



## Division of Liberal Arts

### SPCH 1318 Interpersonal Communication

3 Credit Hours

Semester: Summer 2<sup>nd</sup> 5 Weeks\*195 Online

Instructor: Bethany Thompson, M.A.

Office location: Instructional Building – Office 111

Phone: 806-874-1557 (Office)

Email: [bethany.thompson@clarendoncollege.edu](mailto:bethany.thompson@clarendoncollege.edu)

#### Office Hours (during winter):

Monday-Friday reachable during email and OpenLMS messaging between 9am and 5pm with relatively quick response times. Outside of those times, I will do my best to respond within 24-48 hours.

As this is an online course, we can discuss a Zoom/Skype meeting if needed. Otherwise, emails and messages will be the main source of communication.

#### Course Description:

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

#### Statement of Purpose

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

#### Required Instructional Materials:

Instructor will provide the course materials at no additional cost to the student.

#### Core Objectives

This course meets four of six core objectives as established by the State of Texas:

- Critical Thinking Skills (CT) – creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills (COM) – effective development, interpretation and expression of ideas through written, oral and visual communication.
- Teamwork (TW) – ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Personal Responsibility (PR) – ability to connect choices, actions, and consequences to ethical decision-making.

## **Learning Outcomes**

Upon successful completion of this course, students will:

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 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/or 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 management techniques in dyads and/or groups.
7. Identify types of and barriers to effective listening.

## **Methods of Instruction**

Methods of instruction in this course will include assigned readings, slide presentations, audio recordings, videos, demonstrations, and class discussions.

## **Student Requirements**

Assignments for this course will be submitted through Open LMS, so you will need computer access to submit your assignments. Also, be sure to check your Clarendon College email and your OpenLMS messages regularly.

## **Grading Policies and Course Assessments:**

You will be assessed in this class in several ways. Attendance and participation are necessary to pass this class. Group work will play a large part in your grade. Group work will be assessed by the professor and by your group-mates.

| Component                                                     | Description                                                                | %           |
|---------------------------------------------------------------|----------------------------------------------------------------------------|-------------|
| Assignments (CT, CS, PR) and Class participation (CT, CS, TW) | Discussion boards, various assignments, and cumulative class participation | 50%         |
| Group Project                                                 | One official group project and a peer assessment                           | 30%         |
| Final exam (CT, PR)                                           | Cumulative (over all weeks)                                                | 20%         |
| <b>Total</b>                                                  |                                                                            | <b>100%</b> |

The final semester grades will be figured as set in the current catalog:

| Grade | Percentage |
|-------|------------|
| A     | 90 — 100%  |
| B     | 80 — 89%   |
| C     | 70 — 79%   |
| D     | 60 — 69%   |
| F     | 0 — 59%    |

## **Assessment Details**

1. **Assignments:** Students will be asked to complete various exercises throughout the semester. The purpose of these is to help you learn (there is no such thing as “busy-work” in this class). Complete the exercises and submit them as instructed. There will be assignments throughout the semester. Pay attention to your professor and your OpenLMS site.
2. **Class Participation:** Learning in this course requires active participation. Meeting the course objectives will require everyone to be responsible for contributing meaningfully. This means completing the assigned readings and homework so you and your classmates have people to

interact with and learn from besides the professor. Interpersonal communication requires multiple people. Even though this is an online class, we rely on each other to learn and to practice what we learn.

3. **Group Projects:** There is one group project. As this class is over Interpersonal Communication, you'll show your knowledge and apply what you've learned (and are actively learning) in a group setting.
4. **Final Exam:** The final exam will consist of objective questions from the whole course. The final exam is worth 20% of your course grade.

