

Spring of 2012
COM 125 (Interpersonal Communication) Syllabus
(Subject to Change)

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Office Hours: 4:00 p.m.-6:30 p.m. or by appointment. The office hours may be held in the classroom in which I have taught for the day or in my office, unless otherwise informed. 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, Thirteenth 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%, if you have not missed any other quiz. **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 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 or assignments during class time is distracting to the instructor and to your fellow classmates.

III. Class Participation - 20% (10% for attending and participating in class and 10% for D2L Activities)

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 discuss information from chapters in the text with the rest of the class. If you are not prepared, then you risk receiving a zero for class participation for that day. 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. The other 10% of the 20% for class participation will be determined by specific D2L assignments that you must complete. If the assignment is not completed correctly, if you have grammatical or spelling errors, or if you fail to submit the assignment correctly to the Dropbox or Discussions link in WORD format, then you risk receiving zero credit for that assignment. All D2L

assignments must be put in the Dropbox or in the Discussions area to receive credit. Do not send assignments to the instructor's email address. You need to become adept at checking for information on D2L on a regular basis and in participating in discussions on D2L, since part of your participation grade and the assessment of how well you interact with your classmates will be based on this involvement. It will be up to the discretion of the instructor to award the 20% participation points and D2L points equitably, based on your attendance, participation, overall contribution to the class and correct completion of the D2L assignments.

These contact hours and participation points 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. You are only allowed to miss a total of three hours before your grade is adversely affected. This time includes tardiness to class and not returning from breaks on time. Please make sure that you are punctual. If you are late to class for any reason or late upon returning from a break, you risk being counted as absent or losing part of your participation credit for that day. You are advised not to use the three hours unless there is an emergency, or if you are ill. You may be asked to work on an exercise outside of class and bring the completed assignment to the next class period. It is your responsibility to do so or you risk receiving a zero in participation for that class period. For homework assignments, if the work is not legible or if it is poorly written, you risk receiving zero credit for the specific assignment in which the errors are apparent. Keep in mind that attending class can help your grade, and not attending class can adversely affect your grade. You should positively contribute to the learning experience of the class and participate in all of the group activities, including any discussions on D2L.

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. 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. 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
80 - 89 = B
70 - 79 = C
60 - 69 = D
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 or that is not legible. 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. Make sure that you have an account with the library so that you can access articles from off campus. Check in at the circulation desk as soon as possible to insure that you are in the RRCC library system.
3. All assignments are to be completed either electronically via D2L or on the sheets supplied by the instructor. 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, videotapes, 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.
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. To register for this course, the following prerequisites are required: Accuplacer in Sentence Skills of 95 or higher or English ACT of 18 or higher or English 090 or English 121 with a "C" or better. If you have any questions, see an advisor.
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 basic following information was provided by 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 Disability Services (ODS), Room 1182, Learning Commons, 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.

RRCC will provide accommodations for qualified students with disabilities through communication with your instructor via an Accommodation Certificate and your conversation with Jacquie Stanton. To request accommodations, contact the Office of Disability Services, Director Jacquie Stanton, at your earliest convenience. The Office of Disability Services is located in the Learning Commons in Room 1182. You may contact Jacquie at 303.914.6731 V/TDD or email jacquelyn.stanton@rrcc.edu

This Accommodation Certificate identifies the services that you are authorized for this semester and for this class. It is your responsibility to maintain your status as a student to be sure your services are in place. Accommodations are re-authorized every semester for every class.

It is strongly encouraged that students disclose their need for accommodations at the beginning of their academic experience because accommodations are not retroactive.

The Office of Disability Services also recruits volunteer and paid note takers to assist in providing this service to other students. Contact the office for more information.