# Course Syllabus

**SPCH 1318 Interpersonal Communication**

**An AA Degree may be earned in Communications (Concentration: Speech Communication)**

| Semester with Course Reference Number (CRN) | Fall Semester 2016.10298  
(August 22, 2016 – December 11, 2016) |
| Instructor contact information (phone number and email address) | Dr. Brenda Washington, Ph.D.  
Telephone: 713.718.6608  
Department of Speech Communication/COMM/Sign Language/Interpreting  
Email: brendaa.washington@hccs.edu |
| Office Location and Hours | Fine Arts Center (FAC), Room 226 |
| Academic Advising/Activities Hours (An Appointment is Required.) | Monday: 12:30 p.m. – 2:00 p.m.  
Tuesday: 2:00 a.m. – 4:30 p.m. |
| Course Location/Times | FAC – Room 231  
MW 11:00 a.m. – 12:30 p.m. |
| Course Semester Credit Hours (SCH) (lecture, lab) If applicable | Credit Hours 3.00  
Lecture Hours 3.00  
Laboratory Hours (N/A) |
| Total Course Contact Hours | 48 |
Continuing Education Units (CEU): if applicable

(N/A)

Course Length (number of weeks)

16 Weeks

Type of Instruction

Lecture

Course Description:

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. Designed to develop proficiency in public speaking situations; emphasis on content, organization, and delivery of speeches for various occasions. Open to all students. Required for speech majors. Core Curriculum Course.

PREREQUISITE(S):

Students who matriculated prior to Fall Semester 2015:

- Must be placed into college-level reading (or enroll in GUST 0342 as a co-requisite) and
- Must be placed into college-level writing (or enroll in ENGL 0310/0349 as a co-requisite)

Students who matriculated Fall Semester 2015:

- Must complete INRW courses (integrated reading and writing).

Academic Discipline/CTE Program Learning Outcomes (PSLOs)

1. Identify various types of relationships, and determine when relationships are healthy or dysfunctional.

2. Resolve when and how to abort relationships when such is essential.

3. Examine his or her relationships without bias in an effort to promote better relations with others, as well as to determine the appropriate manner in which to resolve conflict.

4. Explicate the meaning of interpersonal communication in its dyadic nature.

5. Comprehend theories of interpersonal communication, and apply them
to decision-making for personal and professional situations.

*Texas Higher Education Coordinating Board 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, 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.”

My Goals for You

This course seeks to teach students about communication, particularly interpersonal communication; how to abort double-standards, isms and stereotypes; prepare for the establishment, development and maintenance of diverse relationships; enhance listening skills, multicultural interactions and cognitive skills; analyze relationships and actions objectively, and work to solve problems.

Additionally, it intends to guide students to evaluate conversations in an effort to improve their quality; responsibly dissolve relationships when dissolution is unavoidable; manage conflict, and increase knowledge about life.

The Results of Your Learning

**Course Student Learning**

1. Explain the major theories of interpersonal communication.
Outcomes (CSLOs): 4 to 7

2. Define the process of communication and basic terms associated with the process.
3. Coordinate various events with self-confidence and a display of commitment.

4. Apply the appropriate type of listening in communication situations, including reflective, discriminative, and critical.

5. Establish, develop and maintain desired relationships, applying appropriate techniques to dissolve negative conflict and properly dissolving conflicts when necessary.

6. Employ the applicable aural, verbal, and nonverbal cues to achieve desired outcomes.

Helping You Achieve Your Goals

Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

1. Provide a theoretical framework to enhance students’ knowledge about interpersonal communication, and how it differs from intrapersonal communication.

2. To foster a clearer understanding about the components of communication and its unique process.

3. To use lectures, role-play exercises, discussions, and assignments to teach students about communication.

4. To develop students’ listening skills, and verbal, aural, and nonverbal communication skills.

5. To help students identify different types of relationships, as well as to recognize when relationships are healthy or dysfunctional, and how to dissolve them correctly.

6. To present realistic situations in developing students’ skills to think critically and objectively.

7. To help students learn more about themselves in an effort to increase their self-confidence and improve their relations with others.

