SPC 1017 Interpersonal Communication  

Face to Face Frontdoor  
Fall 2019

Time/location: Mondays and Wednesdays, 10:00 – 11:15 a.m. / Building 1, Room 147

Catalog Description: Students explore a range of communication concepts and topics from interpersonal communication, to small group communication, to public speaking. Students develop skills to put the communication principles to work.

Instructor: Beth Perrell
Office location: West Campus, Building 1, Office 241-B
Office phone: (407) 582-5505
Office Hours: Location – Building 1, Office 241-B
Monday: 8:45 a.m. – 9:45 a.m.
Tuesday: 8:45 a.m. – 12:45 p.m.
Wednesday: 8:45 a.m. - 9:45 a.m.
Thursday: 9:00 a.m. – 9:30 a.m.

Virtual Hours: Mobile phone (407) 592-7487
Thursday: 10:00 – 12:30 p.m.
Friday, 11:00 a.m. – 12:00 p.m.

Email: Email via Canvas or at bperrell@valenciacollege.edu

Drop/Refund Deadline: 9/3/19, 11:59 p.m.

Final exam: _______________________

No Show Policy: It is assumed that a student who has not contacted the instructor during the first week is a ‘no show’ and will be dropped from the roll.

Withdrawal Policy: The withdrawal deadline is 11/1/19. You may withdraw yourself from the course until that date. After that date, you may contact the instructor to withdraw you. However, consider speaking to the instructor about your options before withdrawing. Please note, you will not be dropped from this course for attendance. You are expected to withdraw yourself by the withdraw deadline,
11/1/19, or ask the professor to withdraw you. Keep in mind that repeated absences will result in a failing grade.

**How and when to contact the instructor:** Contact me whenever and however you need, as I am happy to help. I do have specific office and virtual hours listed above but I am fine with you contacting me outside of those hours, though it may take me a little longer to respond. **Be advised that I will not respond to text messages other than to call back.** You may email anytime, preferably through Canvas.

**Expectations for email:** Because we share a Canvas page, it is sensible for you to email through Canvas. You are welcome to email me at the email address on this syllabus but it’s just another step for both of us. When you send an email, use capital and lowercase letters, correct punctuation, and good grammar. **All email will be answered** so if you do not receive a reply within 24 hours – with the exception of Saturdays - assume that you should resend. **(Note: You are welcome to call or come by my office any time you wish.)**

**Student Canvas Responsibility:** Check Canvas often to see if there are messages or assignments from the instructor. Each week, materials will be posted to facilitate our work.


**Grading Scale:**

- A = 90 to 100
- B = 80 to 89
- C = 70 to 79
- D = 60 to 69
- F = 0 to 59

**How can I know my grade?** You can contact the professor in her office, by phone, or by email to discuss your grades.

It is important for you to keep track of your grades. Keep in mind that all of your grades together add up to 100 points for the semester. So, if you fail to do a 3 point homework assignment, your semester average is 100-3=97. You can track your grades on the grade section of Canvas. You will receive feedback, including a score, for all assignments so you can track your grade. Note that there are ‘extra credit’ points built into the course to accommodate illness or just ‘having a bad day.’ Do all of the work on time and you’ll wind up with these points. Do not pay too much attention to Canvas averaging because it is often wrong and doesn’t include extra credit. The instructor keeps a separate, **accurate** accounting of your assignments, so if you’re concerned just ask her.
Learning Outcomes:
1. Students will be able to articulate the role of perception as it influences the definition of self and others.
2. Students will demonstrate effective verbal and nonverbal communication skills for successful interpersonal communication.
3. Students will demonstrate interpersonal communication competence.
4. Students will be able to manage and/or resolve circumstances of interpersonal conflict.
5. Students will deliver an extemporaneous speech.
6. Students will demonstrate small group dynamics and act appropriately.

Meeting Objectives:
- Class discussions/activities / homework assignments: 48%
- Quizzes: 42%*
- Speech project: 10%
- Attendance: + 5%

*There are no make ups for missed quizzes, see below.

Weekly Process:
1) Check your Calendar and grade tracking chart for special notes;
2) By Friday of each week, log onto Canvas and read the next week’s weekly summary, which you will find posted in the appropriate week’s folder;
3) Do the week’s reading to prepare for discussion and homework; (Do not do the homework until you’ve done the reading assignment and /or experienced the discussion.)*
   * When you have questions about the subject or assignments, don’t hesitate to ask. Feel free to call or email through Canvas.
4) Complete homework assignments using the Word files provided in the week’s Canvas folder.
5) Submit your assignments in one of two ways: print it and slip it into the homework folder or attach as a Canvas email;
6) You will receive graded assignments back within 7 days. Track your scores on your grade tracking sheet.
Expectations for written assignments:

1. Put your first and last name on every assignment.
2. Turning in assignments: There will be a homework file folder left out during every class, whether an assignment is due or not. Slip your work into the folder when you arrive in class. You may also upload assignments to the link provided in the week’s Module folder.
3. If you email assignments to the address on this syllabus, you must let me know your full name as well as your class day and time. Grades for work submitted through email will be returned through email.
4. Assignments completed out of class are to be TYPED on standard 8½ by 11” paper.
5. Work completed in class should be legible. If it is not legible, it will not be graded. Although you will be allowed to resubmit these non-graded assignments, they will be subject to a 30% penalty.

