

CLARENDON COLLEGE
LIBERAL ARTS DIVISION/SPEECH
COURSE SYLLABUS
SPRING 2012
11:00 TTH
ROOM 105
SPCH 1318 INTERPERSONAL SPEECH
(3 credit hours)

INSTRUCTOR: Charla A. Crump

OFFICE LOCATION: OFFICE 108

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OFFICE HOURS: Monday 7:30-9:00, 12:00-1:00
Tuesday 7:30-9:30,
Wednesday 7:30-9:00, 12:00-1:00
Thursday 7:30-9:30
Friday 7:30-9:00

I will gladly meet with you any other time by appointment.

TEXT: Devito, J. A. (2007). The Interpersonal Communication Book (11th ed.). Boston: Pearson Education, Inc.

COURSE DESCRIPTION:

Interpersonal Communications 1318 is a study of the psychological, physical, and cultural barriers to interpersonal communication with an emphasis on overcoming these barriers in order to improve interpersonal communication.

STATEMENT OF PURPOSE:

Interpersonal Communications partially satisfies the requirements for the Associate Degree at Clarendon College and is designed for transfer to a senior college or university.

EXEMPLARY OBJECTIVES: The learner shall:

1. Understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. Understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. Understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.

4. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. Develop the ability to research and write a documented paper and/or to give an oral presentation.

STUDENT LEARNING OUTCOMES: The learner shall:

1. The learner shall formulate and compare interpersonal conflicts.
2. Create, organize, support and present public and/or group presentations.
3. Prepare appropriate topics for public and/or group presentations.
4. Predict and select motivation factors in the communication process.
5. Select the appropriate verbal and nonverbal delivery skills for public and/or group presentations.
6. Assess, compare and support individual views of communication processes and conflicts.
7. Assess, and choose appropriate responses to public and/or group communication situations.
8. Effectively argue and support points of view on a variety of subjects.

METHODS OF INSTRUCTION:

Learning activities will include lecture: video tapes; demonstrations; class discussions; oral presentations; readings; and class activities.

CLASS POLICIES:

Please carefully read the following class policies:

1. Because this is a performance course, regular attendance and punctuality are essential. More than 3 absences (Tuesday, Thursday), (Monday, Wednesday), more than 4 absences (Monday, Wednesday, Friday), and more than 1 absence (one day a week classes) will result in a loss of 10 points from the class attendance portion of your grade for each absence. Three tardies will be counted as one absence. (If you are tardy, it is your responsibility to make sure the instructor counts you present.)
2. Approved participation in school sponsored activities is not considered an absence. But, it is your responsibility

to inform the instructor prior to a school sponsored activity and turn in assignments and/or take scheduled tests prior to an absence.

3. You are expected to have read the chapters on the dates they are listed in the Daily Course Schedule. Failure to read the chapters can result in chapter tests and/or daily homework. I strongly suggest you take notes during class.
4. Assignments are due on the assigned day. If students are absent during a test or do not turn in assignments on the assigned day they will receive a zero unless prior arrangements are made with the instructor.
5. Only under extreme circumstances will you be able to make up an assignment. All make-up assignments will receive a 10 point penalty.
6. No substance or equipment in violation of Clarendon College's rules and regulations will be permitted in speech communication courses.
7. Students are responsible for all college regulations as stated in the Clarendon College catalog available in the administration office.
8. Clarendon College seeks to provide reasonable accommodations for all qualified persons with disabilities. Clarendon College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the faculty member in a timely fashion to arrange for suitable accommodations.
9. Students are expected to conduct themselves in the classroom in a manner that is conducive to academic progress. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student from a class for just cause. Students removed will be referred to the Dean of Students for disciplinary action, up to and including disciplinary suspension. Cheating violations include, but are not limited to: (1) obtaining an examination by stealing or collusion; (2) discovering the content of an examination before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain an unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for

another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or (10) plagiarism. (Plagiarism is the using, stating, offering or reporting as one's own, an idea, expression, or production of another person without proper credit.) Plagiarism is considered serious academic misconduct. All speeches and critiques presented should be the work of the student enrolled in the course. Proper documentation should be made of materials cited from all sources. Instructors determining that a student has plagiarized a speech or paper or cheated on a test will assign a failing grade for that course and may elect to pursue disciplinary proceedings against the student. If you cheat on homework, you will receive a zero on the projects portion of your grade.

10. If you stop attending class, but do not officially withdraw or drop, your name remains on the roll. You will be issued a grade on the work completed. Last day to withdraw/drop with a W is April 13, 2012.
11. **NO CELL PHONES, CD PLAYERS, IPODS OR ANY OTHER ELECTRICAL GADGETS ALLOWED IN CLASS. I WILL DEDUCT TEN POINTS FROM THE CLASS PARTICIPATION PORTION OF YOUR GRADE FOR EVERY TIME I SEE OR HEAR ANY OF THESE ITEMS. DO NOT BRING THEM TO CLASS!! IF YOU ABUSE THIS POLICY, I WILL ASK YOU TO LEAVE MY CLASS.**

GRADING POLICIES:

Your final grade will be calculated as follows:

15%--Homework

10%--Class participation, assignments, and quizzes

50%--Unit tests

10%--Final exam

15%--Class attendance

Letter grades will be assigned on the following basis:

A= 90 to 100

B= 80 to 89

C= 70 to 79

D= 60 to 69

F= Below 60

GRADE ASSIGNMENT SHEET

Your final grade will be calculated as follows:

Test #1	_____	X .10 =	_____
Test #2	_____	X .10 =	_____
Test #3	_____	X .10 =	_____
Test #4	_____	X .10 =	_____
Test #5	_____	X .10 =	_____
Final exam	_____	X .10 =	_____
Homework	_____	X .15 =	_____
Class participation and Assignments	_____	X .10 =	_____
Class attendance and quizzes	_____	X .15 =	_____
Add all grades			_____
Extra Credit			_____
SEMESTER GRADE			_____

