

Imperial Valley College Course Syllabus

INTERPERSONAL COMMUNICATION

Basic Course Information

Semester:	Spring 2020	Instructor Name:	Rumaldo Marquez
Course Title & #:	Comm.125	Email:	Rumaldo.marquez@imperial.edu
CRN #:	21379	Webpage (optional):	
Classroom:	2726	Office #:	306
Class Dates:	FEB 18, 2020 JUN 12, 2020	Office Hours:	TBA
Class Days:	TH	Office Phone #:	760-355-6331
Class Times:	6:30 PM-9:40 PM	Emergency Contact:	Ms. Lency 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 influence your communication processes. (C-ID COMM 130) (CSU, UC)

Course Prerequisite(s) and/or Corequisite(s)

Recommended Preparation: ENGL 009, ENGL 099, or higher Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (Formerly SPCH 100) (C-ID COMM 110) (CSU, UC)

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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. When you complete the course, you will: Understand the principles of ethics in speaking and listening. Sharpen your critical thinking skills. Improve your presentational skills.

Understand and describe how the process of persuasion works. Understand and appreciate the importance of audience analysis and adaptation. Gain greater vocabulary Prepare and deliver an effective oral presentation. Understand and be aware of the process of communication Gain greater vocabulary Know yourself better How culture creates issues Interpersonal/ Intrapersonal 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.

Teaching Philosophy: As an instructor, my first commitment is to you; my intention is to create a vibrant, engaging learning experience. I am accessible to you as a learning resource, confidante, mentor, and guide. Furthermore, I am dedicated to a collaborative and comfortable learning environment, which is a cooperative effort between you and me. This type of atmosphere will serve us well as we experience different types of learning strategies in our course such lecture, discussion, and small group activities. I will ask you to strive toward a greater understanding of this teaching/learning paradigm as we explore communication and communication research together in our course.

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PROFESSOR'S MISSION: *To become a more competent, confident, interpersonally aware communicator!*

To become aware of the dynamics of Human Communication and its impact on Society, relationships and ourselves.

Textbooks & Other Resources or Links

References: College Dictionary Merriam Webster/Thesaurus

Required:

Textbook: Online Material

The Five Love Languages by Gary Chapman. Northfeld Publishing 2015. ISBN: 978-0-8024-1270-6

Crucial Accountability by Kerry Patterson, Joseph Grenny, Ron McMillan and Al Switzler. 2013

VitalSmartsLLC 2013. ISBN: 978-0-07-182931-1

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

Notecards

Course Requirements and Instructional Methods

Please note: Professional attire is required for your speeches! *You will dress up as if you were going to a job interview/office wear!*

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 Exams Skill Demonstration Journaling

Movie Presentation about relationships

Written Assignments

Do research on topics selected for presentations. Demonstrate ethical behavior in the classroom.

Take daily/weekly exams. Participate in class discussions and exercises.

Discuss and present Storytelling

NO chewing gum when giving your speech!

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Participation

Students will come to class prepared to engage the topic and respond to class discussion questions or assignments.

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. Do not just tell us you agree but explain your reasoning or experiences. Do not 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. **Texting in class will cut into your participation points!**

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:

Discussion/Participation/homework typed assignments/Journals/Essays/ 30%

Speeches/ 40%

Exams/Final 30%

(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. 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.*

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- 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 **Your** 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 speech or I am lecturing! Five points could be deducted from your speech!
- More than two absences and you are 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.

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Do not use Wikipedia as your source!

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Classroom Etiquette

- *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, only students enrolled in the class may attend; children are not allowed.*
- *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.*
- *Scheduled tests will usually be given at the beginning of each class – tests will NOT be given to students*
- *who arrive late for class.*
- **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.*

Online Netiquette

- **What is netiquette?**
- *Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. 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 (!!!)].*

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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.

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.

- **CANVAS LMS.** *Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.*
- **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.*

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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 counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

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EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

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.

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Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
February 18- March13	Syllabus & Introduction Intro to course/ considering self/ Perceiving/disclosure/ Accountability/Emotions/Storytelling	
March 13-31	Crucial Conversations presentations/Culture/Listening/ Our Words/ Accountability Verbal/Non-Verbal Communication	
April 01-30	Conflict and Power /Romantic Partners/Family/Accountability/Love languages	
May 01-June12	Family members/relationship with Friends/Movie Presentations/Love languages Project/Final presentations/Final Exam	

IMPORTANT DATES & DEADLINES: IMPORTANT DATES & DEADLINES:

February 18 Spring classes begin.

February 18 - 29 Late Registration. Beginning on first day each class meets, add authorization code from instructor required to register for that class, filled or open.

February 29 Deadline to register for full-term courses.

Deadline to drop full-term classes and be eligible for a Refund.

Deadline to select P/NP grading option for courses with that option (see section

On Change Grading Options). Does not pertain to Non-credit Program courses.

March 1st

Deadline to drop without course appearing on transcript (without receiving

Sunday a W). Note: Fees will be charged and no refunds given for courses dropped.

March 2nd Census

March 2 Ticketing for parking violations in student spaces on main campus begins. Note: tickets are issued for reserved (faculty/staff), disabled, metered, 15-minute, and no-parking spaces year around.

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March 13 Financial Aid Freeze Date - Complete withdrawal before this date will require financial aid eligibility recalculation and funds may be owed.

March 27 Deadline to make up incomplete grade (I) granted Fall 2019 or Winter 2020.

April 13 - 18 Spring Recess. No classes.

April 20 Deadline to submit Petition for Graduation for degree to be awarded for Spring

Monday and Summer 2020 and participate in Commencement. Students must meet with a Counselor and have an evaluation completed before this date.

April 30 Return to Title IV Drop Date - Units enrolled as of this date will be used to determine enrollment status for financial aid payment

May 16 Deadline to drop full-term classes. (Note: This deadline date is not for short-Saturday term classes.)

May 25 Holiday - Memorial Day. No classes.

June 8 -12 Final Exams.

June 13 Commencement Ceremony

Beginning on the first day each class meets, students must obtain an add authorization code from the instructor in order to register. Open seats should first be offered to students in the order their names appear on the Wait List.

Thirty codes will be assigned to each class but will not be active until the 1st day of class. Each code may only be used only once for that specific CRN. If you require additional codes, please e-mail David Poor in Admissions and Records and he will assist. Please inform students to register immediately

Faculty, please print a roster just before the first class meeting. Faculty should drop no-shows on their Opening Day Roster via WebSTAR (instructions are on other attachment). Deadlines for drop rosters are 1/7/20 for Opening Day and 1/12/20 for Census (Mandatory). Any drops after those dates must be done with a drop card.

Admissions, Records Office Hours, and Staff Info

Monday - Friday 8:00 a.m. to 6:00 p.m.

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Registration David Poor 6206

Evaluator Jose Alarcon 6204

Evaluator Cesar Supnet 6365

Evaluator Claudia Aguilar 6495

A & R Technician Isabel Contreras 6203

A & R Technician Edgar Lara 6222

A & R Technician Cynthia Moran 6221

Office Assistant III Marsha Marroquin 6497

Director Vikki Carr 624

I, the Instructor/Professor reserve the right to change the above syllabus, as necessary.

It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this syllabus. That includes dropping this course.

WELLCOME TO COMM. 125

BE PREPARED TO TRANSFORM YOUR LIFE!

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