

INTERPERSONAL COMMUNICATION/COM-125/601

FRIDAY 5:00-10:00PM & SATURDAY 8:00AM-5:30PM ROOM 2315

Spring 2020 Syllabus

CONTACT INFORMATION

Instructor: Joanna Liebelt

Office: 2551

Office Hours: MTWR 10:15-11:45, 1:15-1:45

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REQUIRED TEXTBOOK/COURSE MATERIALS

Looking Out, Looking In 15th Edition by Adler and Proctor

COURSE DESCRIPTION:

This course is designed to enable students to develop and/or enhance communication skills and use those skills to interact effectively in family, social and professional relationships. This course will look at the following elements of Interpersonal Communication:

- Why we communicate and the process of communication
- Intrapersonal communication, self-concept and perception
- The impact of language on interpersonal communication
- Understanding and managing emotional responses
- The power of verbal and nonverbal communication
- Listening vs. hearing
- Intimacy and self-disclosure
- Relational communication and improving communication climates
- Effectively managing conflict
- The role of mediated communication in interpersonal relationships

Credit hours: 3

COURSE PREREQUISITE/CO-REQUISITES

CCR094, or CCR092 or ENG090 or accuplacer, ACT, SAT college level scores

COURSE COMPETENCIES

1. Recognize the link between communication behaviors and interpersonal relationships
2. Examine and illustrate how self-concept influences interpersonal communication
3. Analyze the role perception plays in interpersonal and intrapersonal communication
4. Distinguish the way emotions influence and are influenced by communication
5. Identify and demonstrate competent listening styles
6. Apply methods to improve communication climates
7. Recognize the difference between defense-arousing and supportive responses

8. Practice using language in ways to enhance interpersonal relationships
9. Identify types and functions of nonverbal behaviors
10. Apply conflict management techniques

COURSE REQUIREMENTS / EXPECTATIONS

Class attendance and participation are required. This course calls for a great deal of student interaction and participation. Expect yourself to get to know everyone in the class. Expect to be actively involved in all exercises, group assignments, and class discussions.

Effective class participation should include the following:

- Posing relevant questions and issues, and demonstrating knowledge of material being discussed. **This requires students to take responsibility for reading assigned materials before coming to class.**
- Respecting the rights of others to express their opinions and beliefs even when they are in opposition to one's personal views.
- Demonstrated self-responsibility for all assignments and obligations.
- Being on time and prepared for class.

GRADES

SELF-CONCEPT PAPER:

This 3-4 page (900-1200 words) double spaced, 12 pt. font, typed essay asks you to look inward at your own self-concept and the influences on elements of your self-concept. You will be incorporating and applying the terminology related to self-concept from your textbook (self-concept, self-esteem, self-fulfilling prophecy, presenting self, etc.) and using these concepts directly in your paper in context. A detailed assignment sheet is on our course content page. This paper will be turned in to the D2L drop box.

REFLECTION JOURNALS:

These journals will be turned in on D2L and are intended to help you reflect upon discussions, readings, or videos we watch together in class. Each journal is worth 50 pts. All but one of these assignments will take place in class.

DEAR COM125 ACTIVITY:

This activity asks you to write an anonymous letter to the class detailing an interpersonal communication problem you or someone you know is facing. You will then need to work in groups to respond to classmates' letters in class. More details will be provided in class. This assignment will take place in class.

FILM ANALYSIS:

We will watch a film in class that is closely related to the topics of interpersonal communication. You will complete a film analysis identifying certain communication concepts from the film. This assignment will take place in class.

IN CLASS QUIZZES: Each Saturday we will take a review quiz over what we went over throughout the weekend. This will be done in class and is an open book/open note exercise.

GRADING SCALE

All final grades will be calculated on the following point scale:

A=	549 – 610
B=	488 – 548
C=	427 – 487
D=	366 – 426
F=	365 and below

Final grades will be based strictly on the above point scale and will NOT be rounded up. It is your responsibility to keep track of your grade in the class.

