



# INTERPERSONAL COMMUNICATION COM125-601

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## Fall 2018 Syllabus

### CONTACT INFORMATION

**Instructor:** Dr. Megan Rector, M.A., Ed.D.

**Office Hours:** By Appointment

**Email:** [megan.rector@rrcc.edu](mailto:megan.rector@rrcc.edu) (D2L Email Preferred)

### COURSE INFORMATION

Meeting Times: Friday 5:00pm-10:00 pm. Saturday 8:00am-5:30pm (From 10/26-11/10, 6 class sessions)

Class Location: Room 2315

### REQUIRED TEXTBOOK/COURSE MATERIALS

Adler, R.B. & Proctor II, R.F. (2017). *Looking Out, Looking In* (15<sup>th</sup> Ed). Cengage Learning. ISBN: 978-1-305-07651-8

Additional course materials are located on the course Desire2Learn page.

### COURSE DESCRIPTION:

**Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.**

**Credit hours: 3**

### COURSE PREREQUISITE/CO-REQUISITES

Completion of or current enrollment in ENG121 is highly recommended.

## COURSE COMPETENCIES

- 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.

## TEACHING PHILOSOPHY

Because communication skills are important to helping students achieve success in their careers and personal lives, I strive to teach my students to build relevant skills and see the personal value of the course material. At the core of my teaching is a philosophy that focuses on fostering deep learning of the course topics and building an inclusive classroom community. My teaching aligns strongly with the notion that the purpose of teaching is to make student learning possible. I endeavor to embody this philosophy by setting specific goals for student learning, engaging in a variety of teaching methods that are targeted to these goals, employing assessments that effectively measure student learning, and building an inclusive learning environment.

## GRADES

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### METHODS OF EVALUATION / GRADING / ASSESSMENT

- Attendance and Participation – 120 points
- In-Class Quizzes – 120 points (20 pts each)
- In-Class Assignments – 120 points (20 points each)
- Inside Out Analysis – 40 points
- House of Yes Analysis – 40 points
- Communication Goals Paper – 100 points

Total – 540 pts

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### GRADING SCALE

Grades will be based on the degree to which students meet the grade sheet guidelines laid out for each assignment. Please note that as you progress throughout the semester, the standards by which your assignments are judged change with your level of knowledge and experience. Success in this course

requires turning in all assignments on time and carefully following the instructions for each assignment.

Grades will be based on the following scale:

A (486 – 540): Excellent work

B (432 – 485): Good solid work

C (378 – 431): Average work

D (324 – 377): Poor work

F (<324): Failing work

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#### CRITERIA FOR GRADING / GRADING STANDARDS / ASSESSMENT MODULES

Detailed assignment instructions and grading rubrics can be found under “Content” in the course Desire2Learn page or will be shared in class.

## ASSIGNMENTS

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### IN-CLASS ASSIGNMENTS

During class, there will be several assignments that will be turned in for a grade. These assignments are typically handouts that coincide with certain lessons and will be completed in class either individually or with a group. Instructions for each assignment will be provided when they are assigned in class. Each assignment will be worth 20 points, and you must be present in class during the time it is assigned in order to be able to complete it.

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### END-OF-CLASS QUIZZES

At the end of each class session, there will be a short, 20 point quiz that covers key concepts covered in class that day. Question formats will vary. You are encouraged to take good notes during class and while completing the assigned readings, because you will be permitted to use these notes on your quiz. Use of the textbook during the quizzes will not be permitted. You must be in class at the time the quiz is assigned in order to take the quiz. If you leave class before the quiz has been taken, you have missed the quiz and will not be able to make it up.

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### INSIDE OUT ASSIGNMENT

During one class session, we will be watching the movie “Inside Out.” You will be given a handout in class which you will use to write up a detailed analysis of some of the communication components of the movie. You will then type up your analysis and turn it in the following week. Additional details about this assignment will be given in class, and this assignment is worth 40 points.

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## HOUSE OF YES ASSIGNMENT

On Friday, November 9, we will be attending the school's production of the musical, "The House of Yes." You will be given an assignment to analyze the relationships in the play. Attending the play is free, but in order to get your free ticket, you must go to the Student Life Desk with your student ID sometime before the date of the play to pick up your voucher for a free ticket. This assignment will be completed in class after the play and is worth 40 points.

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## COMMUNICATION GOALS PAPER

We will have one formal paper assignment in this class, the Communication Goals paper. In this 4-5 page paper, you will be analyzing your own communication skills and generating strategies to build on the communication skills you want to improve that you will identify in our first in-class assignment. This assignment will be due electronically by 11:59pm on the Sunday following the last day of the course. Detailed instructions and the grading rubric for this assignment will be posted on the course Desire2Learn page. If you would like to see the instructions for this assignment before our Desire2Learn course page opens on the first day of class, please contact me via email and I will send you the instructions.