SCANS and/or Core Curriculum Competencies: applicable

The New Academic Core Objectives are as follows: communication skills, critical thinking skills, empirical and quantitative skills, teamwork, social responsibility, and personal responsibility.
This course fulfills the following core objectives: communication skills, critical thinking skills, teamwork, and personal responsibility.

Instructional Methods

The methods used to promote learning will include, role-play, team and group work, projects, discussions, readings, and exercises. According to Carter G. Woodson, “Real education means to inspire people.” Prepare to be amazed in your quest for knowledge as the instructor will make you feel special, empower you to challenge yourself, and help you learn about yourself and other.

Assignments

(All assignments will value 100 points each.)

- Discussion of a Movie @ 21%
- Team Conflict-Resolution Role Play Assignment @ 24%
- Class Project Relationship Seminar @ 29%
- Final Exam Written Test @ 26%

Student Assessment(s)

Student learning and grades will be evaluated based on a written test, specific items listed on grade sheets for each assignment, class participation, attendance, homework research, and the quality of work presented.

Instructor's Requirements

Program/Discipline Requirements: N/A

HCC Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per semester hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 100-90</td>
<td>4 points per semester hour</td>
</tr>
<tr>
<td>B = 89-80</td>
<td>3 points per semester hour</td>
</tr>
<tr>
<td>C = 79-70</td>
<td>2 points per semester hour</td>
</tr>
<tr>
<td>D = 69-60</td>
<td>1 point per semester hour</td>
</tr>
<tr>
<td>59 and below</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>IP (In Progress)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>FX (Failure due to non-attendance)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>W(Withdrawn)</td>
<td>0 points per semester hour</td>
</tr>
</tbody>
</table>

Washington – SPCH 1318 (5)
I (Incomplete) 0 points per semester hour
AUD (Audit) 0 points per semester hour
IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Instructor Grading Criteria

Instructor’s Grade Scale

\[
\begin{align*}
90 – 100 & \rightarrow A \\
80 – 89 & \rightarrow B \\
70 – 79 & \rightarrow C \\
60 – 69 & \rightarrow D \\
Below 60 & \rightarrow F
\end{align*}
\]

*Additionally, each assignment has a specified rubric and grade scale.

Instructional Materials


*In addition to the textbook, purchase common supplies such as ink pens, binder for storing class materials, and notebook paper.

Information About Insurance

“The Division of Fine Arts at Central College strongly recommends that all HCCS students carry some form of medical insurance to cover illness and injury, both on and off the campus. Information regarding low-cost health insurance for students is available in the Fine Arts office, Room 101. Under Texas State Statute, HCCS is immune to liability in the event of accident or injury.”

- Deborah Quanaim, Former Fine Arts Division Chair

Three-Peaters
“Students who repeat a course three or more times may soon face significant tuition/fee increase at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal, or if you are not receiving passing grades.”

-Dr. Maria Straus, Former Director of Learning Initiatives

**Title 9 Language**

“HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713-718-8271 or email at oie@hccs.edu.”

Campus Carry Information and Open Carry Information

Refer to: [http://www.hccs.edu/district/departments/police/campus-carry/](http://www.hccs.edu/district/departments/police/campus-carry/)

Also, refer to the State of Texas Legislature regarding the aforementioned policies.

**EGLS\textsubscript{2} – Evaluation**

“At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.”

Dr. Allan Ainsworth,
Faculty Senate President (2010-2011)
HCC Policy Statement:
Access Student Services Policies on their Web site:
http://hccs.edu/student-rights

Distance Education and/or Continuing Education Policies
Access DE Policies on their Web site:
http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf
Access CE Policies on their Web site:
http://hccs.edu/CE-student-guidelines

COURSE STANDARDS

Instructor's Requirements

1. **Assignments:** Complete all assignments on the required dates. Students who fail to makeup a missed assignment will be ineligible to receive extra credit points for any extra credit opportunities. Ensure the work you perform and submit reflects evidence of research and professional effort.

