

CLARENDON COLLEGE
LIBERAL ARTS DIVISION/SPEECH
COURSE SYLLABUS
ONLINE
SPRING 2012
SPCH 1318 INTERPERSONAL SPEECH
(3 credit hours)

INSTRUCTOR: Charla A. Crump

OFFICE LOCATION: OFFICE 108

E-MAIL: Please e-mail me through the course e-mail.

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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, expository, 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 be online and include; discussions, projects, readings, and relationship journals.

CLASS POLICIES:

Please carefully read the following class policies:

1. The Information page and student tutorial on the Clarendon College website will be helpful to you. Please read them. Not understanding the technology is not an excuse for not turning something in. If you need help, please ask!
2. All assignments must be submitted in MSWORD. I free trial is available. Go to "Resources" on the home page for more information.
3. **Print your syllabus from the home page of your WEBCT course. Read "Read this First".**
4. After reading your syllabus, copy and paste the following statement and e-mail it to me through the course e-mail. **I will not accept any assignments until I receive this.**

"I have received and read the syllabus for Interpersonal Communications-SPCH 1318 taught by Charla Crump. I agree to abide by the policies

written in it. I understand the policies of turning in assignments when they are due, dropping the course, academic honesty, and general class behavior and understand the consequences of failing to comply with these policies."

Student's Name

Date

1. You are expected to have read the chapters on the dates that are listed in the Daily Course Schedule. This will allow you to get the most out of discussions and assignments.
2. All assignments are due by 9:00PM on Friday unless otherwise stated. **I do not accept late work.** Plan your time and make sure you take into account computer problems. If you wait until the last minute to turn in assignments and have technology issues, you will still receive a zero. Start early. If assignments are not turned in on the assigned day they will receive a zero.
3. **Grading:** When grading your assignments and journal entries, I am looking for several things:
 1. How much time did you spend on them.
 2. How much thought did you put into them?
 3. Did you follow the directions?
 4. Did you answer each question fully?
 5. Did you answer every aspect or part of the question?
 6. Did your answers reflect that you read the chapter?
 7. Did you refer back to the book in your answers.
 8. After you have received a grade on an assignment submitted to the drop box, click on that assignment and then click on "graded" to see instructor comments.

These assignments are not difficult but they do take a considerable amount of time. I expect you to put in that time. If you expect a 100 on these assignments, I expect you to give 100%. **Check your WEBCT mail. This is how I will communicate with you.**

4. Students are responsible for all college regulations as stated in the Clarendon College catalog available at www.clarendoncollege.edu.
4. 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.

5. Students are expected to conduct themselves in this course 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 assignments submitted 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 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 projects or discussions, you will receive a zero on that portion of your grade. This includes plagiarizing from someone else or the internet. **NEVER LET ANYBODY ELSE USE YOUR COLLEGE LOGIN OR PASSWORD!!**
6. If you stop participating in 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.

GRADING POLICIES:

Your final grade will be calculated as follows:

60%--Tests

20%--Discussion and Responses

20%--Projects

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 _____ X .10 = _____

Discussions _____ X .20 = _____

Projects _____ X .20 = _____

Add all grades _____

Extra Credit _____

SEMESTER GRADE _____

REQUIRED ASSIGNMENTS:

1. **Tests:** There will be 5 tests and a final. The 5 tests will consist of 25 objective questions and the final will consist of 50 objective questions. Whenever there is a test due, click on the "Tests" icon on the homepage and take the appropriate test. The tests are timed. You will have 30 minutes to take each test and 60 minutes to take the final. Each test is worth a total of 10 percent of your total grade. The test will cover information from your textbook

so be sure to be familiar with the text before taking the quiz. Remember, once you start the test you will not be able to stop the timer, so make sure you're ready to begin. Good luck!! Your tests will be open for one week. If you do not take your test during that time period, you will receive a zero. Do not wait until the last minute. Take into account technology issues. I do not accept late work.