CRITERIA FOR GRADING / GRADING STANDARDS / ASSESSMENT MODULES

Point Value/Assignment

10 points - Syllabus Quiz
50 points - Film Analysis
100 points - Self-Concept Paper
200 points – Journals (4 journals 50 points each)
50 points - Dear Com 125 assignment
100 points – 2 quizzes 50 points each
100 points - Participation (attendance, discussions, activities)

610 - TOTAL POSSIBLE POINTS

COURSE POLICIES

- **NO CELL PHONES OR TEXT MESSAGING IN CLASS!** Please be considerate and turn off cell phones and other electronic devices. It is obvious, distracting, and inconsiderate to the instructor and your classmates if you are sending or receiving a text message during class. The instructor reserves the right to ask you to leave the class if you are texting during class. You will lose attendance pts for the day if this happens.
- **LAPTOPS FOR NOTETAKING ONLY!** Please refrain from using your laptop to play video games, use the Internet, or engage in other personal tasks while in class. Please be considerate to your fellow classmates and instructor. The instructor reserves the right to ask students to shut off a laptop during class and refrain from bringing it back in these situations.

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

Census Date (last day to drop with a refund) **2/30/2020**

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.

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.

Withdraw date: 3/10/2020

ATTENDANCE POLICY

Attendance is required for this course. For each day you attend and participate in class activities you will earn 20 attendance/participation points. Attendance in a weekend course is imperative. If you miss 2 days or more you will automatically fail the course.

MAKE-UP / LATE WORK POLICIES / EXTRA CREDIT

For every day work is handed in late one letter grade deduction will be assessed (one-day late B is highest grade possible, two days late C is highest grade possible etc.)

Extra credit opportunities are available – check under the D2L content tab for descriptions.

ACADEMIC INTEGRITY STATEMENT / ACADEMIC DISHONESTY

Academic misconduct consists of 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, according to the current [Student Handbook](http://www.rrcc.edu/student-life/handbook) (<http://www.rrcc.edu/student-life/handbook>). All academic integrity incidents shall be sent to the Vice President of Student Success, Dr. Lisa Fowler.

Code of Conduct and Student Discipline Process

Students are expected to adhere to the Student Code of Conduct. All allegations of violations shall be referred to the Chief Student Services Officer. For more information regarding the college's discipline process, contact Dr. Lisa Fowler (303-914-6608) and see the [current RRCC Student Handbook](http://www.rrcc.edu/studentlife/handbook) (<http://www.rrcc.edu/studentlife/handbook>).

ACCESSIBILITYACCESSIBILITY SERVICES

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, call Accessibility Services at 303-914-6733, 720-336-3893 (VP) or email [Accessibility Services](mailto:access@rrcc.edu) (access@rrcc.edu). More information is available at the [Accessibility Services website](#). Note: Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive.

NON-DISCRIMINATION STATEMENT

Red Rocks Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. RRCC will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Executive Director of Human Resources as its Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Red Rocks Community College, Office of Human Resources, 13300 W 6th Avenue, Lakewood, CO 80228, 303-914-6298.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

RRCC POLICIES AND PROCEDURES

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, nonconsensual 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, Executive Director of Human Resources at 303-914-6298. Further information may be found on the college [Human Resources website](http://www.rrcc.edu/human-resources/sexual-misconduct) (<http://www.rrcc.edu/human-resources/sexual-misconduct>).

Non-Civil Rights Grievance Process

The student grievance process is intended to allow students an opportunity to present an issue which they feel warrants action. A grievable offense is any alleged action which violates or inequitably applies State Board for Community Colleges and Occupational Board Policies, Colorado Community College System President's Procedures, or college procedures. Additionally, the student must be personally affected by such violation or inequitable action. For more information regarding the student grievance process, contact Dr. Steven Zeeh, Director of Campus Life (303-914-6372) and see the [current RRCC Student Handbook](http://www.rrcc.edu/student-life/handbook) (<http://www.rrcc.edu/student-life/handbook>).

