

CLARENDON COLLEGE
LIBERAL ARTS DIVISION/SPEECH
COURSE SYLLABUS
ONLINE
SPRING MINI 2019
SPCH 1318 INTERPERSONAL SPEECH
(3 credit hours)

INSTRUCTOR: Charla A. Crump

OFFICE LOCATION: OFFICE 108

E-MAIL: Please message me through the course messages.
charla.crump@clarendoncollege.edu

OFFICE HOURS: I check my e-mail several times a day. Please do the same. I will respond promptly to all e-mails I receive. Feel free to call me with any time sensitive questions.

PHONE: Office-(806) 874-4823

TEXT: Devito, J. A. (2019). The Interpersonal Communication Book (15th ed.). Boston: Pearson Education, Inc. Go to <http://bookstore.mbsdirect.net/clarendon.htm>, click on "Order books" and follow the instructions to get your text for this course. (The 14th edition will also work.) Since this is a mini course, order your book as soon as you enroll in the course and you **HAVE** to overnight it in order to receive it in time to take your tests.

COURSE DESCRIPTION:

A study of the psychological, physical, and cultural barriers to interpersonal communication with emphasis on overcoming these barriers. Includes activities which lead to the development of effective written, oral, and visual communication skills. Promotes creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information. Includes group communication; working effectively with others to support a shared purpose or goal. Emphasizes the ability to connect choices, actions and consequences to ethical decision making.

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.

Core Objectives

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

STUDENT LEARNING OUTCOMES: The learner shall:

1. Exhibit understanding of interpersonal theories and principles.
2. Demonstrate ability to analyze and critique verbal and nonverbal interactions in mediated and face-to-face contexts.
3. Identify and understand perceptual processes as they relate to self and others.
4. Demonstrate critical thinking ability by effectively researching, evaluating, and applying communication theories in oral and written assignments.
5. Demonstrate understanding of the relevance of cross-cultural, co-cultural, gender, and age influences on human communication.
6. Demonstrate ability to identify, evaluate, and apply conflict styles and conflict management techniques in dyads and/or groups.
7. Identify types of and barriers to effective listening.

Student Rights and Responsibilities:

Student Rights and Responsibilities are listed on the College website at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>

The role of Clarendon College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may

contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Office of the Vice President of Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.

Freedom of Expression

The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.

Students wishing to assemble must complete an official request with the Vice-President of Student Services. The institution reserves the right to determine the time and location of such assemblies in order to ensure that the educational process is not disrupted. The use of amplified equipment is prohibited in student assembly and speech. The institution will not tolerate hate speech, defined as "...the lewd and obscene, the profane, the libelous, and the insulting or 'fighting' words - those which by their very utterance inflict injury or tend to incite and immediate breach of the peace."

(Chaplinsky vs State of New Hampshire, 315 U.S. 568, 1942)

Freedom of Access

Within the limits of its resources, Clarendon College shall be open to all applicants who are qualified according to current admission requirements. Clarendon College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

Academic Rights of Students

The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for completing their academic program, being familiar with all requirements of the College Catalog, and for maintaining their grade point average for degree requirements.

Student Records

Student records are maintained in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a

demonstrated educational interest in the student.

Student Participation in Institutional Decision-Making

The primary route of Clarendon College students in decision-making is through participation in the Student Government Association (SGA). Students also may be invited to serve on one of the various institutional committees. Student opinion of food services, student housing, student activities, etc., are gathered from a number of surveys. All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

Student Responsibilities

The Board of Regents of Clarendon College expects employees, students, visitors, and guests of the College to accept the following responsibilities:

- (1) Compliance with and support of duly constituted civil authority,
- (2) Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- (3) Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority,
- (4) To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
- (5) Knowledge of and active support of college regulations.
- (6) A person who is required to register under the Code of Criminal Procedures 62.152 must register not later than the seventh day after the date on which the person begins to attend school to the Director of Student Life as well as any other local law enforcement agencies as required by Chapter 62, Code of Criminal Procedure.

METHODS OF INSTRUCTION:

Learning activities will be online and include; discussions, projects, readings, and tests.

