

Interpersonal Communication

COMMUNICATION STUDIES 130

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This course is an introduction to the theory and practice of interpersonal communication. The focus of the course is on learning and practicing the skills needed to improve the quality of interpersonal communication. You are expected to practice skills in class and integrate them into your everyday communication.

STUDENT LEARNING OUTCOMES

Upon completion of the course, students should be able to

- ❖ distinguish and explain physiological, self-concept, social, and cultural factors that affect communication, perception, and misunderstanding.
- ❖ explain and evaluate the nature of language and non-verbal messages as they apply to effective encoding and decoding of messages.
- ❖ demonstrate basic verbal and nonverbal communication competence in discussions and speeches.

TEXT

Adler, R. B. and Proctor, R. (2007) *Looking out, looking in* (10th, 11th, or 12th eds.). Belmont, CA: Thompson Learning

Course Requirements

EXAMS

There will be three non-cumulative multiple choice exams/true-false and one comprehensive multiple choice/true-false exam, each worth 75 points. I will drop your lowest score. This means that if you are happy with your first two exam grades, you do not need to take the final. Exams will be based on the text, videos, assigned readings, and class lectures. (225 points)

SKILL PRACTICES

Skill practice exercises are designed to allow students to attempt to master specific communication skills in a non-threatening environment. Six skill practices will take place. Participation in skill practices is necessary in order to write the associated journal. Since skills are practiced in groups, no make-ups can be given.

JOURNALS

The purpose of the journal is to keep a "log" of what you learn about interpersonal communication, both inside and outside the classroom, throughout the semester. Journal entries will be correlated to skill practices, which will follow the appropriate chapter. You will be asked to address two issues in each entry with specific guidelines given on the bottom of the corresponding skill practice participation sheet. Each journal assignment is worth 10 points (one will be dropped, meaning you get to be absent for one skill practice), and should be 1½ –2 pages typed, double spaced, Times New Roman 12-point font. Please staple your skill practice

participation sheet that was completed in class, to your journal. **Journals are due last class meeting of week 15.** (50 points)

MINI-BAG PRESENTATION

Each student will prepare a mini-bag that reveals his or her “self” as discussed in lecture and the text. The bag itself, or things visible on the outside of the bag, should represent the student’s “public” (presenting) self—aspects he or she presents to the world. The items in the bag, hidden from view, should represent the student’s “private” (perceived) self—aspects of the student that he or she does not show to the world. Students will have 3-4 minutes to present their mini-bag to the class. The grade will be based on content, creativity, organization, and delivery. Time range will be strictly enforced. (50 points)

GROUP PROJECT

Students will present, in groups of 3-6, a topic related to a specific chapter of the text. Topics will be allocated on a first come, first serve, sign-up basis. The presentation should last 10-15 minutes, and visual aids, such as posters, charts, or videotapes may be used. Grading will be based upon content, creativity, organization, and delivery. (75 points)

TERM PAPER

The term paper will involve analyzing a popular movie in relation to course concepts. The required length is six to eight pages; short papers will receive half credit. **Term papers are due last class meeting of week 15.** A detailed guideline sheet will be provided. (75 points)

LAB

The ECC Communications Studies department requires all students enrolled in a class that satisfies the public speaking requirement (COMS 1, 3, 4, and 12) to attend a lab. The on-campus Speakers’ Forum fulfills this requirement. Date will be announced in class. cost \$12. (25 points)

POINT ALLOCATION

3 Exams (75 points each)	225 points	Exam 1 _____	Exam 2 _____
		Exam 3 _____	
5 Skill practices/Journal entries (10 points each, up to 5)	50 points	Journal 1 _____	Journal 2 _____
		Journal 3 _____	Journal 4 _____
		Journal 5 _____	Journal 6 _____
Mini-Bag Presentation	50 points	Mini-Bag Presentation _____	
Group Project	75 points	Research Project _____	
Term Paper	75 points	Term paper _____	
Lab	25 points	Lab _____	
TOTAL	500 points		

KEEP ALL RETURNED WORK UNTIL FINAL GRADE IS POSTED

GRADING

Generally, grades will be calculated on a straight percentage as follows:

90 – 100%	(450-500 points)	= A
80 – 89.9%	(400-449 points)	= B
70 – 79.9%	(350-399 points)	= C
60 – 69.9%	(300-349 points)	= D
59.9%	(299 and below)	= F

Students must receive a “C” in the course for it to count as a general education credit.