2. **Discussions:** You are required to post to the discussion board and respond to others' posts throughout the semester. This is a significant part of your grade (20%). Begin with the "Getting to Know You" prompt. I will then post a prompt for each chapter in your book, 15 total. You will need to post a response to my prompt on the discussion board and respond to at least one other person's post for each chapter (30 total responses). Responses to others' posting should include more than just "I agree" or "I disagree" they should include things like: 1. Your personal perspective on your classmate's original post. 2. Why you agree or disagree with what they've stated. 3. Your personal, professional or academic experienced that caused you to respond the way you've responded and/or use an example from the text. **All 30 response grades will be averaged together for the Discussion portion of your grade. Discussion boards may not be made up or turned in late.** You will find a link to the discussion board on the homepage. 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, coming prepared to engage in discussions and completing assignments on time. Both the quality and quantity of your contributions count. So put some time into your discussions, tell us about your thoughts, values, experiences and beliefs. We will learn from each other. Quality discussions are worth 20% of your grade.
3. **Projects:** Students will be asked to complete various exercises throughout the semester. This is a significant part of your grade (20%). These will be listed in the weekly assignments drop box section on the homepage. Complete the exercises and submit them to the drop box on or before the due date. **All 15 project grades will be averaged together for the Project portion of your grade. Projects may not be made up or turned in late.**
4. **Extra credit:** Extra credit will be listed in the weekly assignments drop box section on the homepage. **It is due before 9PM on May 4.** Depending on the quality of your work, you can receive up to 3 points to your final grade.

DAILY COURSE SCHEDULE

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE.

WEEK 1 and WEEK 2—January 17–February 3

WEEK 1 ASSIGNMENTS DUE BEFORE 9PM ON February 3rd.

- ✓ Read "**Read This First**"
- ✓ Read your syllabus
- ✓ E-mail your instructor acknowledging and agreeing to the policies of this course. Be sure and include your entire name and date. I will not accept assignments until I receive this.
- ✓ Respond to Discussion #1 "**Getting to Know You**" on the discussion board and respond to at least one other person's response.
- ✓ Fill out your "**Information Sheet**" and submit it in the drop box.
- ✓ Read Chapter 1-- UNIVERSALS OF IPC.
- ✓ Respond to Discussion #2 "**Communication Axioms**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**Ethics in Interpersonal Communication**" to drop box.
- ✓ Read Chapter 2-- CULTURE IN IPC
- ✓ Respond to Discussion #3 "**Culture Shock**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**The Source of your Cultural Beliefs**" to drop box.

WEEK 3—February 4–10

WEEK 3 ASSIGNMENTS DUE BEFORE 9PM ON FEBRUARY 10TH.

- ✓ Read Chapter 3—THE SELF IN IPC
- ✓ Respond to Discussion #4 "**The Self and Communication**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**Weighing the Rewards and Dangers of Self Disclosure**" to drop box.
- ✓ Take test #1 over chapters 1, 2, and 3.

WEEK 4—February 11–17

WEEK 4 ASSIGNMENTS DUE BEFORE 9PM ON FEBRUARY 17TH.

- ✓ Read Chapter 4—PERCEPTION IN IPC
- ✓ Respond to Discussion #5 "**Perception and Attribution**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**Perception Taking**" to drop box.

WEEK 5—February 18-24

WEEK 5 ASSIGNMENTS DUE BEFORE 9PM ON FEBRUARY 24TH.

- ✓ Read Chapter 5—LISTENING IN IPC
- ✓ Respond to Discussion #6 "**Listening as a Valuable Tool**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**Paraphrasing to Ensure Understanding**" to drop box.

WEEK 6—February 25-March 2

WEEK 6 ASSIGNMENTS DUE BEFORE 9PM ON MARCH 2ND.