### **Course Policies**

Please pay close attention to the following course policies:

1. **Attendance Policy:** Regular attendance is essential, and you need to be accessing the course regularly. I am expected to take attendance, even though it is an online course. Please participate in every assignment and discussion board.
2. **Late Policy:** As students, you learn about life. Part of life is learning that things unfortunately occur outside of your control and I understand and respect that, which is why I try to allow time for you to complete your assignments within reason. If something happens and you are unable to complete and turn in your assignments on time, my late policy is as follows;
  - Up to 48 hours late – no penalty
  - 2 days or more – starts at 15 point penalty
3. **Respect:** In this class, we will discuss communication techniques from people you may not agree with. Sensitive, divisive topics may come up. You are expected to treat your fellow classmates, instructor, and guests of the course with respect no matter if you agree with their opinions or stances on a topic. Being disrespectful to anyone will result in you being asked to leave and not receiving credit for class that day.
4. **Academic Resilience:** College throws curveballs at us, as life is known to do. I understand that things happen and you may have to miss class because of family emergencies, prolonged illnesses, things that are wholly unplanned and I respect that. I ask that you make the decision to jump back in and try to catch up the best you can. Your resilience relies on your willpower. I will do my best to ensure you succeed – but you have to meet me there.

### **College Policies**

#### **Academic Integrity Policy**

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of Clarendon College to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment 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 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 exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith.

Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

### **Withdrawing from (Dropping) the Course**

If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only

allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any class.

**Accommodation Statement****REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / [janean.reish@clarendoncollege.edu](mailto:janean.reish@clarendoncollege.edu) or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

**Nondiscrimination Policy**

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

**Student Rights and Responsibilities**

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

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

**Clarendon College COVID-19 Updates**

Please click the following link to become informed about our campus responses to COVID-19:

<https://www.clarendoncollege.edu/CoronavirusUpdate>

**Note – Depending on the needs of Clarendon College, and/or unforeseen circumstances, this syllabus and course schedule are subject to change.**

|               |  | <b>Content</b>                                                                                                                                     | <b>Assignment/Reading due that week</b>                                                                 |
|---------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Week 1</b> |  |                                                                                                                                                    |                                                                                                         |
| 7/8-7/14      |  | Course and Class Introduction<br>Introduction to Communication                                                                                     | Look at Open LMS, Syllabus<br>Chapter 1<br>Weekly Discussion Board<br>Syllabus EVA                      |
| <b>Week 2</b> |  |                                                                                                                                                    |                                                                                                         |
| 7/15-7/21     |  | Communication and the Self<br>Emotions and Interpersonal<br>Communication                                                                          | Week 2 Assignment Due at End of Week<br>Chapter 2<br>Chapter 3<br>Weekly Discussion Board               |
| <b>Week 3</b> |  |                                                                                                                                                    |                                                                                                         |
| 7/22-7/28     |  | Interpersonal Communication<br>and Listening<br>Conflict and Interpersonal<br>Communication                                                        | Important Conversation Due at End of<br>Week<br>Chapter 4<br>Chapter 5<br>Weekly Discussion Board       |
| <b>Week 4</b> |  |                                                                                                                                                    |                                                                                                         |
| 7/29-8/4      |  | Communication in<br>Relationships –<br>Group project<br>introduced                                                                                 | Chapter 6<br>Weekly Discussion Board                                                                    |
| <b>Week 5</b> |  |                                                                                                                                                    |                                                                                                         |
| 8/5-8/11      |  | <u><b>Group Project<br/>work week</b></u>                                                                                                          | <u><b>Group Projects and ALL<br/>OTHER Assignments MUST<br/>BE TURNED IN BY SUNDAY<br/>the 11th</b></u> |
| <b>Week 6</b> |  |                                                                                                                                                    |                                                                                                         |
| 8/12-8/14     |  | <u><b>Final Exam<br/>Opens Monday<br/>August 12<sup>th</sup> (has<br/>to be taken<br/>between the 12<sup>th</sup><br/>and 13<sup>th</sup>)</b></u> | Final Exam Opens<br><u><b>Final Exam Closes<br/>August 13<sup>th</sup> at 11:59pm</b></u>               |