

COM 125 601
Fall 2015
October 10, 11, 17, 18, 24 and 25
9:00 a.m.-5:00 p.m. on Saturdays and Sundays
Interpersonal Communication Syllabus (Subject to Change)

Dr. S. Messina Dewald, Professor

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Office Hrs: 11:15 a.m.-11:45 a.m. and 2:45 p.m.-3:45 p.m. on Mon. and Wed.

4:00 p.m.-5:00 p.m. on Tuesdays and 5:00 p.m.-6:00 p.m. by appointment on

the following dates: October 10, 11, 17, 18, 24 and 25.

According to the *Fall of 2015 Schedule*, **the drop date is 10/11** and the **withdraw date is 10/21**.

Please check with the instructor for any changes in this schedule. Office hours may be held in such locations as the library, classroom, COMM Lab, or my office, (WE 2633) depending on the students' needs.

Please make sure that you call ahead or make an appointment if you need to see me. I will try to make myself available as much as possible and accommodate your schedule, however, sometimes situations arise where the office hours need to be changed due to meetings on campus or off site. This is why it is always to your advantage to call ahead or make an appointment if you need to see me.

Text: *Looking Out, Looking In, 14th Edition*, by Adler and Proctor. This text is **required** for this specific course.

Course Description: This course is designed for students to develop and/or enhance communication skills and to use those skills to interact effectively in family, social, and professional relationships. Relevant concepts include an introduction to communication theory, self-concept, perception, language, nonverbal communication, self-disclosure and conflict management.

ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Section 504 of the Rehabilitation Act of 1973: Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance, or are interested in requesting accommodations, please contact Accessibility Services. Faculty is not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive. Students may contact the Access staff by telephone at (303) 914-6733 or email to make an intake appointment access@rrcc.edu. Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at www.rrcc.edu/accessibility-services.

Course Objectives and Competencies

The student should be able to:

- Distinguish the interpersonal communication context from other communication contexts.
- Understand self-concept and its relationship to interpersonal communication.
- Demonstrate an awareness of the effect of perception on interpersonal communication.
- Critically evaluate and apply appropriate emotional expression in interpersonal interactions.
- Demonstrate an understanding of the impact of language on relationships.
- Demonstrate an understanding of the impact of nonverbal communication on relationships.
- Demonstrate effective listening and response strategies.
- Recognize and describe appropriate strategies for self-disclosure.

- Analyze conflict situations and propose approaches for conflict management and resolution.
- Illustrate understanding of gender and cultural influences on interpersonal communication.
- Recognize concepts of relationship dynamics.
- Demonstrate understanding of the link between technology and interpersonal communication.

Topics to be Discussed

In an effort to suit the needs of the learner, topics will be taught through diverse methodologies. Some of these methods will include class discussion, lecture, group activity, demonstration and presentation. Any of them may be accompanied or enhanced by the use of technology. These topics include, but are not limited to:

- The Interpersonal Communication Process;
- Communication and Identity, including the Self;
- Perception;
- Emotions;
- Language;
- Nonverbal Communication;
- Listening;
- Relational Dynamics;
- Close Relationships;
- Communication Climates; and
- Interpersonal Conflicts.

Requirements and Guidelines/Points

I. Quizzes – 15% for each Quiz for a total of 60%

There will be four quizzes. These quizzes are designed to help you stay on task with the material in the course. If you pace yourself with the reading and content given by the instructor, you should be able to succeed on these quizzes! Unfortunately, there are no makeups for missed quizzes. Yet, if you miss a quiz for any reason, or choose not to take a specific quiz, then, instead of receiving a zero on the quiz that you have missed, you will have the opportunity to have the next quiz count for 30%, instead of 15%. If you miss the first quiz, then the grade on the second quiz will count for 30%, instead of 15%. If you take quizzes one, two and three, you will be allowed to double the third quiz and count the score from the third quiz for the fourth quiz. Please remember that you may only miss one quiz. If you miss more than one quiz, then you will receive a zero on the second quiz that you have missed. You will be informed of the specific chapters from the book that will be on each specific quiz. You are responsible for all of the information shown in DVD's and videotapes or disseminated on D2L and in handouts distributed in class. Please remember that your fellow classmates are not required to share emails or phone numbers with you. The instructor will not be responsible for providing you with information that you have missed if you are absent, unless there is a documented emergency, so it is imperative that you attend every class.

II. Tests – 20% for the Final to be given in class

The test is comprehensive. Please keep in mind that there is no scheduled makeup for the test. If you are not present on the day that the test is administered, then you risk receiving a zero on the test. Please note that reviews will only be provided for the quizzes. You will not be given a review for the comprehensive exam.

You are not allowed to leave the classroom for any reason during a quiz or test. If you do so, you will not be allowed to continue taking the quiz or test and your grade will be assigned based on the work that you have completed on that quiz or test. All cell phones and all technical devices must be put out of sight during the

quizzes and test. You will not be allowed to answer a cell phone or listen to any music during class time. Also, you are discouraged from using a laptop during class time except for taking notes. **If** it is discovered that you are visiting other websites during class while using your laptop, you will be advised to not bring your laptop back to class for the remainder of the semester. Perusing other websites and doing other activities or assignments during class time is distracting to the instructor and to your fellow classmates.