Expectations for quizzes: Quizzes are scheduled and listed on the Course Calendar. You’ll want to study your class lecture notes, handouts, and assignments related to the quiz topics.

1. There are no make ups for missed quizzes.
2. Quizzes will always be taken at the beginning of the class and will be completed within 20 minutes, so please be on time or you may not be allowed to finish.
3. For ONE missed quiz, you have the option of completing a 400 word essay on the subject of the instructor’s choosing. You will only have seven days after the day the quiz was given to complete this assignment. Keep in mind that you can earn up to 5 points for regular attendance this semester and that is nearly the same value as a quiz.
4. During quizzes you may not communicate with anyone else in the class, you may not use electronic devices, and you may not have out any of our class materials. Doing any of these things may result in a zero for your score.
5. Please read the directions provided on the quiz.

Attendance is necessary and can earn you extra credit. Being on time is also necessary and will influence your activities grade. A sign-in sheet will be out during each class period. You are responsible for putting your initials in the proper space when you arrive each day. If you arrive late, you will see a circle in that space. Initial over the circle, thereby indicating that you were tardy. You will not be allowed to sign for attendance on a given day after that day has ended. If you are tardy, you will not receive attendance extra credit for that day.
Expectations for class activities and discussion:

1. Refer to the Course Calendar. Keep track of assignments and topic due dates.
2. Take notes. If you need instruction on a good note-taking style, let the instructor know. But take notes and study those notes before you return to class.
3. The expectation for this class is that EVERY STUDENT will ask and answer questions. This course is your opportunity to become a good communicator, so don’t hold back. Even if we’re awkward at first, by the end of the semester our efforts will pay off.
4. Participation requires good listening and a sincere effort to process what other people are saying. Please focus on the discussion and do your best to share your own view.
5. Keep in mind that we will do a lot of group exercises in this class and your participation is valued and needed. Put your best effort into the group work and do not fall victim to distractions. For example, do not take out your phone or work for other classes. You will be asked to leave. Most importantly, you can learn from each other only if you listen to each other.
6. Please follow the guidelines for good group participation that will be provided in class.

Expectations for speech project and oral presentation: You will soon be provided with a complete set of requirements for the speech project. For now, understand that this project will require you to research a topic related to interpersonal communication and share your findings with the class. Note that the oral project will be recorded so that you can have a copy.

Expectations for electronics and participation courtesy: If you choose to attend class, then you must do your bit to maintain the learning atmosphere of the class. Work with people in the classroom rather than spending time texting people who are not in the class.

1. Participation requires good listening and a sincere effort to process what other people are saying. Please focus on the discussion and do your best to share your own view. When speaking, project your voice so everyone involved may hear.
2. Using your cell phone in class is rude. No matter what we are doing – lecture, group activity, etc. – you may NOT text or otherwise use your cell phone. Therefore, you may NOT take pictures of the presentation screen.
3. You will be asked to turn off your laptop if you choose to do anything other than take notes.
4. All other electronic devices are a distraction. Leave them completely out of sight.
5. In the event of an emergency STEP OUT IN THE HALL to deal with messages.
Use of phones in the classroom: Phone use in class is not permitted. Phones must be put away (out of sight) and silenced. The first two violations of this policy will result in a warning. Upon the third violation, the student will be referred to the Dean of Students in violation of the Student Code of Conduct. Failure to respect this policy will result in an immediate call to security, who will be asked to remove the student from class for obstructing the learning environment of other students.

Late Assignments:

1. There is no opportunity to make up a missed quiz.
2. Homework assignments will only be accepted up to seven days late. Please note that any late assignment is subject to a 30% penalty.
3. A late speech project is subject to a 40% penalty.
4. How to turn in late assignments: You may put your late assignment in the homework folder or email it to the professor at the required address.

Speech Communication Department Academic Honesty Policy:

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty includes, but is not limited to, plagiarism (purposeful and accidental), cheating, furnishing false information, forgery, alteration or miscue of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

All speeches and assignments must be your original work. Any sources used in any assignment must be properly cited (this includes both direct quotes as well as information that you synthesize and report in your own words). Consequences according to Valencia Policies and Procedures) include:

- 1. Failure of the assignment
- 2. Failure of the course
- 3. Being reported to the Dean of Communication which may result in expulsion from the college

Students with Disabilities: “Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (SSB 102, ext. 1523).”
**Counseling Services for Students:** Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.