

Basic Course Information

Semester:	FALL	Instructor Name:	Rumaldo Marquez
Course Title & #:	SPCH 120 INTER. COMM.	Email:	Rumaldo.marquez@imperial.edu
CRN #:	10403	Webpage (optional):	
Classroom:	211	Office #:	306
Class Dates:	17 AUG./11 DEC. 2015	Office Hours:	M-W/5-6, T-TH/1-2
Class Days:	T	Office Phone #:	760-355-6331
Class Times:	6:30-9:40 PM	Emergency Contact:	Ms. Maria Sell 760-355-6337
Units:	3		

Course Description

This course gives students an opportunity to learn, apply, and improve the practical principles of interpersonal communication. Emphasis is placed on personal, situational and cultural influences on interaction, with attention given to human perception, interpersonal dynamics, listening, conflict management, verbal and nonverbal symbol systems. (C-ID COMM 130) (CSU, UC)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- Demonstrate knowledge of basic principles and concepts of interpersonal communication. ILO1, ILO2, ILO3, ILO4, ILO5
- Develop and/or improve management of own interpersonal conflicts and relationships. ILO1, ILO2, ILO3, ILO4, ILO5
- Identify and analyze individual interpersonal communication strengths and weaknesses. ILO1, ILO2, ILO3, ILO4, ILO5

Course Objectives

The main emphasis of this course is to enhance students' understanding of the factors and issues involved in creating, developing and maintaining interpersonal relationships. Through the combination of theoretical principles and practical application this class will focus on communication processes, perceptions, self-concepts, language, conflicts and attitudes. Students will learn about and discuss how individuals communicate on a person-to-person level and how communication patterns affect all facets of life.

Gain greater vocabulary
Know yourself and your intelligences
Understand how people communicate
Advocate for yourself and others
Become a more competent, confident communicator

Textbooks & Other Resources or Links

REQUIRED TEXT: DeVito, J.A. (2013). *Interpersonal Communication, 3rd Ed.* Orlando, FL: Harcourt

Journal/Diary for note taking, reflections, essays, etc.
Other resources may be utilized such film, internet, video, etc.

Course Requirements and Instructional Methods

METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activities
Oral Assignments
Presentations
Quizzes
Skill Demonstration
Journaling
Written Assignments
Final Exam

It is important for students to understand that the grade of "C" means average. This means that if assignments are completed and meet minimum college standards and attendance requirements are met students will receive a "C." Higher grades of "A" and "B" are given as a measure of students who excel beyond the college average.

ASSIGNMENTS, GRADING AND POLICIES: It is vital that each student completes all assignments on time. This includes quizzes, special projects and other assignments. All written assignments must be typed and double-spaced. No hand written papers will be accepted, **NO EXCEPTIONS.**

Attendance

Being present for every class is vital to your success in the class. Attendance will be recorded. Therefore, the expectation is that you will value the importance of being in class every time the class meets.

In Class Participation

The success of interpersonal communication involves interaction among one's peers for gaining an understanding of the skills needed for effective and satisfying person-to-person communication. Therefore, students will be graded on class participation.

Quizzes

There will be weekly quizzes on based on lectures and the text. No make-up quizzes.

Final Exam

A final exam will be given during the specific time listed in the class schedule.

Special Projects To be determined.

Evaluation of Student Progress

Discussion/Participation/In-class/homework typed assignments

25%

Quizzes/Final Exam

30%

Papers

20%

Projects

20%

Journal/Diary

5%

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Evaluation of Student Progress

Discussion/Participation/In-class/homework typed assignments

25%

Quizzes/Final Exam

30%

Papers

20%

Projects

20%

Journal/Diary

5%

Grades are determined by the points you EARN. The total points possible will be determined as the semester concludes.

Usually, the amount ranges between 300-350 points, depending on the size of the class. **All grades will reflect the level of scholarship, initiative, attitude, cooperation, and individual improvement** demonstrated throughout the course.

The following percentages illustrate the breakdown.

For a grade of 'C' or above the following standards must be met on all major papers: Less than FOUR spelling errors, less than FOUR incomplete sentences and less than FOUR major punctuation errors (including proper use of capitalization, periods and commas.)

All writing assignments must conform to the above guidelines. Those students exhibiting a deficiency in this area are encouraged to take advantage of the university's resources for improving writings skills.

The following percentages illustrate the breakdown.

100-91% =A Superior

90-81% =B Above average

80-71% =C Average

70-65% =D Below Average

64% or > = F

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For

online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

- **IT IS YOUR RESPONSIBILITY TO DROP THIS COURSE.**

Classroom Etiquette

[Required Information: Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and

preparing written materials. If you do not understand how to “cite a source” correctly, you must ask for help.

- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

There are no make-up tests or quizzes. Papers not turned in on time are considered late and will not be accepted unless under special circumstance. To which the instructor must approve.

Discipline Policy

- “Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas.

Students shall assume an obligation to conduct themselves in a manner compatible with the college’s function as an educational institution. An instructor MAY REMOVE a student for the day of removal and the next class meeting. Such action must be immediately reported to Sergio Lopez, Dean of Student Development and Campus Events. During the period of removal the student MAY NOT return without the consent of the instructor.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S

office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **[Student Health Center](#)**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **[Mental Health Counseling Services](#)**. Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

TENTATIVE SCHEDULE

Week One **Course overview / Orientation**

Read Chapter 1—Foundations of Interpersonal Communication

Week Two Read Chapter 2—Culture and Interpersonal Communication

Week Three Read Chapter 3—Perception

Week Four Read Chapter 4—Listening

Week Five Read Chapter 5—Verbal Messages

Week Six Read Chapter 6—Nonverbal Messages

Week Seven Read Chapter 7—Emotional Messages

Week Eight Read Chapter 8—Conversation Messages

Week Nine Read Chapter 9—Interpersonal Relationships

Week Ten Read Chapter 10-Interpersonal Conflict Management

Week Eleven Read Chapter 11-Interpersonal Conflict Management

Week Twelve Dyad Assignment/Presentation

Week Thirteen TBA

Week Fourteen TBA

Week Fifteen Review

Final Exam

Note: I reserve the right to change this schedule, as necessary. It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this schedule.

*****Tentative, subject to change without prior notice*****

WELCOME TO SPCH. 120 INTERPERSONAL COMMUNICATION BE PREPARED TO LEARN!