule will be announced.

**Tentative Schedule and Assignments (Subject to change)**

Week 1 (5/12 & 5/14) - Chapter 1, Introduction to the course

Week 2 (5/19-5/21) - Chapter 2, Culture and Gender, **Introduction Presentations**

Week 3 (5/26- 5/28) - Chapter 3, Communication and Identity, **Quiz 1 (Chapters 1-3)**

Week 4 (6/2-6/4) –Chapter 7, Listening & the Public Speaking Process- Research and Development for Interpersonal Presentations

Week 5 (6/9- 6/11) – Chapter 6 & 8, Nonverbal Communication & Emotion

Week 6 (6/15- 6/17) - **Interpersonal Presentations**

Week 7 (6/22- 6/24) – **Reflection 1 Due,** Chapter 9, Interpersonal Communication in Friendships and Professional Relationships

Week 8 (6/30- 7/2) – **Reflection 2 Due,** Chapter 10- Interpersonal Communication in Romantic and Family Relationships

Week 9 (7/7- 7/9) – **Quiz 2 (Chapters 8-10)** Chapter 13, Communicating in Small Groups, Group Development

Week 10 (7/14- 7/16) – Chapter 11-12, Interpersonal Conflict & Deceptive Communication

Week 11 & 12 (7/21- 7/23 & 7/28-7/30) **- Group Presentations**

Week 13 (8/4) – **Final Exam**