Failure to complete all course requirements will result in failing the course.

Additional “stuff”

ATTENDANCE/PARTICIPATION

While I understand that students have lives and responsibilities outside of school, it is vital that you attend class if you wish to do well in this course. And since a large part of the class involves practicing communication skills, it is important that you attend and participate in class exercises and discussions. You get two free absences or tardies. After that, you **will lose three points for every undocumented absence, and two for every tardy**. A tardy is arriving up to 15 minutes late or leaving up to 15 minutes early. **If you miss 2 classes before the add deadline or 5 classes overall, you will be dropped** You must be present at the **beginning** of class in order to give a presentation, turn in an assignment, or take an exam. *Hiss! Boo!*

MAKE-UPS/LATE ASSIGNMENTS/ INCOMPLETES

Oral presentation make-ups will be allowed only with a valid, documented excuse. Since you are allowed to drop one exam and one skill practice, there will be no make-ups of skill practices or exams. Late journals will receive half credit, late papers a 10-point (one letter grade) deduction. Incompletes will be given only when all college policies are met. *More hissing and booing!!!*

STUDENTS WITH DISABILITIES

Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Special Resource Center on campus as soon as possible to better ensure such accommodations are implemented in a timely fashion. As well, please contact me privately to discuss your specific needs. Special Resource Center 310-660-3295

CLASSROOM ENVIRONMENT

Interpersonal communication among “strangers” can be daunting. I will make every effort to provide a supportive, non-judgmental learning environment. You are encouraged to voice your opinions and concerns regarding class content as long as appropriate consideration is given to the feelings and/or beliefs of your fellow students. I have a great sense of humor and find most things funny; I do not find intolerance funny. (Does that make me of intolerant of intolerance?)

CHEATING AND PLAGIARISM

Cheating and plagiarism will not be ignored. I expect that students in this course will do their own work. Do not copy from another person's exam, written skill exercises, or journal. Do not purchase your term paper. All papers must be fully documented. Engaging in either cheating or plagiarism will result in an "F" for the course.

SAMPLE SEMESTER SCHEDULE

NOTE: Public holidays are not included and will change what is below.

Week	Topic	Assigned Reading
1	Introduction to the Course A FIRST LOOK AT INTERPERSONAL COMMUNICATION	Ch. 1
2	COMMUNICATION AND IDENTITY: CREATING AND PRESENTING THE SELF DOCUMENTARY: A Class Divided <u>Skill Practice #1: Self-Concept</u> <i>Mini-bag Presentations</i>	Ch. 2
3	<i>Mini-bag Presentations Cont.</i> Sign-up for Research Projects PERCEPTION: WHAT YOU SEE IS WHAT YOU GET	Ch. 3
4	MOVIE: Grand Canyon Introduce Term Paper assignment	
5	<u>Skill Practice #2: Perceptions</u> Review/Catch-up Day	
6	Test #1—Chapters 1, 2, 3. EMOTIONS: THINKING, FEELING, COMMUNICATING Group Project 1	Ch. 4
7	LANGUAGE: BARRIER AND BRIDGE Group Project 2 NONVERBAL COMMUNICATION: MESSAGES BEYOND WORDS	Ch. 5
8	NONVERBAL CONT <u>Skill Practice #3: Nonverbal Communication</u> Group Project 3	Ch. 6
9	Test #2—Chapters 4, 5, 6. LISTENING: MORE THAN MEETS THE EAR VIDEO: Men Are From Mars, Women Are from Venus	Ch. 7
10	<u>Skill Practice #4: Responsive Listening</u> Group Project 4 COMMUNICATION AND RELATIONAL DYNAMICS VIDEO: <i>Love, Lust, and Marriage</i>	Ch. 8
12	INTIMACY AND DISTANCE IN RELATIONAL COMMUNICATION Group Project 5 <u>Skill Practice #5: Self-Disclosure</u>	Ch. 9
13	IMPROVING COMMUNICATION CLIMATES <u>Skill Practice #6: Communication Climates</u>	Ch. 10
14	MANAGING INTERPERSONAL CONFLICTS Group Project 6	Ch. 11
15	Test #3—Chapters 7, 8, 9, 10, 11 <i>Term Paper due, Extra Credit due, Journals due</i>	
16	<i>Optional Cumulative Final Exam—All Chapters</i>	