CLASS POLICIES:

Please carefully read the following class policies:

1. The student **Moodle Tutorial** link located at the bottom of your course screen will answer questions with Moodle features and other technical help. It will be vital to your success in this class. Please read it. Not understanding the technology is not an excuse for not turning something in. If you need help, please ask!
2. 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.
3. All assignments are due by 9:00PM (Central Standard Time) on the dates in your daily course schedule, 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.
4. **Grading:** When grading your assignments and discussion forum entries, I will be using a rubric that is available for you to see before you turn in an assignment. I am looking for several things:
 - a. How much time did you spend on them?
 - b. Was your assignment understandable?
 - c. How much thought did you put into them?
 - d. Did you follow the directions?
 - e. Did you answer each question fully?
 - f. Did you answer every aspect or part of the question?
 - g. Did your answers reflect that you read the chapter?
 - h. Did you refer back to the book in your answers?
 - i. **Check your messages. This is how I communicate with you.**
5. Students are responsible for all college regulations as stated in the Clarendon College catalog available at www.clarendoncollege.edu.
6. 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 on the first day of class to arrange for suitable accommodations.
7. 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 Vice President of Student Services 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!!**

8. 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 May 23, 2019.

9. Required Enrollment Verification Activity:

Students who fail to complete the Syllabus Agreement & Enrollment Verification Activity by the official census date may not be able to continue in the course. This could result in an F for the course and forfeiture of Financial Aid. The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College's home page.

Online Attendance Policy

Regular attendance is mandatory in all online courses.

Specific activities will be identified each week or during each chapter that must be completed in order for students to be considered "in attendance." Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class. I will submit an attendance report each Friday evening. Students who are following the online attendance policy are marked "present." Students can be placed on academic probation or lose financial aid for chronic non-attendance.

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 30 objective questions and the final will consist of 30 objective questions. The tests are timed. You will have 45 minutes to take each test and 45 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. **Discussion forum:** You are required to post to the discussion forum and respond to others' posts throughout the semester. This is a significant part of your grade (20%). Note: You will not receive a grade until the deadline has expired or you have posted to my post and at least one other student's post. Begin with the "Getting to Know You" prompt. I will then post a prompt for each chapter in your book, 13 total. You will need to post a response to my prompt on the discussion forum and respond to at least one other person's post for each chapter (26 total posts). I will be using a rubric to grade your discussions. This will be available to you through Moodle. Both forum entries for each chapter will be combined together for your discussion grade for that chapter. 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 13 grades will be averaged together for the Discussion portion of your grade. Discussion forums may not be made up or turned in late.** 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%). I will be using a rubric to grade your discussions. This will be available to you through Moodle. Complete the exercises and submit them on or before the due date. **All 13 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 last block of your course. **It is due before 9PM on May 28, 2019.** 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–May 20–28

WEEK 1 ASSIGNMENTS DUE BEFORE 9PM ON MAY 28th.

- ✓ Follow the instructions in the first block of assignments by clicking on each item in order.
- ✓ Click on your course syllabus.
- ✓ Acknowledge and agree to the policies of this course. You cannot proceed with the course until you do this. *(Complete this activity to be considered "in attendance" this week.)*
- ✓ Respond to Discussion #1 **"Getting to Know You"** in the discussion forum and respond to at least one other person's response. *(Complete this activity to be considered "in attendance" this week.)*
- ✓ Fill out your **"Information Sheet"** and submit it. *(Complete this activity to be considered "in attendance" this week.)*
- ✓ Read Chapter 1–FOUNDATIONS OF INTERPERSONAL COMMUNICATION.
- ✓ Respond to Discussion #2 **"Communication Principles"** in the discussion forum and respond to at least one other person's response. *(Complete this activity to be considered "in attendance" this week.)*
- ✓ Submit project **"Ethics in Interpersonal Communication"**. *(Complete this activity to be considered "in attendance" this week.)*
- ✓ Read Chapter 2-- CULTURE AND INTERPERSONAL COMMUNICATION.
- ✓ Respond to Discussion #3 **"Culture Shock"** in the discussion forum and respond to at least one other person's response. *(Complete this activity to be considered "in attendance"*

- this week.*)
- ✓ Submit project **"The Source of your Cultural Beliefs"**.
(Complete this activity to be considered "in attendance" this week.)
 - ✓ **Take test #1 over chapters 1 and 2.** *(Complete this activity to be considered "in attendance" this week.)*
 - ✓ Read Chapter 3—PERCEPTION OF THE SELF AND OTHERS IN INTERPERSONAL COMMUNICATION.
 - ✓ Respond to Discussion #4 **"The Self and Communication"** in the discussion forum and respond to at least on other person's response. *(Complete this activity to be considered "in attendance" this week.)*
 - ✓ Submit project **"How Might you Perceive Others' Perceptions?"** *(Complete this activity to be considered "in attendance" this week.)*
 - ✓ Read Chapter 4- VERBAL MESSAGES.
 - ✓ Respond to Discussion #5 **"How Assertive are You"** in the discussion forum and respond to at least on other person's response. *(Complete this activity to be considered "in attendance" this week.)*
 - ✓ Submit project **"Analyzing Assertiveness"**. *(Complete this activity to be considered "in attendance" this week.)*
 - ✓ **Take test #2 over chapters 3 and 4.** *(Complete this activity to be considered "in attendance" this week.)*

WEEK 2—May 20-28

WEEK 2 ASSIGNMENTS DUE BEFORE 9PM ON MAY 28th.