## IMPORTANT DATES

**STUDENTS PLEASE VERIFY YOUR SPECIFIC CENSUS AND WITHDRAW DATES IN THE DETAILED STUDENT SCHEDULE, WITH DROP & WITHDRAWAL DATE, IN THE ROCK, UNDER THE STUDENT TAB**

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### CENSUS DATE (LAST DAY TO WITHDRAW WITH A REFUND)

If you drop a class before the drop date you are not responsible for payment, and you will not lose College Opportunity Fund (COF) credits. Additionally, a dropped course will not be visible on your permanent student record. If you are on financial aid, you should consult a financial aid advisor before dropping a class.

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### WITHDRAW DATE (LAST DAY TO WITHDRAW WITH A "W")

You can withdraw between the drop and withdrawal dates without affecting your grade point average. However, if you withdraw from a class you will be responsible for full payment and you will lose COF credits. If you are on financial aid, you should consult a financial aid advisor before withdrawing from a class.

## ATTENDANCE POLICY

Class attendance is required in this class and is critical to your success in this course. Because we are a weekend three-week class, missing one class period is akin to missing several weeks of a full-semester class. Attendance will be taken each day via a sign-in sheet. Attendance and participation for each class period are worth 20 points. Missing a class will result in a deduction of 20 points from your attendance

and participation grade, as well as the loss of any points for in-class assignments and quizzes for that day. If you are late to class or if you leave early, you will forfeit a portion of your attendance points for the day depending on how late you arrive or how early you leave. Additionally, if you arrive late or leave early you will forfeit the points for any assignments or quizzes that took place during the period you were absent.

In addition, the nature of this course relies on your contributions to in-class discussions and activities. You must actively participate in class in order to receive full participation points for the day. Your participation grade will be based on participation in class discussions/activities, classroom etiquette, and active engagement in learning. Note that participation also includes coming prepared with any worksheets/activities that I ask you to prepare.

Excused absences: **Excused absences are assessed at instructor discretion and will be granted only in extreme circumstances.** These absences are excused only with written documentation provided in a timely manner. In order to get an absence excused, you must show me the original copy of your documentation so that I can note it in my attendance records. I cannot accept photocopies of your documentation. If you are unsure as to whether an absence counts as excused, please come talk to me about it. I cannot excuse your absence if I am not made aware of the reason for it. If you are absent (excused or unexcused) please contact one of your classmates to find out what you missed in class.

If you come in after attendance has been taken or miss the sign-in sheet for any reason, it is your responsibility to let me know by the end of class that you were present. Failure to sign the attendance roster will result in you being counted as absent.

## DEADLINES AND PENALTIES

The very nature of this course demands that we stick to a firm schedule. Therefore, late assignments will not be accepted. The majority of assignments will be completed in class, and you must be present when they are assigned in order to receive credit for them. Readings and assignments must be completed on the day they are assigned on the course schedule. Be sure to read the book and take notes while reading; lectures are intended to *complement* (not duplicate) that information, so completing readings before class is very important.

**Deadlines** are posted in your course schedule. For reading assignments, you should come to class having read the chapters for the concepts we are covering that day. The Communication Goals paper must be submitted by the posted deadline in order to be accepted for a grade.

## ACADEMIC INTEGRITY STATEMENT / ACADEMIC DISHONESTY

Academic Misconduct: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the RRCC disciplinary procedures.

## CLASSROOM CONDUCT

**Classroom Etiquette & Technology:** This course is centered on active engagement with the material and interaction with each other. It is important that we respect each other and class time by being attentive and non-disruptive and being open-minded in respecting each other's backgrounds and views. I strongly encourage sharing of ideas and opinions, so it is important that we value each person's contributions. Remember that everyone is here to learn, and any disruption could hinder the learning of the entire class. Appropriate classroom behavior is tied directly to your overall participation score. Refer to the RRCC Student Code of Conduct for more information.

During class time, cell phones should be turned off or be set on silent, and should be stowed away where I cannot see them. There will be a 5 point deduction from your participation grade if your cell phone rings during class. Using an electronic device in class for anything other than taking notes or participating in a class activity will result in a 5 point deduction from your participation grade.

## ADDITIONAL COURSE POLICIES

**Email Policy:** Emails to the entire class will always be sent through Desire2Learn. It is your responsibility to check your D2L email regularly throughout the week. Failure to regularly check email may result in missed information, assignments, and points.

**Contacting Me:** Email is the best way to reach me (D2L is preferred). I will usually return your message within 48 hours of the sent time listed on the message, but weekends and holidays may be longer. You should also check your email often to check for announcements; emails to the class will always be sent via D2L. If you have a question concerning an assignment, please contact me by email at least 48 hours prior to the date that assignment is due.

