



Interpersonal Communication-12833

SPCH-1318

RT 2022 Section 0072 3 Credits 01/18/2022 to 05/15/2022 Modified 01/14/2022

Course Meetings

Course Modality

Online Anytime

Meeting Days

Anytime

Meeting Times

24 /7

Meeting Location

Canvas LMS

Welcome and Instructor Information

Full-Time Faculty - Speech, Communications, and ASL: Ruth Salisbury

Email: ruth.salisbury@hccs.edu

Office: 5601 West Loop South, Room C256 Faculty Work Room, Houston, TX 77081

Phone: 7137182074

Website: <http://learning.hccs.edu/faculty/ruth.salisbury> (<http://learning.hccs.edu/faculty/ruth.salisbury>)

What's Exciting About This Course

As we all know, communication is essential to successful relationships. Interpersonal communication focuses on relationship development and maintenance, improving self-confidence, enhancing listening skills, managing interpersonal conflict, and much more!

My Personal Welcome

Interpersonal communication is an exciting course; you will learn a lot about yourself and human communication by completing the course. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to discuss issues is in person and I am available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with confidence in your communication skills.

Preferred Method of Contact

Please contact me via email or through Canvas messaging. I will respond to emails within 48 hours, Monday through Friday; I will reply to weekend messages on Monday mornings. If you need to reach me by phone, please call my office extension - 713-718-2074 - Monday-Friday, between the hours of 8:00 a.m.-4:00 p.m. and leave me a voicemail. Leave me a detailed message and

your email or other form of electronic contact. I am currently not returning phone calls while I am not routinely on campus. If you are unable to reach me, please contact our department Administrative Assistant at 713-718-6258.

Office Hours

At these specific times, otherwise by appointment
Tuesday, Thursday, 10:30 AM to 12:00 PM, Professor's Zoom Room

Follow the link and use the password to enter:

<https://zoom.us/j/5656742105?pwd=TiswL1VRdEpQWjh0UCtiNSt5Zzgrdz09> (Links to an external site.)
(<https://zoom.us/j/5656742105?pwd=TiswL1VRdEpQWjh0UCtiNSt5Zzgrdz09>)

Meeting ID: 565 674 2105
Password: 9evQJA

Course Overview

Course Description

A course designed to improve the student's effectiveness in small-group and one-to-one communication. Open to all students. Required for speech majors.

Department Website

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/speech/>

Core Curriculum Objectives (CCOs)

The HCCS Speech Discipline Committee has specified that the course address the following core objectives:

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

Student Learning Outcomes and Objectives

Course Student Learning Outcomes (CSLOs)

Upon completion of SPCH 1318, the student will be able to:

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

Learning Objectives

1. To 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 effectuating communication.
4. To recognize and engage the kind of listening skills needed in various communication settings 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 use critical thinking skills in the interpretation of communication cues to allow for objectivity.

Program Student Learning Outcomes (PSLOs)

1. Identify and explain the components of the communication process, as well as clarify how they relate to diverse communication models.
2. Research and select appropriate source materials to develop ideas and support claims for oral presentations.
3. Recognize how to communicate within diverse environments in a socially and personally responsible manner.
4. Demonstrate critical thinking in both written and oral communication.

Departmental Practices and Procedures

Department Specific Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Program-Specific Student Success Information

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as your guide.

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Inclusive Access:

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

This course will use the textbook, "Interpersonal Communication" (3rd edition) by K. Floyd (McGraw-Hill).

Your Houston Community College student account was billed for these materials at the time of registration and the price is guaranteed to be the lowest cost available for your required materials.

It is not recommended that you opt-out of these materials, as they are required to complete the course. You may choose to opt-out prior to the Census Date, but will then be responsible for purchasing the course materials at the full retail price and access to your materials may be suspended.

For more information about the HCC Textbook Savings program, contact our bookstore manager, LaTonya Pate, at sm515@bncollege.com or 713-528-0872.

Temporary Free Access to E-Book

Need to access outside of your school's learning management system?

Simply launch the content within the course for the first time and an account will automatically be created for you on Barnes & Noble College's Yuzu platform. After your initial launch, you can navigate to the link below and select forgot password to access your account.