- ✓ Read Chapter 6—UNIVERSALS OF VERBAL AND NONVERBAL MESSAGES
- ✓ Respond to Discussion #7 "**How Assertive are You**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**Analyzing Assertiveness**" to drop box.
- ✓ Take test #2 over chapters 4, 5, and 6.

WEEK 7—March 3-9

WEEK 7 ASSIGNMENTS DUE BEFORE 9PM ON MARCH 9TH.

- ✓ Read Chapter 7- VERBAL MESSAGES
- ✓ Respond to Discussion #8 "**Choosing Language Wisely**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**Must Lie Situation**" to drop box.

MARCH 12-18--SPRING BREAK!!

WEEK 8—March 17-23

WEEK 8 ASSIGNMENTS DUE BEFORE 9PM ON MARCH 23TH.

- ✓ Read Chapter 8—NONVERBAL MESSAGES
- ✓ Respond to Discussion #9 "**It's not what you say, but how you say it**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**The Meanings with Color**" to drop box.

WEEK 9–March 24–March 30

WEEK 9 ASSIGNMENTS DUE BEFORE 9PM ON MARCH 30th.

- ✓ Read Chapter 9–MESSAGES AND CONVERSATION
- ✓ Respond to Discussion #10 “**Improving your Conversational Skills**” on the discussion board and respond to at least on other person’s response.
- ✓ Submit project “**Conversational Analysis**” to drop box.
- ✓ Take test #3 over chapters 7, 8, and 9.

WEEK 10 March 31–April 6

WEEK 10 ASSIGNMENTS DUE BEFORE 9PM ON APRIL 6th.

- ✓ Read Chapter 10–UNIVERSALS OF INTERPERSONAL RELATIONSHIPS
- ✓ Respond to Discussion #11 “**Relationships**” on the discussion board and respond to at least on other person’s response.
- ✓ Submit project “**Giving Repair Advice**” to drop box.

WEEK 11 April 7–13

WEEK 11 ASSIGNMENTS DUE BEFORE 9PM ON APRIL 13th.

- ✓ Read Chapter 11–INTERPERSONAL RELATIONSHIPS: GROWTH AND DETERIORATION
- ✓ Respond to Discussion #12 “**Relationship Models and Theories**” on the discussion board and respond to at least on other person’s response.
- ✓ Submit project “**Relationship repair from Advice Columnist**” to drop box.

WEEK 12 April 14–20

WEEK 12 ASSIGNMENTS DUE BEFORE 9PM ON APRIL 20th.

- ✓ Read Chapter 12–INTERPERSONAL RELATIONSHIPS: FRIENDSHIP, LOVE, FAMILY, AND WORKPLACE
- ✓ Respond to Discussion #13 “**Context and Interpersonal Relationships**” on the discussion board and respond to at least on other person’s response.
- ✓ Submit project “**Friendship Behaviors**” to drop box.
- ✓ Take test #4 over chapters 10, 11, and 12.

WEEK 13 April 21-27

WEEK 13 ASSIGNMENTS DUE BEFORE 9PM ON APRIL 27TH.

- ✓ Read Chapter 13—CONFLICT IN INTERPERSONAL RELATIONSHIPS
- ✓ Respond to Discussion #14 "**Managing Conflict, Maintaining Relationships**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**Dealing with conflict Starters**" to drop box.

WEEK 14 April 28-May 4

WEEK 14 ASSIGNMENTS DUE BEFORE 9PM ON MAY 4TH.

- ✓ Read Chapter 14—POWER IN INTERPERSONAL RELATIONSHIPS
- ✓ Respond to Discussion #15 "**Power over, Power with**" on the discussion board and respond to at least on other person's response.
- ✓ Submit project "**Power Plays**" to drop box.
- ✓ Take test #5 over chapters 13 and 14.

FINAL EXAM-- MAY 5-10—CHAPTERS 1-14—DUE BEFORE 9PM.

ALL WORK MUST BE COMPLETED BEFORE 9PM ON MAY 10TH.