III. Class Participation – 15% for attending and participating in activities in class

Class participation is required in this course. Aside from actively participating in class discussions, you will have the opportunity to participate in activities, which will cover specific concepts that are being taught in the class. You can earn up to one percentage point during each class for participation. The participation grade is based on your positive contribution to each class. Please attend each class so that you may learn from your instructor and peers. You are responsible for coming prepared to class since you may be asked to discuss information from chapters in the text with the rest of the class. You must participate to receive credit and you must be respectful of the instructor and your peers. Your participation must reflect your knowledge of the material. You need to stay current with the reading of the chapters in the text because, if you are not prepared, when asked to discuss a topic, then you risk receiving a zero for class participation for that day. Since this is a three weekend class that meets for three consecutive Saturdays and Sundays, you are only allowed to miss two hours and forty-five minutes without penalty. This absence can be used if you are ill or have a personal issue. If an attendance sheet is provided and if you do not sign it for any reason, you risk being counted as absent. If you are tardy to class, or must leave the class prior to the time that the class ends, please put the time that you have missed next to your name on the attendance sheet. Being tardy to class or leaving the class early can affect your participation points. Please remember to sign your name legibly on the attendance sheet. If it is not legible, you risk being counted as absent for the date that it is not legible on the attendance sheet. Please note that if the instructor determines that your presence is distracting or detracting in any way from the learning environment of your peers, or if you are disrespectful to your peers or the instructor, the instructor can lower your final grade, in this course, up to one whole letter grade. You may also be asked to leave the class if you are disruptive to the learning environment. Please do not pack up your items prior to the end of class, since this action can be disruptive to the other learners. There are no excused absences in this course. These contact hours and participation points start the **first** day of class, as listed in the class schedule.

IV. Journal Assessment – 5% You will be asked to read specific journal articles related to the subject matter of this course and then take a quiz to assess your knowledge of the material in the journal articles. Information regarding this assignment will be placed on D2L, but the assessment over the content in these journal articles will be given in class. There will be no make ups for this assignment that will assess your knowledge of the journal articles, but everyone will have the opportunity to earn some extra credit on the four quizzes given in class. The extra credit that will be on the quizzes will be worth considerably less credit than the quiz over the journal articles, so try not to miss the assessment over the journal articles. There are no make-ups for the extra credit that is given on the quizzes. If you do not take a specific quiz, you do not earn the extra credit that is on the quiz that you have missed. See extra credit which is V.

V. Extra Credit – You will have the opportunity to receive some extra credit in this class. The extra credit will be on the quizzes and calculated in each quiz grade. Please take notes in class and always take notes from any DVD's or other forms of social media that are viewed in class.

Finally, try to come to class with a positive attitude. Remember that the instructor and your classmates want you to succeed! Your participation grade will be based on your contribution as a listener and group member. Your peers and your instructor deserve your full attention as a listener throughout the course. Try to reflect this in your positive nonverbal and verbal communication.

Please do not talk while others are talking and kindly do not work on outside assignments during this class. Kindly do not carry on conversations with other students when another person is speaking in class. You need to direct your full attention to the concepts being discussed in this class. Because nonverbal communication is such an important component in the communication process, kindly remove your hat in class and sit in your chair with your feet planted on the floor and with your chair facing toward the speaker. Your body language can reflect your attentiveness in class.

V. Grades

The grading scale is as follows:

90 -100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
50 - 59 = F

INSTRUCTOR'S POSITION PAPER

1. Attendance is mandatory. We meet from 9:00 a.m. until 5:00 p.m. for three consecutive Saturdays and Sundays. It is imperative that you are present so that you can participate and learn the material. Remember to turn all cell phones to a silent or off mode during class. Also, please do not text message while in class.
2. Any assignment that is required should be submitted on the day that it is due. You risk receiving a zero in participation for the day that the homework assignment is due if it is not completed or if it is not legible. Examples of homework assignments are reading assignments, exercises, short answer responses or analysis papers to concepts that are related to the material in the course. Research online or in the library that involves books, scholarly journals, films, and magazines may be required.
3. Your work needs to be proofread and checked for any errors in spelling, grammar or content before submitting it, so that you can receive full credit. You risk not receiving full credit for your work if you have spelling and/or writing errors.
4. You are responsible for **all** work that is given in class. This includes all lectures, readings from your text, media materials, guest lectures or information posted on D2L. You may wish to have someone in class take notes for you if you are absent.
5. It is your responsibility to keep track of the points earned and those, which may yet be earned, to determine how you are doing in this class. If you have any questions about the gradebook that is posted in D2L, please make an appointment with the instructor.
6. The Communication Studies program recommends that you have college level reading and writing skill levels prior to taking this course so that you can comprehend and master the material. To register for this course, one of the following prerequisites is required: Accuplacer in Sentence Skills (95 or higher), English ACT (18 or higher), ENG 090, CCR 092 or CCR 094 (C or better). If you have any questions, see an advisor.
7. You have the option of notifying me of any special medical needs that you may have and providing me with the name of a person whom I can contact in the case of an emergency concerning these needs.
8. As stated on page 29 in the section titled, "Academic Integrity" in the online version of the RRCC Student Handbook, "The College is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the College can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the College is the commitment to the principles of truth and academic honesty. Accordingly, The Student Code of Conduct is designed to ensure that the principle of academic honesty is upheld. Everyone associated with the College's academic community has a responsibility for establishing, maintaining, and fostering academic integrity. Anyone who becomes aware of an incident of academic dishonesty should report the occurrence to a faculty member, department chair, or administrator. Those committing academic dishonesty will be subject to disciplinary actions which may include failing the assignment and/or the course, and/or being suspended or expelled from the college. Disciplinary procedures are outlined in Student Code of Conduct. Guidelines for the definition of cheating (Article I.I.) and plagiarism (Article I.J.) can also be found in the Student Code of Conduct."
9. No tape recording will be allowed in this class. Since self-disclosure is one of the competencies required in this course, in an effort to insure a safe and trusting environment in which individuals can share their experiences that relate to the course material, no recording of any type will be allowed in any of the class meeting times.