<http://reader.yuzu.com/>

Interpersonal Communication

Author: Dr. Kory Floyd

Publisher: McGraw-Hill Higher Education

Edition: 3rd Edition

ISBN: 1308143788

Availability: Campus Bookstore and First Day Inclusive Access

Course Requirements

SPCH 1318 requires college-level reading and writing skills. The minimum requirements for enrollment in SPCH 1311 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
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Type	Weight	Topic	Notes
Interpersonal Reflection Papers and Presentation	30%	Communication in the three main interpersonal relationships	<p>These papers are short reflection papers based on your own communication style with others. There will be three papers. Each one will be one to two pages discussing the following three relationships:</p> <ul style="list-style-type: none"> • Relationship with a family member (not including spouses or life partners) • Relationship with a non-family member such as a friend or coworker • A romantic relationship, past or present <p>• On the due date of the third paper the student will make a reflection video, around 5 - 7 minutes, in which they will include an analysis of the following: 1) what communication differences did they note in the three relationships, 2) what communication similarities in the three relationships 3) their overall analysis of the role communication plays in relationship maintenance. Use of a presentation aid is optional but encouraged.</p>
Magazine Article Assignment	20%	Interpersonal Communication in Media and Popular Culture	<p>This assignment is designed to show the vast amount of advice that is given regarding interpersonal communication.</p> <p>You will find five articles from any magazine and/or newspaper regarding the information covered in the text. These can either be from a traditional print publication or from online. You will compare these articles to the readings and class notes to determine what concept or theory is being discussed.</p> <p>You will then explain whether or not the article agrees or disagrees with the text. A copy of each article (which may be in the form of a URL link or scanned copy) and your analysis are to be handed in at the designated time.</p> <p>Students will also submit a brief video discussing which of the articles you found most interesting or most closely related to the concepts from class and your overall analysis including an article summary and the key concepts it most specifically relates.</p>
Participation	20%	Discussions, activities and other assigned participation assignments	<p>Chapter Reflections, Activities, and Quizzes as scheduled with course calendar with assigned chapters.</p> <p>Weekly Check-In to Canvas page as documented by weekly attendance forum.</p>

Type	Weight	Topic	Notes
Non-Verbal Behavior Media Partner Project	30%	Study of Non-Verbal Behavior in Media	<p>You will work with another classmate as a pair to conduct an observation of non-verbal behavior in the mediated / mass communication environment - the traditional mass media (TV, Film), internet, streaming, etc.</p> <p>Pairs will choose to observe how non-verbal communication contributes to our interpretation and engagement with mass media and mediated / online communication sources. Much of our learned non-verbal behavior is broadcast through our social and media outlets. The pair will choose one specific example to study along with the non-verbal behavior contained within to better understand the purpose of communication behavior in our popular media and culture.</p> <p>After the observation is complete the the pairs will presents a two to four page Methodology report of the observation conducted as detailed below further below.</p> <p>Each individual partner will also submit a 5 – 10 minute testimonial video about the project and their own individual reflections about both the observation and working with their partner.</p> <p>Students will also evaluate their peers and the function of group communication. Failure to submit peer evaluations will result in a 100 point penalty from individual grade.</p> <p>As a pair you will make a decision regarding (1) the type of nonverbal behavior to be investigated, (2) the method adopted to conduct the observation, and (3) the online/media selection(s) that will be used for the observation and project results.</p> <ul style="list-style-type: none"> • Your group can choose to investigate any type(s) of nonverbal behavior which include but are not limited to: <ul style="list-style-type: none"> Body Language (Gestures and Body Movement) Facial Expression and Eye Contact Touch Personal Space and Territoriality • <u>The following should be included in your written report:</u> <ol style="list-style-type: none"> 1. The title, time period, plot summary/clip summary and broadcast/streaming details of the mediated / mass media communication source of your study 2. Partner Names 3. A description of your method as actually implemented 4. A summary of the results 5. An analysis of the results based on relevant theories/concepts <p>*If your group has an idea that is not listed, please ask the instructor about your idea as a possible alternative.</p>

Grading Formula

Interpersonal Reflection Papers (3 x 10%) 30%

Magazine Article Assignment 20%

Non-Verbal Behavior Media Partner Project 30%

Participation 20%

TOTAL 100%

Interpersonal Reflection Papers	400 Points (300 points for papers; 100 Points for Reflection/analysis Video)
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Magazine Article Analysis Assignment	300 Points
Non-Verbal Behavior Partner Project	1000 Points
Participation	1300 Points
Total Course Points	4000 Points

* Instructor's Practices and Procedures

Written Assessments

All written assignments will be graded on the basis of content, use of proper MLA formatting, proper citation of sources, application of course theory and themes, and grammar and are due the day scheduled on the syllabus.