- ✓ Read Chapter 5— NONVERBAL MESSAGES.
- ✓ Respond to Discussion #6 **"It's not what you say, but how you say it"** in the discussion forum and respond to at least on other person's response. *(Complete this activity to be considered "in attendance" this week.)*
- ✓ Submit project **"The Meanings with Color"**. *(Complete this activity to be considered "in attendance" this week.)*
- ✓ Read Chapter 6— LISTENING IN INTERPERSONAL COMMUNICATION.
- ✓ Respond to Discussion #7 **"Listening as a Valuable Tool"** in the discussion forum and respond to at least on other person's response. *(Complete this activity to be considered "in attendance" this week.)*
- ✓ Submit project **"Experiencing Active Listening"**. *(Complete this activity to be considered "in attendance" this week.)*
- ✓ **Take test #3 over chapters 5 and 6.** *(Complete this activity to be considered "in attendance" this week.)*
- ✓ Read Chapter 7- EMOTIONAL MESSAGES.
- ✓ Respond to Discussion #8 **"Emotional Messages"** in the

discussion forum and respond to at least on other person's response. (Complete this activity to be considered "in attendance" this week.)

- ✓ Submit project "**Communicating Your Emotions**". (Complete this activity to be considered "in attendance" this week.)
- ✓ Read Chapter 8—CONVERSATIONAL MESSAGES.
- ✓ Respond to Discussion #9 "**Improving Conversational Skills**" in the discussion forum and respond to at least on other person's response. (Complete this activity to be considered "in attendance" this week.)
- ✓ Submit project "**Weighing the Rewards and Dangers of Self-Disclosure**". (Complete this activity to be considered "in attendance" this week.)
- ✓ **Take test #4 over chapters 7 and 8.** (Complete this activity to be considered "in attendance" this week.)

WEEK 3—May 20-28

WEEK 3 ASSIGNMENTS DUE BEFORE 9PM ON MAY 28th.

- ✓ Read Chapter 9—INTERPERSONAL RELATIONSHIP STAGES, THEORIES, AND COMMUNICATION.
- ✓ Respond to Discussion #10 "**Relationship Models and Theories**" in the discussion forum and respond to at least on other person's response. (Complete this activity to be considered "in attendance" this week.)
- ✓ Submit project "**Relationship repair from Advice Columnist**". (Complete this activity to be considered "in attendance" this week.)
- ✓ Read Chapter 10—INTERPERSONAL RELATIONSHIP TYPES.
- ✓ Respond to Discussion #11 "**Context and Interpersonal Relationships**" in the discussion forum and respond to at least on other person's response. (Complete this activity to be considered "in attendance" this week.)
- ✓ Submit project "**Friendship Behaviors**". (Complete this activity to be considered "in attendance" this week.)
- ✓ **Take test #5 over chapters 9 and 10.** (Complete this activity to be considered "in attendance" this week.)
- ✓ Read Chapter 11—INTERPERSONAL CONFLICT AND CONFLICT TYPES.
- ✓ Respond to Discussion #12 "**Managing Conflict, Maintaining Relationships**" in the discussion forum and respond to at least on other person's response. (Complete this activity to be considered "in attendance" this week.)
- ✓ Submit project "**Dealing with conflict Starters**". (Complete this activity to be considered "in attendance" this week.)
- ✓ Read Chapter 12—INTERPERSONAL POWER AND INFLUENCE.
- ✓ Respond to Discussion #13 "**Power over, Power with**" in the discussion forum and respond to at least on other person's

response. (Complete this activity to be considered "in attendance" this week.)

- ✓ Submit project "**Power Plays**". (Complete this activity to be considered "in attendance" this week.)
- ✓

FINAL EXAM—MAY 29—CHAPTERS 11 and 12—DUE BEFORE 9PM. (Complete this activity to be considered "in attendance" this week.)

ALL WORK MUST BE COMPLETED BEFORE 9PM ON MAY 29th.