**Grades:** Grades and attendance will be posted in the D2L grade book throughout the term. All assignments will be returned in a timely manner, and I will keep the class updated on my timeline for returning each assignment. I strive to give quality feedback on each assignment, so it is important for you to read the feedback carefully before discussing your grades with me. If you have a question regarding an assignment grade, please do not hesitate to contact me with questions about my feedback. Also, check your grades on D2L each week and inform me of any errors or questions.

**Withdrawing from Class:** If your life or career interferes with your schoolwork or if you are struggling with the class, it is your responsibility to withdraw from the class. Not attending and not withdrawing from class results in an F, which impacts your GPA. Withdraw and drop dates are listed in your detailed student schedule.

**Writing Center:** RRCC offers personal instruction in writing and research for students enrolled in any course. Please visit <http://www.rccc.edu/writing-center> for more information about the Writing Center or to schedule an appointment with a tutor.

**Military:** If you are a military veteran, there are a lot of great services available to you in the Veteran Services Office. Please visit <http://www.rrcc.edu/veteran-services> for more information

## STUDENT HANDBOOK

The [RRCC Student Handbook](#) is your most current source of dates, resources, contacts, and policies.

## ACCESSIBILITY

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 are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive. Students may contact the Access staff by telephone or email to make an intake appointment at 303-914-6733 or [access@rrcc.edu](mailto:access@rrcc.edu). Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at [www.rrcc.edu/accessibility-services](http://www.rrcc.edu/accessibility-services).

## NON-DISCRIMINATION STATEMENT

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law. Please direct discrimination inquiries to: Red Rocks Community College, Human Resources, 13300 W 6th Avenue, Lakewood, CO 80228-1255, 303-914-6298.

## MANDATORY REPORTING STATEMENT

Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator: **Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298** or [Arnie Oudenhoven](mailto:arnie.oudenhoven@rrcc.edu) ([arnie.oudenhoven@rrcc.edu](mailto:arnie.oudenhoven@rrcc.edu))

Reports to law enforcement can be made at the Red Rocks Campus Police Department behind the Welcome Desk at the Main Entrance or [rrpd.dispatch@rrcc.edu](mailto:rrpd.dispatch@rrcc.edu) at 303-914-6394.

If you would like a confidential resource, please contact **Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298** or [Arnie Oudenhoven](#)

Further information may be found on the college [Human Resources](#) web site:  
<http://www.rrcc.edu/human-resources/sexual-misconduct>.

## RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION

The RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION can be found on the Home page of every D2L course site. Please access this link for additional information and helpful links.



## TENTATIVE COURSE SCHEDULE – FALL 2018

This is a tentative syllabus and schedule for topics that will be explored in this course, and the instructor reserves the right to change this document at any time based on the specific needs of our course learning environment. If the syllabus and/or schedule do change, students will be notified immediately and an updated copy will be posted on D2L. A more detailed schedule for each class period will be shared in class each day.

Date	Topic/Activity	Assignments/Reading Due
Friday 10/26	Introduction to the Course Icebreaker Introduction to Interpersonal Communication Social Media	<b>Before Class:</b> Read Syllabus Read Chapters 1 and 2  <b>In Class:</b> Assignment 1 Quiz 1
Saturday 10/27	Verbal Communication Nonverbal Communication Communication and Identity Perception	<b>Before Class:</b> Read Chapters 3, 4, 6 & 7  <b>In Class:</b> Assignment 2 Assignment 3 Quiz 2
Friday 11/2	Emotions Listening	<b>Before Class:</b> Read Chapters 5 & 8  <b>In Class:</b> Assignment 4 Quiz 3
Saturday 11/3	Relationship Dynamics Communication Climate Communication and Gender “Inside Out” Activity	<b>Before Class:</b> Read Chapters 9 & 10  <b>In Class:</b> Quiz 4
Friday 11/9	Deception “House of Yes” Activity	<b>Before Class:</b> Read Interpersonal Deception Theory (Chapter on D2L)  <b>In Class:</b> Quiz 5  <b>Due:</b> “Inside Out” Assignment

Date	Topic/Activity	Assignments/Reading Due
Saturday 11/10	Communication in Close Relationships Managing Conflict and Power Culture Microaggressions Course Wrap-Up	<p><b>Before Class:</b>            Read Chapters 11 &amp; 12            Read Culture and Microaggressions Readings (on D2L)</p> <p><b>In Class:</b>            Assignment 5            Assignment 6            Quiz 6</p> <p><b>Due:</b>            Communication Goals Paper (in dropbox by 11:59 p.m. on Sunday 11/11)</p>