REQUIRED ASSIGNMENTS:

1. **Homework:** Students will be asked to complete various homework exercises. These will be handouts. Students will complete the exercise and have it ready for class on the class day following the day it was handed out. Six points will be deducted from the homework portion of your grade for each homework assignment that is not written and ready for class on the assigned day.
2. **Tests:** There will be 5 tests. They will consist of 20 to 40 objective questions. (This is subject to change) You will need a scantron for each test.
3. **Class Participation:** Learning for this course is both theoretical and experimental. In order for this course to meet its objectives, everyone is responsible for contributing meaningfully. This also means reading assigned materials and completing assignments on time. Attendance also effects participation, but please do not think that if you simply attend classes you will get full credit. Both the quality and quantity of your contributions count. So speak up, tell us about your

thoughts, values, experiences and beliefs. We will learn from each other. Quality participation is worth 10% of your grade.

4. **Final Exam:** The final will consist of approximately 50 objective questions. (This is subject to change) You will need a scantron for the final.
5. **Extra credit:** Extra credit will be discussed and determined later in the semester.

DAILY COURSE SCHEDULE

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE.

T--JAN 17	COURSE INTRODUCTION <u>HOMEWORK:</u> I'D PREFER TO BE.
TH-JAN 19	CLASS INTRODUCTION <u>HOMEWORK:</u> HOW WOULD YOU GIVE FEEDFORWARD AND FEEDBACK?
T--JAN 24	CH 1--UNIVERSALS OF IPC <u>HOMEWORK:</u> 1. THE SOURCES OF YOUR CULTURAL BELIEFS. 2. WHAT ARE YOUR CULTURAL BELIEFS AND VALUES?
TH-JAN 26	CH 2--CULTURE IN IPC <u>HOMEWORK:</u> 1. WHAT DO YOU HAVE THE RIGHT TO KNOW?
T--JAN 31	CH 3--THE SELF IN IPC <u>HOMEWORK:</u> 1. HOW DO YOU MAKE ATTRIBUTIONS? 2. WHO.
TH-FEB 2	CATCH UP AND REVIEW
T--FEB 7	<u>TEST #1--CH--1,2,3</u>
TH-FEB 9	CH 4--PERCEPTION IN IPC <u>HOMEWORK:</u> 1. REGULATING YOUR LISTENING PERSPECTIVE. 2. EXPERIENCING ACTIVE LISTENING.
T--FEB 14	CH 5--LISTENING IN IPC <u>HOMEWORK:</u> 1. MUST LIE SITUATIONS. 2. HOW CAN YOU VARY DIRECTNESS FOR GREATEST EFFECTIVENESS?
TH-FEB 16	CH 6--UNIVERSALS OF VERBAL AND NONVERBAL MESSAGES <u>HOMEWORK:</u> 1. CONFIRMING, REJECTING, AND DISCONFIRMING. 2. HOW DO YOU TALK ABOUT THE MIDDLE?
T--FEB 21	CATCH UP AND REVIEW
TH-FEB 23	<u>TEST #2--CH--4,5,6</u>
T--FEB 28	CH 7--VERBAL MESSAGES <u>HOMEWORK:</u> 1. FACIAL EXPRESSIONS. 2. INTERPERSONAL INTERACTIONS AND SPACE.
TH-MAR 1	CH 8--NONVERBAL MESSAGES <u>HOMEWORK:</u> 1. COMMUNICATING YOUR EMOTIONS AND EXPRESSING NEGATIVE FEELINGS. 2. HOW DO YOU OPEN AND CLOSE A CONVERSATION?

T--MAR 6 CH 9--MESSAGES AND CONVERSATION
HOMEWORK: 1. TIL' THIS DO UP PART. 2. RELATIONAL REPAIR FROM ADVICE COLUMNIST.

TH-MAR 8 CATCH UP AND REVIEW

MAR 12-16 **NO CLASS--SPRING BREAK**

T--MAR 20 **TEST #3--CH 7,8,9**

TH-MAR 22 CH 10--UNIVERSALS OF INTERPERSONAL RELATIONSHIPS
HOMEWORK: HOW MIGHT YOU REPAIR RELATIONSHIPS?

T--MAR 27 CH 11--INTERPERSONAL RELATIONSHIPS: GROWTH AND DETERIORATION
HOMEWORK: 1. WHAT TYPE OF RELATIONSHIP DO YOU PREFER? 2. MATE PREFERENCES

TH-MAR 29 CH 12--INTERPERSONAL RELATIONSHIPS: FRIENDSHIP, LOVE, FAMILY, AND WORKPLACE
HOMEWORK: GENERATING WIN-WIN SOLUTIONS.

T--APR 3 CATCH UP AND REVIEW

TH-APR 5 **TEST #4--CH 10,11,12**

T--APR 10 CH 13--CONFLICT IN INTERPERSONAL RELATIONSHIPS
HOMEWORK: EMPOWERING OTHERS.

TH-APR 12 CH 14--POWER IN INTERPERSONAL RELATIONSHIPS

T--APR 17 CATCH UP AND REVIEW

TH-APR 19 CATCH UP AND REVIEW

T--APR 24 **TEST #5--CH-13,14**

TH-APR 26 REVIEW FOR FINAL

T--MAY 1 REVIEW FOR FINAL

TH-MAY 3 REVIEW FOR FINAL

MAY 8-10:30AM **FINAL EXAM --CHAPTERS 1-14**

ALL WORK MUST BE COMPLETED BY THE BEGINNING OF THE FINAL EXAM PERIOD.