Recording and Uploading Instructions

1. Record your speech by using a camcorder, tablet, cell phone, or other quality camera.
2. Place the camera in front of you; you should be visible from the front, not the side or back. You can use a tripod to ensure that the camera does not shake while recording. This is a professional exercise and appropriate dress IS REQUIRED. No casual/informal clothing: such as – pajamas, sweats, exercise clothing of any kind, inappropriate attire such as tight clothing, shirts with obscene messages, etc.
3. The video should show your body from the waist up; do not only record your face. This is still a formal presentation and should be done so while standing.

The recording must show you at a steady angle and distance. DO NOT have your recording device placed on a surface at down angle from you or facing up at you at an awkward angle. Any video that are not an appropriate perpendicular angle to your upper body will be deducted 10 points AUTOMATICALLY.

Place your recording device on a tripod or other steadying stand if not held by an audience member so I can see you clearly and there is no shaking or unprofessional/inappropriate angles to your recording.

The use of a go-pro or selfie stick is prohibited.

All videos submitted in any of these prohibited methods will receive a zero and cannot be resubmitted.

4. Please be sure to control noise and other distractions during the recording (e.g., pets, cell phones, babies, telephones). In addition, avoid recording outside or in front of curtains/blinds as it will create a dark shadow. If you use a PowerPoint, please do not turn down the lights so that you are obscured or in the dark. A speech is a formal event, regardless if it is done in person or in a virtual medium and should be treated as such.
5. Your speech should be one continuous recording. If you mess up, you should do it again from the beginning. Do not start and

stop the recording during the speech or edit your final video. Doing so will result in a deduction of 10 points from the video critique grade.

6. Check your video before you submit it to me. If you do not meet the above mentioned requirements, you will receive a zero for your TOTAL speech grade. Remember to showcase professionalism throughout your speech.
7. Submit your video as a Kaltura video directly through Canvas or as a YouTube link. If you choose to submit via YouTube then you will need to create a YouTube account to upload your video. There will be a submission link for weblinks and you can submit your YouTube link there directly. If your video is submitted via the Kaltura App then it will appear as awaiting to be published in the Course Media Gallery under the speeches folder and the instructor will approve for publishing. A copy of the video then will be uploaded under your name in Canvas in the Video Submission link.

If you are submitting a video file check the following before submitting:

1) Give yourself time to upload your video. The assignment link for video submissions are open at least a week prior to the deadline. The link will close at midnight of the Sunday scheduled and any uploads in progress will be cancelled and not be submitted. IF this occurs the instructor has the discretion to deny any resubmission due to a lack of time management and no opportunity will be given to do so without prior documentation of previous technical difficulties. See Missed Assignment section for clarification of instructor's policy.

2) Be sure that you are submitting the video in a format that be viewed on any HCC computer, such as a .MOV, .MP4 or other Windows format.

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

If a student fails to submit a Canvas assignment on time due to technical difficulties, the student must contact eagle online tech support and provide a copy of their correspondence to the professor to receive credit or for arrangements for resubmission. Failure to provide such documentation will result in the assignment receiving an automatic zero.

If you are unable to upload your speech to EAGLE ONLINE on the appointed due date then that speech may only be made up if the student presents a legitimate excuse, such as a already noted above regarding technical difficulties or in the case of a real world emergency such as a doctor's note. A makeup or late grade may also be considered if prior notice has been given to the professor of a conflict between scheduled day and the student. Such notice must be given *immediately* or within at least a 48hr time period. Such prior notice **must be given** in the form of an email to provide documentation of excuse for professor's records and as proof of a legitimate excuse. Then the speech may only be made up at the assigned time given by the instructor. If the student fails to use the make up opportunity at the professor's discretion then a failing grade of ZERO will be given and cannot be appealed.

Professor reserves the right to refuse any late submissions unless prior arrangements have been made.