Report a Concern

RRCC cares about the safety, health, and well-being of its students, faculty, staff, and community. You should refer individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or those that cause a significant disruption to the RRCC community by completing the [electronic form](https://cm.maxient.com/reportingform.php?RedRocksCC) to report a concern (<https://cm.maxient.com/reportingform.php?RedRocksCC>). Please see the [Behavioral Intervention Team website](http://www.rrcc.edu/behavioral-intervention-team) for more information (<http://www.rrcc.edu/behavioral-intervention-team>). **NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911 or RRCC Campus Police at 303-914-6394.**

Use of Recording Devices

Recording lectures or classroom discussions is prohibited unless:

- Written permission from the instructor has been obtained and all students and guest speakers have been informed that audio and/or video recording may occur. OR
- A student is entitled to make audio and/or video recordings as an educational accommodation determined through Accessibility Services.

A student granted permission to record may only use the recording for their own learning and may not publish or post the recording on any medium or venue without the instructor's explicit written authorization. For more information, please see [SP 19-50](https://www.cccs.edu/sp-19-50-use-of-recording-devices/) (<https://www.cccs.edu/sp-19-50-use-of-recording-devices/>). If you require an educational accommodation, contact [Accessibility Services](mailto:access@rrcc.edu) (access@rrcc.edu; 303-914-6733).

What to do in an emergency – Standard Response Protocols

RRCC follows the [standard response protocols](#) visible in each in classroom and around both campuses. The RRCC Emergency Management Plan and additional useful information are available via the RRCC Police Department [homepage](#). **To report an emergency, contact 911.**

Academic Calendar

The [current RRCC Academic Calendar](#) is your most accurate source of academic events and deadlines.

Activate and Use Your Student E-Mail Account

RRCC communicates with students via email only through their college-issued student email address. For access information and instructions for setting up your account, please see the [student email website](#)

Campus Closure Information

Did you know RRCC is exempt from the State Inclement Weather Policy and may remain open while other state government offices close? When either of the RRCC campuses are required to close due to bad weather or emergency conditions, you can learn about it via local news media, the [RRCC website](#), or by calling the campus closure line at 303-914-6600.

Campus Maps

Campus maps for both the [Lakewood campus](#) and the [Arvada campus](#) are available to help locate your classrooms and other campus services.

Lost and Found

Lost and found is located with the Campus Police department at the Lakewood campus (303-914-6394) and with the Welcome Desk at the Arvada Campus (303-914-6010).

RRCC Catalog

For additional college policies, please see the current [RRCC Catalog](#)

Student Handbook

The [current RRCC Student Handbook](#) is your most current source of dates, resources, contacts, and policies including the grade dispute process and academic appeals.

TENTATIVE COURSE SCHEDULE

WEEK 1 – 2/28 – 2/29

2/28

- Course Introduction - Chapter 1
- Communication model
- Self-Concept - Chapter 2,3
- **Syllabus Quiz** – *will be completed in class*

2/29

- Self-Concept continued – chap 3
 - Perception - chapter 4
 - Empathy
 - *Overview of self-concept paper – Due next class*
 - **Journal 1 due in D2L** – *this assignment will be completed in class*
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WEEK 2 – 3/6 – 3/7

3/6

- Emotions - Chapter 5
- Language - Chapter 6
- **Film Critique in class** – *this assignment will be completed in class*
- **Self-Concept Paper** – *Due in D2L by 5:00pm*

3/7

- *½ way through review*
 - Nonverbal - Chapter 7
 - Listening – chapter 8
 - **Journal 2 due in D2L dropbox** – *this assignment will be completed in class*
 - **Quiz 1** – *this assignment will be completed in class*
 - **Journal 3 to be completed for next class**
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WEEK 3 – 3/14 – 3/15

3/14

- Relational Dynamics Chapter 9
- Close Relationships - Chapter 10
- *Review: Dear Com 125 assignment – Due on Sat 3/15 at beginning of class*
- **Journal 3 due in dropbox by 5:00 pm**

3/15

- Communication Climates - Chapter 11
- Conflict -Chapter 12
- *Final review*
- **Dear Com 125 due in class**
- **Journal 4 due in D2L** – *we will complete this assignment in class*
- **Quiz 2** – *this will be completed in class*