

IMPERIAL VALLEY COLLEGE COURSE SYLLABUS –

Basic Course Information

Semester:	FALL 2016	Instructor Name:	Rumaldo Marquez
Course Title & #:	COMM. 125 (Interpersonal Comm.)	Email:	Rumaldo.marquez@imperial.edu
CRN #:	11098	Webpage (optional):	
Classroom:	211	Office #:	306
Class Dates:	AUG 15 2016-DEC 9 2016	Office Hours:	M-W/10-11am, T-TH/10-11
Class Days:	T	Office Phone #:	760-355-6331
Class Times:	6:30-9:40	Emergency Contact:	Ms. Maria Sell 760-355-6337
Units:	3		

Course Description

Interpersonal Communication provides an understanding of concepts for examining one-to-one, dyadic communication. This study is on developing a conceptual framework for observing, relating and modeling various interpersonal relationships through perceptual and adaptable communication. Concepts include self-concept, perception, verbal/nonverbal communication, engagement and listening are defined in terms of integration of emotions, self-disclosure, relational growth and conflict resolution.

Through participation in class activities and assignments you are encouraged to develop skills that are appropriate to managing communication problems experienced in your own real-life scenarios. Understanding and practicing the options available will equip you to make more reasoned, reasonable and effective communicator.

The purpose of this class experience is to develop interpersonal competence which is based on the appropriate and effective behavioral choices one makes at various stage of the communication process and in different communication scenarios. This knowledge will assist you in making more reasonable, ethical and effective communication decisions that can positively impact your communication processes.
(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:

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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

When you complete the course, you will:

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

How culture creates issues

Intercultural competence

Family communication

Online self-presentation

Romantic relationships

Work relationships

Gain greater awareness on the dynamics of the communication process

Understand how people use power, control and motive

Learn the various styles of listening

Advocate for yourself and others

Become a more competent, confident communicator!

Textbooks & Other Resources or Links

Textbook: **Reflect and Relate, an introduction to Interpersonal Communication 4th edition** by Steven McCornack

Crucial Conversations by Kerry Patterson, Joseph Grenny, Ron McMillan and Al Switzler.

College Dictionary Merriam Webster/Thesaurus

A Journal/Diary and a Notebook to be used exclusively for this class.

LaunchPad

Course Requirements and Instructional Methods

Please note: Professional attire is required for your presentations! You will dress up as if you were going to a job interview. Office/business attire.

- Read assigned materials.
- Use journal/diary for your notes; turn in essays, reflections, etc.
- Participate in class discussions and exercises.
- Discuss and present a story about “us.”
- Work in groups
- Class Activities
- Oral Assignments
- Group Presentations
- Quizzes
- Skill Demonstration
- Journaling
- LaunchPad
- Movie Presentation about relationships
- Written Assignments
- Final Exam
- Do research on topics selected for presentations.
- Demonstrate ethical behavior in the classroom.
- Take daily/weekly exams.

I will judge your work and we will discuss your speeches in class. I will not negatively compare you to someone else. I will judge you on your own work. My emphasis is on the positive and to be growth-oriented.

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 Procedures

Grading is determined on the following criteria:

Discussions/Participation/In-class activities/ homework assignments/ Diary/Journals/ 25%

Presentations (group and individual) 30%

Exams/Final 25%

Papers/Projects/Typed reflections/Essays 20%

(Not taking the Final exam can cause you to fail the class!)

The points you EARN determine grades. The total points possible will be determined as the semester concludes.

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Usually, the amount ranges between 200-250 points, depending on the size of the class. All grades will reflect level of scholarship, initiative, attitude, cooperation and individual improvement demonstrated throughout the course. Your homework assignments are to be typed and doubled spaced.

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.

Attendance is crucial because class activities and speeches involve participation with your classmates. Missed class is treated as an absence. Students have a right to a positive learning experience and therefore students that are disruptive will be asked to leave. If you plan on dropping the class do so before the due date. If you miss class it is the responsibility of the student to get caught up. You must be on time. If you are late you will not be permitted to take a test/quiz if given. Coming in late could also deduct points from your participation.

Absolutely, no one walks in when a person is giving a presentation or I am lecturing! **More than two absences and you could be dropped from class and/or your final grade could be downgraded! If you have a serious situation that requires an additional absence then the instructor must approve it. The approval will be judged case by case and will be at the instructor's discretion.**

The class will be interactive, but keep in mind that we can only focus on one speaker at a time, so when you are not speaking, please be courteous and respectful. Do not conduct side conversations that disrupt the class or work on other issues than those involving this class. This will be noted and will have a negative impact on your participation grade. You may be asked to leave!

• Note: It is imperative that you attend each class and be fully prepared when you come to class. Do not leave early. Make your appointments around your class. Not your class around your appointments.

IT IS YOUR RESPONSIBILITY TO DROP THIS COURSE!

Class Work

Students are expected to work effectively in diverse groups and groups to achieve tasks. They must collaborate and function well in team settings as both leaders and followers. They should respect human diversity and behave in a committed, tolerant, respectful, and professional manner toward colleagues and peers. Skills developed through learning team collaboration include: communication (both written and oral), critical thinking, interpersonal skills, active listening, organization/time management, and conflict resolution. There will be homework assignments.

All homework assignments are to be typed, doubled spaced and with font twelve. Some assignment will require research.

Do not use Wikipedia as your source!

Participation

Students will come to class prepared to engage the topic and respond to class discussion questions. Students will respect the instructor and other student's opinions. Participation is not simply agreeing or disagreeing with a premise. It is explaining, defining, and sharing experiences, clarifying terms or perspectives. Don't just tell us you agree but explain your reasoning or experiences. Don't feel intimidated by your fellow students. Everyone has something of significance to share! Your experiences and perception are an integral part of who you are.

Classroom Etiquette

Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor. Please turn off all cell phones during class time, and do not answer or place calls or text messages during class. Cell phones can be confiscated and turned in to administration.

- 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. No gum_chewing while presenting a speech.
- 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.

- Anyone who disrupts the learning process in the classroom will be asked to leave. Examples of disruptive behavior include, but not limited to, the following: talking while the instructor or another person is addressing the class. Talking while students are making presentations. Inappropriate non-verbal behavior e.g., leaving the classroom before the class is finished, etc.
- Cell phones, iPods, computers and other electronic or battery operated devices are to be turned off before entering class—unless approved ahead of time by instructor.

• Classroom Etiquette

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- Food and Drink is prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- 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.

Leaving class early or arriving late can count as a partial absence. You could be dropped from the class if you miss more than two classes. Missing a speech assignment can count as a double absence.

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- Scheduled tests will usually be given at the beginning of each class—tests will not be given to students who arrive late for class.

Make-up tests are rare and depend upon the instructor's discretion!

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 the **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 provides 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

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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

The instructor will provide a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course.

LAST DAY TO ADD COURSE AUGUST 27TH
LAST DAY TO WITHDRAW WITH A W NOVEMBER 5TH

IT IS YOUR RESPONSIBILITY TO DROP THIS COURSE!

Weeks 1-3

Intro to course/ considering self/ Perceiving Others/Emotions/Storytelling

Weeks 4-6

*Crucial Conversations presentations/Culture/Listening/ Our Words/
Verbal/Non-Verbal Communication*

Weeks 7-10

Conflict and Power /Romantic Partners/Family

Weeks 11-13

Family members/relationship with Friends/Movie Presentations

Weeks 14-16

Project/Final presentations/Final Exam

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

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

WELLCOME TO COMM. 125

BE PREPARED TO CHANGE YOUR LIFE!