Academic Integrity

Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been

- administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Violations: Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Attendance Procedures

For All HCC Students:

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments. Class attendance is checked daily by instructors.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor has the authority to drop a student for excessive absences but only once an Early Alert has been filed and the student has failed to respond or resume being active in the course.

A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5 percent of the hours of instruction (including lecture and laboratory time).

For example:

For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student may be dropped after six hours of absences.

Administrative drops are at the discretion of the instructor. If you are doing poorly in the class, but you have not contacted your

professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course. . A "W" WILL NOT be given for absenteeism.

NOTE: LAST DAY FOR STUDENT/ADMINISTRATIVE DROP THIS SEMESTER:

Last day to drop classes with a grade of W

Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later:

Effective 2007, section 51.907 of the Texas Education Code applies to first-time in college freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in HCC Dual Credit and Early College are waived from this requirement until they graduate from high school.

Based on this law, HCC or any other Texas Public institution of higher education may not permit students to drop after the official day of record more than six college level credit courses for unacceptable reasons during their entire undergraduate career.

Course Withdrawals:

Be sure you understand HCC policies about dropping a course. It is the student's responsibility to withdraw officially from a course and prevent an "F" from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important

If you plan on withdrawing from your class, you MUST contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done PRIOR to the withdrawal deadline to receive a "W" on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

For Eagle Online Courses and Hybrids:

Regular attendance and consistent activity is expected on the Eagle Online course page and is monitored by the instructor.

Attendance is monitored by the instructor and will be taken weekly. Students are required to sign in with a "present" or "checking in" reply to the attendance forum before midnight of the Sunday of every class week conducted in Canvas to receive attendance credit, full credit for all assignments due in the scheduled weeks and for participation activities. Failure to sign into this forum will result in an absent for the entire week and a zero for all assignments due.

Student Conduct

Online participation in the class will be respectful and follow the instructions directed by the instructor in all interactions with all participating members of the course. Students will reply to discussions with courtesy and honesty.

Student interactions with the instructor, whether via email or other form of virtual communication, will still follow the HCC Code of Conduct and be done so in a respectful and timely manner for all considerations.

Students will follow the HCC Code of Conduct regarding academic honesty (review the policies laid out under Academic Integrity) and in the HCC Student Handbook.

Instructor's Course-Specific Information

In order to achieve a passing grade and succeed in this course it is the student's responsibility to follow all instructions as detailed in this syllabus, on the Canvas Course page and in all provided materials regarding assignments. It is the student's personal responsibility to navigate the Canvas course page successfully and to find these instructions and materials independently.

As your instructor I will communicate regularly through Canvas in the form of Weekly Announcements, emails and other form of communication as needed. I will provide expectations and instructions to all required pages.

Feedback and grading of assignments will be done in as timely a manner as possible. As part of my regular communication with the class, updates will be given on the progress of grading and provide any additional information as requested by the student.

Devices

Your cell phone may not be used during your presentation as part of your speech. It may only be used as your recording device. Use of your cell phone during your presentation for any reason other than what is listed as permissible will result in a 10 point deduction from your total speech grade.

Faculty Statement about Student Success

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as your guide.

Faculty-Specific Information Regarding Canvas

This section of SPCH 1318 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities.

All assignments will be due the Sunday of the week scheduled - see assignment calendar at the end of the syllabus for specific due date.

All materials needed for this course are provided on the course Eagle Online page as well as the professor's Learning Web Page and students are expected to use only the materials provided there. This includes the course syllabus, all needed materials for presentations and other provided supplemental materials – grading forms, outline samples and assignment handouts. Failure to use the materials provided can result in penalties and other negative effects to the student's assignment and course average.

All assignment submissions for Canvas must be done through the course Eagle Online page only. No email submissions will be accepted at any time. If any assignment submission is sent via email it will be disregarded. Professor WILL NOT accept any assignments brought to class in hard copy. Assignments are due on the date that is called for by the Instructor. All written

assignments will be double-spaced, typed/word processed and have a consistent writing style format. All presentations must meet professor instructions and requirements. Failure to do a presentation for an assignment will result in an automatic "0."