   Use a computer to type all written graded and non-graded assignments and those for oral presentations, and space appropriately. In class assignments will be the *only* exception! Points will be deducted for failure to do so.

2. **Discussion/Participation:** Participate in class discussions and activities, and read all assigned readings at home. Bring your textbook to class daily.

3. **Attendance:** *Attendance is required.*

   The instructor reserves the right to withdraw you for excessive absences, irrespective of the reason, as well as for disruptive behavior, and for a lack of cooperation, inter alia. **Disruptive behavior** includes but is not limited to: profanity; being argumentative in a hostile manner; back-talking to the professor; displaying nonverbal cues in a negative; distasteful way; talking when others are talking; passing notes at inappropriate times; fighting; being uncooperative, and any other behavior deemed disruptive by the instructor. Mark Twain asserted, “Kindness is a language which the deaf can hear and the blind can read.” Let each of us work to demonstrate kindness.

   Each student will be allowed *four (4) absences* this semester, excluding Week I. *Three points or more* will be deducted from the final grade for each absence beyond four, regardless of the reason. **Exceptions may be made at the instructor’s discretion.**

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4. **Makeup Work:** Submit written documentation for consideration of make-up work. **Makeup work is not guaranteed,** and an appointment is required. **Only emergency situations** will be considered. **No Exceptions!!** Make-ups will not become habitual or contagious. Assignments must be made up on the next (immediate) Academic Advising/Activities Hours day, unless the instructor approves another day. The day must be convenient for both, the student and instructor. **Only one (1) makeup is allowed.**

*In case the instructor allows makeup work, acceptable documentation refers to: (1) a note or letter from a physician, supervisor, or professor, a receipt from a business showing that you were delayed and why, or (3) a citation from a police officer, hospital discharge papers, or court papers will be the only acceptable documentation.*

It must be dated, signed properly and on the proper letterhead paper. Explanations pertaining to absences or tardiness deemed sensitive in nature, such as personal illnesses not treated by a doctor must also be in writing. *Documentation is separate from the absentee form. It supports an absence, and must be attached to the form. Ask the instructor for a form.*

5. **Officially Withdraw:** By attending one or more class periods, you **must officially** withdraw from class should you decide to stop attending class. Otherwise, receive the grade “F” or in applicable cases, the grade “FX” as your final semester grade.

Whether or not the instructor withdraws you, you are fully responsible for withdrawing yourself if you no longer desire to remain in this class. The letter grade “W” is no longer given by instructors.

6. **Notes, Handouts, and Early Departures:** Obtain lecture notes from a classmate and handouts from the instructor when absent, late for class, or leave early. *The early departure of students must be for major reasons only, and they must not become habitual.*

Seek the approval of the instructor for early departures. Failure to comply will result in the student being considered absent for that class period, at the instructor’s discretion.

7. **Arrival Time:** Arrive to class **no later than 15 minutes** beyond the scheduled class time, unless pre-approved by the instructor. Failure to comply will prevent you from signing the Daily Attendance Roster, and reduce your status to absent. *Departures at the start class will be counted as absent at the instructor’s discretion.*

Students who are later than 15 minutes should enter quietly and participate. After class, provide the instructor with an explanation, and it will be determined whether you may sign the roster.

8. **Integrity:** Maintain a high standard of academic integrity. Thus, plagiarism, collusion, cheating, or impersonations are prohibited. Violators will be punished in accordance to the policy of the college, in addition to receiving the letter grade “F” for the assignment, and possibly for the semester.
9. **Guests:** Do not bring children to class. Further, receive the instructor’s pre-approval regarding bringing any guests to the classroom (i.e., friends, relatives, significant others, etc.). All guests must comply with HCC policies and those set forth by the instructor.

