Course Syllabus

SPCH 1318 Interpersonal Communication

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

| Semester with Course Reference Number (CRN) | Spring Semester 2015/40012 (January 20, 2015 – May 17, 2015) |
| Instructor contact information (phone number and email address) | Dr. Brenda Washington, Ph.D.  
*Program Coordinator for Speech Communication – District-wide In-charge of Speech Communication – Fine Arts Division, Central*  
Telephone: 713.718.6608  
Email: brendaa.washington@hccs.edu |
| Office Location and Hours | Fine Arts Center (FAC), Room 226 |
| Academic Advising/Activities Hours | Monday: 12:30 p.m. – 2:30 p.m.  
Tuesday: 12:30 p.m. – 2:30 p.m. |
| Course Location/Times | FAC – Room 231  
Monday & Wednesday  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) |
<p>| Total Course Contact Hours | 48 |
| Continuing Education Units (CEU): if applicable | (N/A) |</p>
<table>
<thead>
<tr>
<th>Course Length (number of weeks)</th>
<th>16 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Instruction</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

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

**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.

Goals

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.

In addition, 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.

Course Student Learning Outcomes (CSLOs): 4 to 7

1. Explain the major theories of interpersonal communication.

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.
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: If applicable

Effective this semester, 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.

Course Calendar

Schedule

*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 (1/19, 21)
- Reverend Dr. Martin Luther King, Jr.’s Day (NC)
- Welcome and Introductions
- Discuss Syllabus and Concerns
Week II (1/26,28):  .Chapter 1 Overview of Communication  
                   .Chapter 2 Culture and Interpersonal Communication

Week III (2/2,4):  .Chapter 3 The Self and Perception

Week IV (2/9,11):  .Due: Why Can’t We All Just Get Along?: What I Need

Week V (2/16,18):  .President’s Day (No Class)  
                   .Due: Why Can’t We All Just Get Along?: What I Need

Week VI (2/23,25):  .Chapter 4 Listening

Week VII (3/2,5):  .Chapter 5 Verbal Communication

Week VIII (3/9,11): .Chapter 9 Interpersonal Communication

Week IX (3/16-22):  .Spring Break Holiday

Week X (3/23,25):  .Due: You And I: Discover a Culture  
                   .Last Day to Withdraw  (3/24)

Week XI (3/30;4/1):  .Due: You And I: Discover a Culture

Week XII (4/6,8):  .Chapter 10 Types of Relationships & Theories

Week XIII (4/13,15):  .Chapter 11 Interpersonal Conflict

Week XIV (4/20,22):  .Chapter 5 Verbal Communication  
                    .Chapter 6 Nonverbal Communication

Week XV (4/27,29):  .Chapter 7 Emotional Messages  
                    .Chapter 8 Conversational Messages  
                    .Review for Final Exam Test

Week XVI (5/4,6):  .Preparation for Class Project  
                   .Due: Class Project Conflict Resolution Role-Play assignment
Week XVII Final Exam Schedule (5/11-17)

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

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.)

- Why Can’t We All Just Get Along? : What I Need @ 22%
- You And I: Discover a Culture @ 23%
- Class Project: Conflict Resolution Role Play @ 29%
- Final Exam Written Test @ 26%

Instructor’s Requirements

(REQUIREMENTS (The following will be enforced. Read, Remember and Comply.))

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. 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. Bring your textbook to class daily.

3. *Attendance: Attendance is required.* Seek the instructor’s approval for absences. Complete an *Absentee Form* for each absence, and submit it to the instructor upon returning to class. See the instructor for the form.

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. *Disrespect towards peers or the instructor will not be tolerated. Please adjust your attitude to contribute to a congenial, cooperative environment.*

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

4. *Makeup Work:* Submit written documentation for consideration of make-up work. *An appointment is required. Only emergency situations will be considered. No Exceptions!! Make-ups will not become habitual or contagious.*

In case the instructor allows makeup work, *acceptable documentation* refers to: (1) a note or letter from a physician, supervisor, or teacher, (2) a receipt from a business, or (3) a citation from a police officer. 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.*

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” 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 prior to the arrival of the instructor 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, and significant others.

10. **Attire**: Dress in professional business attire for assignments, unless given permission by the instructor to dress differently.

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 inner garments; extreme mini-skirts or dresses; slacks beneath the buttocks; and slacks without belts when a belt would be proper. Tattoos must be concealed as much as possible. No stiletto heels. 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. Those with camera phones 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, and discussions that apply to this class. 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 enjoy! 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!) 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 outside or inside the classroom, or receiving a hard copy of this document from the instructor means you have been made aware of its contents, and confirms your agreement to adhere to the information therein.

<table>
<thead>
<tr>
<th>Program/Discipline Requirements: If applicable</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HCC Grading Scale</strong></td>
<td></td>
</tr>
<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 = F</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>IP (In Progress)</td>
<td>0 points per semester hour</td>
</tr>
</tbody>
</table>
FX (Failure due to non-attendance) 0 points per semester hour
W (Withdrawn) 0 points per semester hour
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’s Grade Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

*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.

Insurance Alert!

“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
Veterans
Assistance at your fingertips

.HCC District Office of Veterans Affairs @ 713.718.8522
.Dr. Sabrina Lewis @ Sabrina.lewis@hccs.edu or call 713.718.7089
.Roxine Simms @ roxine.simms@hccs.edu or call 713.718.8475
.Veteran Hotline (24 hours a day, 7 days a week) @ 1.800.273.Talk (8255), and press “1” or call 211 Texas/United Way Helpline.

Academic Advising

The Division of Fine Arts offers academic advising for its degree areas (speech communication, broadcast journalism, art, music, dance and drama). Sign-up in FAC, Room 101 to speak with the appropriate instructor.

Fine Arts Newsletter

To stay informed about events in the Fine Arts Division (music, speech, journalism, dance, drama, and art), please inquire in FAC – Room 101 to sign-up.

Attention: 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.”

-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 filled with the HCC Title IX Coordinator available at 713-718-8271 or email at oie@hccs.edu.”

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](http://hccs.edu/student-rights)

Distance Education and/or Continuing Education Policies


Access CE Policies on their Web site: [http://hccs.edu/CE-student-guidelines](http://hccs.edu/CE-student-guidelines)