# Course Syllabus

## Interpersonal Communication

**SPCH 1318**

<table>
<thead>
<tr>
<th>Semester with Course Reference Number (CRN)</th>
<th>Summer 2011/78798</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor contact information (phone number and email address)</td>
<td>Dr. Brenda Washington, Course Instructor Discipline Committee Chair – Communications (journalism/speech) – District-Wide</td>
</tr>
<tr>
<td></td>
<td>Telephone: 713.718.6608 Email: <a href="mailto:brendaa.washington@hccs.edu">brendaa.washington@hccs.edu</a></td>
</tr>
<tr>
<td>Office Location and Hours</td>
<td>Fine Arts Center (FAC), Room 226 None this term</td>
</tr>
<tr>
<td>Course Location/Times</td>
<td>FAC – Room 231 Monday – Friday 12:00 p.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</td>
<td>Credit Hours 3.00 Lecture Hours 3.00 Laboratory Hours (N/A)</td>
</tr>
<tr>
<td>Total Course Contact Hours</td>
<td>15</td>
</tr>
<tr>
<td>Continuing Education Units (CEU): if applicable</td>
<td>(N/A)</td>
</tr>
<tr>
<td>Course Length (number of weeks)</td>
<td>5 Weeks</td>
</tr>
<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.

Course Prerequisite(s): 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

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.

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. Students will develop writing, listening, reading, computer skills, and critical thinking skills.

Course Student Learning Outcomes (SLO): 4 to 7

1. Explain the major theories of interpersonal communication,
2. Define the process of communication and define 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 cue to achieve desired outcomes.
7. Discuss issues using fairness and reason.
8. Identify techniques to making better relationship and partner choices.

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

This course fulfills the Academic Core Requirements: reading, writing, speaking/listening, critical thinking, and computer/information literacy.

Course 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 (6/6,7,8,9,10)

- .Teacher & Students Introductions
- .Discuss Syllabus and Concerns
- .Chapter 1 Overview of Communication
- .Chapter 2 Culture and Interpersonal Communication
- .Chapter 3 The Self and Perception
- .Select Class Project Leader

SPCH 1318
Week II (6/13,14,15,16,17):

- Chapter 4 Listening
- Chapter 11 Interpersonal Conflict
- Chapter 5 Verbal Communication
- Chapter 6 Nonverbal Communication
- Due: Video Analysis (6/17)

Week III (6/20,21,22,23,24):

- Due: Video Analysis (6/20-21)
- Class Project Preparation
- Chapter 7 Emotional Messages
- Chapter 8 Conversational Messages

Week IV (6,27,28,29,30; 7/1):

- Chapter 9 Interpersonal Relationships
- Chapter 10 Types of Relationships & Theories
- Review for Written Test (6/28)
- Class Project Preparation (6/29; 7/1)
- Administer: Written Test (6/30)
- *Last Day for Administrative/Student Withdrawals by 4:30 p.m. (6/29)

Week V (7/4,5,6,7,8):

- Independence Day Holiday (7/4) – No Class!
- Class Project Preparation
- Due: Final Exam Class Project Relationship Discussion, Wednesday, July 6th from 12:00 p.m. until 2:00 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
Student Assignments

(All assignments will value 100 points each.)

- Video Analysis (Select from: The Devil Wears Prada, Not Without My Daughter, or War of the Roses)
- Written Test
- Final Exam: Class Project Relationship Panel Discussion (focus: interactions between parent-child, teacher-student, Dating couples, married couples, siblings, employee-employer, neighbors, etc.)

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

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. To access the form, go to the instructor’s Learning Web site.

   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 three absences this semester, excluding Week I.

SPCH 1318
*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.*

*The instructor has no Academic/Activities Hours this Summer Term, thus each student must work to complete all assignments as scheduled.*

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.*

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.

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/Drink**: 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**

By accepting a copy of this document you, the student agree to adhere to its contents.
Program/Discipline Requirements: If applicable

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>W (Withdrawn)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>AUD (Audit)</td>
<td>0 points per semester hour</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Analysis</td>
<td>@ 30%</td>
<td>90 – 100 A</td>
</tr>
<tr>
<td>Written Test</td>
<td>@ 25%</td>
<td>80 – 89 B</td>
</tr>
<tr>
<td>Final Exam Class Project Panel</td>
<td></td>
<td>70 – 79 C</td>
</tr>
<tr>
<td>Discussion</td>
<td>@ 45%</td>
<td>60 – 69 D</td>
</tr>
</tbody>
</table>

Instructional Materials


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.”

-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
HCC Policy Statement:

Access Student Services Policies on their Web site:  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