10. **Attire:** Business attire must be worn for all assignments, unless indicated otherwise by the instructor. *As such, do not wear the following: facial jewelry (i.e., eye, lip, nose, tongue, cheek, or forehead piercings); no earrings men or large ones ladies; ankle bracelets; sleeveless dresses or blouses without proper covers; slacks without socks or some form of hosiery; summer sandals; party shoes; caps; short-sleeved shirts without a jacket men; inappropriate under garments; extreme mini-skirts or dresses; slacks beneath the buttocks; slacks without belts when a belt would be proper. Tattoos must be concealed as much as possible. No stiletto heels or revealing cleavage. See the instructor for additional information.*

11. **Calls and Emails:** Telephone instead of e-mail the instructor to report explanations of absences, failures to complete assignments, emergency situations, and to inform the instructor that an email has been sent.

12. **Practice:** Practice inside and outside the classroom to improve skills rather than rely solely on the instructor.

13. **Electronics:** Cellular telephones must be put on vibrate when in the classroom. No student is allowed to talk on the cell phone during class while in the classroom. Rather, quietly leave the classroom to answer or initiate a call, then return upon finishing.

   Those with Cameras or Camera Phones, etc. may not take photographs of anyone without the individual’s permission. Tape recorders of any kind are also disallowed; exceptions may be made at the instructor’s discretion.

   Also, Computers must only be used for assignments, exercises, typing lecture notes, and discussions that apply to this class. Violators will be prohibited to bring or use their computer.

   Any student who uses his or her computer for any purpose that has not been approved by the instructor will be required to shut it off immediately, and remove it from his or her desk. Violators will be prohibited from turning on his or her computer during class, as well as displaying it.

14. **Foods/Drinks:** Eat, drink, and just be happy! However, you will be responsible for properly disposing of all trash when finished. Violators will lose their food and drink privileges.

15. **Attention:** Read this document daily to stay abreast of its contents in preparation for each class.
*Notice of Compliance*

(Print the syllabus, and bring it to class each class period; no exceptions!) Displaying it on cell phones, tablets, etc. will not be acceptable. The instructor reserves the right to modify this syllabus at her discretion. Students will be notified of changes as soon as reasonably possible.

By printing a copy of this document, reviewing this document with the instructor or at your leisure, or receiving a hard copy of this document from the instructor or a courtesy copy from a peer mean you, the student have knowledge of the document and its information therein. Further, these mean that you agree to adhere to contents of the document.

**Course Calendar**

**Semester Calendar**

*Opportunities to prepare for team and class assignments will be given as often as possible after daily lectures, exercises, and assignments. Students should expect to meet in concert during non-class times also to prepare for the aforementioned assignments.*

Week I (8/22,24)

.Greetings and Introductions
.Review Syllabus

Week II (8/29,31)

.Chapter 1 Overview of Communication
.Chapter 2 Culture and Interpersonal Communication
*Select Class Project Leader (9/2)*

Week III (9/5,7)

.Labor Day Holiday – No Class (9/5)
.Chapter 3 Perception
.Official Day of Record (9/6)

Week IV (9/12,14)

.Chapter 3 The Self
.Chapter 4 Listening
Week V (9/19,21)

- Chapter 4 Listening Continued
  - *Preparation for Discussion of a Movie*

Week VI (9/26,28)

- **Due: Discussion of a Movie**

Week VII (10/3,5)

- Chapter 9 Interpersonal Communication

Week VIII (10/10,12)

- Chapter 11 Interpersonal Conflict

Week IX (10/17,19)

  - *Preparation for Conflict-Resolution assignment*
  - *Preparation for Class Project Seminar*

Week X (10/24,26)

- **Due: Team Conflict-Resolution Role Play assignment**
  - *Last Day to Withdraw (10/28)*

Week XI (10/31; 11/2)

- Chapter 10 Types of Relationships & Theories

Week XII (11/7,9)

- Chapter 5 Verbal Communication

Week XIII (11/14,16)

- Chapter 6 Nonverbal Communication
Week XIV (11/21,23)

-.Chapter 7 Emotional Messages
-.Chapter 8 Conversational Messages

Week XV (11/28,30)

-.Class Project Preparation
-.Review for Final Exam
-.Due: Class Project Relationship Seminar (11/30)

Week XVI Final Exam Schedule (12/5-9)

-.Due: Written Test on Monday, December 5th from 11:00 a.m. – 1:00 p.m.