

Summer of 2010 COM 125, Interpersonal Communication
Syllabus for Summer Weekend Class
(Subject to Change)

Dr. S. Dewald, Professor

Chair, Communication Studies and Communication Disorders

Communication Disorders includes Speech-Language Pathology and Audiology

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Office Hours: The office hours may be held in the classroom in which I have taught for the day or in my office, unless otherwise informed. Office hours will be announced in class. Please check with the instructor for the dates of these meetings or 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 and equipment needed.

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, Twelfth Edition*, by Adler and Proctor. This text is **required** for this specific course.

MLA Handbook for Writers of Research Papers. It is mandatory that you adhere to the MLA style, if you are asked to cite sources for an assignment in this class. You may find this book helpful in citing sources in this style. Most local libraries may have this book for you to borrow or you may find the MLA Style online.

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.

Course Objectives and Competencies

The student should be able to:

- , Analyze the link between communication behaviors and interpersonal relationships;
- , Examine how self-concept influences communication;
- , Analyze the role that perception plays during communication;
- , Apply the ways emotions influence and are influenced by communication;
- , Analyze how verbal and nonverbal messages function together in the communication process;
- , Demonstrate competent listening styles;
- , Demonstrate various conflict management strategies;
- , Select appropriate tools and resources in order to research various topics related to interpersonal communication; and
- , Demonstrate specific course concepts by participating with students in group projects or group activities.

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;
- , Intimacy and Distance;
- , 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. There will be no makeups for missed quizzes. **If** you miss a quiz for any reason, then the next quiz will count for 30%, instead of 15%. If you miss the fourth quiz, then the third quiz will count for 30%. **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 and other relevant materials (handouts, lecture notes, videotapes, and other relevant materials) that will be on each specific quiz.

II. Tests - 25% for the Test

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, including iPods must be put out of sight during the quizzes and test. You will not be allowed to answer a cell phone or listen to your iPod 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 on your laptop during class time is distracting to the instructor and to your fellow classmates.

III. Class Participation - 15%

Class participation is required in this course. Aside from presenting your own material, you should come to 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 present information from chapters in the text to the class. If you are not prepared, then you risk receiving a zero for class participation for that day. You can receive class participation credit for each day that you attend class and participate in class. Please note that if the instructor determines that your presence is detracting in any way from the learning environment of your peers, the instructor can lower your grade by one whole letter grade. There are no excused absences in this course. The success of the activities in this class is dependent on your participation with all of the members in this class, so you must attend to receive any points. It will be up to the discretion of the instructor to award these points equitably, based on your attendance, participation and overall contribution to the class. You are not allowed to miss more than two and one-half total hours of class without your grade being adversely affected.

These contact hours start the **first** day of class, as listed in the class schedule. Also, your involvement is needed in various group activities in class. It is imperative that you attend class regularly and that you participate. Sometimes you will be asked to work on an exercise outside of class and bring the completed assignment the next class period. It is your responsibility to do so or you risk receiving a zero in participation for that class period. Attending class can help your grade, and not attending class can adversely affect your grade. If you are tardy to class, you risk being counted as absent and losing points for that entire day. You should positively contribute to the learning experience of the class and participate in all of the group activities.

Finally, you should 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. You need to direct your full attention on the concepts being discussed in this class. Kindly 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 (A-is 90 to 93)

80 - 89 = B (B- is 80-83)

70 - 79 = C (C- is 70-73)

60 - 69 = D (D- is 60-63)

50 - 59 = F

INSTRUCTOR'S POSITION PAPER

1. Attendance is mandatory. It is imperative that you are present so that you can participate. 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 to the instructor on the day that it is due. You risk receiving a zero for any homework assignment that is not completed. Usually, homework assignments are exercises or short answer essay responses 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. All assignments are to be completed on the sheets supplied by the instructor or typed on **8 1/2" by 11" white sheets of paper or completed on the sheets provided in class**. The papers should be proofread before submitting them for any errors in spelling, grammar or content.
4. You are responsible for **all** work that is given in class. This includes the library seminar, all lectures, readings from your text, videotapes, or any guest speakers. You may want to exchange phone numbers with someone in class, so that if you are absent, you can obtain the materials that you may have missed.
5. Keep track of the points earned and those, which may yet be earned, to determine how you are doing in this class.
6. Please refer to the College Schedule and College Catalog regarding the college policy on dropping a class.
7. The Communication Studies and Speech-Language Pathology and Audiology programs recommend that you have college level reading and writing skill levels prior to taking this course so that you can comprehend and master the material. It is recommended that students take the ACCUPLACER assessment test and achieve minimum scores of 80 in Reading Skills and 95 in Writing Skills. You may be asked to sign a waiver form if you do not have the minimum scores in these areas. Additionally, you may be asked by the department to take these tests if you have not done so already.
8. Please notify me of any special medical needs that you may have and please provide me with the name of a person whom I can contact in the case of an emergency concerning these needs.
9. Plagiarism is not tolerated. If you plagiarize, you will receive a zero on the assignment and may receive an "F" in the course. You **must** cite your sources. Your name may be given to the Dean of Students for possible disciplinary action.
10. 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.

The following information is from Ms. Stanton in the Office of Special Services

OTHER: Red Rocks Community College in compliance with federal guidelines is committed to equal educational opportunity by assuring otherwise qualified students with disabilities equal access to RRCC programs and activities that are provided to students without disabilities. An otherwise qualified person with a disability is a student who meets the academic and technical standards required for admission or participation in all educational programs and activities.

Eligibility

To ensure the provision of reasonable and appropriate services at Red Rocks, students with disabilities must identify themselves in a timely manner to the Office of Special Services (OSS), Room 1182, Learning and Resource Center, 303-914-6733, in order to be eligible for the requested accommodation(s). Current and comprehensive documentation must be on file with the office, prior to approval of the accommodation. It is strongly encouraged that students disclose their disabilities at the beginning of their academic experience because accommodations are not retroactive.

RRCC will provide accommodations for qualified students with disabilities. Accommodations are provided at the discretion of the instructor and will not be provided if those accommodations alter the core curriculum. To request an accommodation, contact the Office of Special Services Director Jacquie Stanton, at your earliest convenience. The Office of Special Services is located in the Learning and Resource Center (LARC) in Room 1185. You may contact Jacquie at (303) 914-6731 V/TDD or email her at Jacquelyn.Stanton@rrcc.edu.