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0

Grade	Grade Interpretation	Grade Points
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eeo> (<https://www.hccs.edu/eeo>)

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/egls3\)](https://www.hccs.edu/egls3)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at [https://library.hccs.edu \(https://library.hccs.edu/\)](https://library.hccs.edu).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at [https://www.hccs.edu/supplemental-instruction \(https://www.hccs.edu/supplemental-instruction\)](https://www.hccs.edu/supplemental-instruction)

Resources for Students:

[https://www.hccs.edu/covid19students \(https://www.hccs.edu/covid19students\)](https://www.hccs.edu/covid19students)

Basic Needs Resources:

[https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ \(https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/\)](https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

[https://www.hccs.edu/basicneeds \(https://www.hccs.edu/basicneeds\)](https://www.hccs.edu/basicneeds)

COVID-19

Here's the link to the HCC information about COVID-19:

[https://www.hccs.edu/covid-19 \(https://www.hccs.edu/covid-19\)](https://www.hccs.edu/covid-19)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Course Calendar

Week	Dates	Topic/What's due
1	Jan. 18 - Jan. 23	MLK Holiday - Jan. 17th Classes officially begin - Jan. 18th Introduction to the Class; Ch. 1;
2	Jan. 24 - Jan. 30	Syllabus Acknowledgement Form Due ON CANVAS ; Ch. 9; Chapter One Activity, Reflection, and Quiz Due ON CANVAS ;
3	Jan. 31 - Feb. 6	Ch. 10; Chapter Nine Activity, Reflection, and Quiz Due ON CANVAS
4	Feb. 7 - Feb. 13	Ch. 4; Chapter Ten Activity, Reflection, and Quiz Due ON CANVAS ; Interpersonal Reflection Paper #1 ON CANVAS
5	Feb. 14 - Feb. 20	Ch. 5; Make Contact with Project Partner; Chapter Four Activity, Reflection, and Quiz Due ON CANVAS ; Interpersonal Reflection Paper #2 ON CANVAS
6	Feb. 21 - Feb. 27	Ch. 6; Chapter Five Activity, Reflection, and Quiz Due ON CANVAS ; Interpersonal Reflection Paper #3 ON CANVAS , IRP Video Summary Due ON CANVAS
7	Feb. 28 - Mar. 6	Ch. 2; Chapter Six Activity, Reflection, and Quiz Due ON CANVAS ;
8	Mar. 7 - Mar. 13	Ch. 3; Chapter Two Activity, Reflection, and Quiz Due ON CANVAS ;
	Mar. 14 - Mar. 20	SPRING BREAK - NO CLASSES
9	Mar. 21 - Mar. 27	Ch. 7; Chapter Three Activity, Reflection, and Quiz Due ON CANVAS
10	Mar. 28 - Apr. 3	Magazine Article Assignment Due ON CANVAS ; Magazine Article Presentation and Video Due ON CANVAS

Week	Dates	Topic/What's due
11	Apr. 4 - Apr. 10	Ch. 8; Chapter Seven Activity, Reflection, and Quiz Due ON CANVAS;
12	Apr. 11 - Apr. 17	SPRING HOLIDAY - Apr. 15th; NO CLASSES Ch. 11; Chapter Eight Activity, Reflection, and Quiz Due ON CANVAS;
13	Apr. 18 - Apr. 24	Ch. 12; Chapter Eleven Activity, Reflection, and Quiz Due ON CANVAS
14	Apr. 25 - May 1	Chapter Twelve Activity, Reflection, and Quiz Due ON CANVAS
15	May 2 - May 8	Non-Verbal Behavior Partner Project Due Sun, May 8th by MIDNIGHT on Canvas; ALL CANVAS DISCUSSIONS AND ACTIVITIES MUST BE COMPLETED BY SUN. MAY 8TH BY MIDNIGHT
16	May 9 - May 15	Final Exams For All HCC; No Final Exam For This Class

Assignments

Interpersonal Reflection Paper #1	Week 4
Interpersonal Reflection Paper #2	Week 5
Interpersonal Reflection Paper #3 and Video	Week 6
Magazine Article Assignment and Video	Week 10
Non-Verbal Behavior Partner Project	Week 15

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Additional Information

Departmental/Program Information

The Speech Department at HCC offers the students a variety of courses to help fulfill the Communications portion of their core requirements.

AWARD TYPES: Courses Only

AREA OF STUDY: Liberal Arts, Humanities & Education

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Department Chair: Dr. Danielle Stagg

Email address: danielle.stagg@hccs.edu

Telephone Number: 713-718-5478

