Interpersonal Communication (SPC 1017) ONLINE Syllabus

For a 3 PD credit hour course like this one, you should expect to spend at least 5 – 7 hours each week on readings and assignments.

Instructor: Tina Tan, Office 1-222, Phone: (407) 582-5679

E-mail: Use the Email feature (Inbox) within Canvas. Emails are generally answered within 24 hours (Monday – Friday).

Student Engagement Hours:

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<td>East Campus, 4-133: 2:00 – 3:00pm</td>
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<td>West Campus, 1-222: 8:45 - 10:00am</td>
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<td>West Campus, 1-222: 12:45 - 1:00pm</td>
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Valencia College No Show Policy

You must complete the following by Tuesday, Jan 14 to avoid being dropped as a “No Show” - 1) Week 1 Assignment (it includes the Syllabus Quiz), and 2) Week 1 Discussion Initial Post*

* Then, two 150-word responses to peers' Week 1 discussion posts are due Friday, Jan 17

Catalog Course Description

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

- Students will be able to articulate the role of perception as it influences the definition of self and others
- Students will demonstrate effective verbal and nonverbal communication skills for successful interpersonal communication
- Students will demonstrate interpersonal communication competence
- Students will be able to manage and/or resolve circumstances of interpersonal conflict.
- Students will deliver an extemporaneous speech
- Students will demonstrate small group dynamics and act appropriately

Your Instructor

I have been teaching communication courses for over 15 years here at Valencia College. My prior professional experience comes from the fields of broadcasting (as a reporter for public radio) and public relations (coaching executives on public speaking and how to handle the media). I am committed to helping you achieve your goals in this course with an organized and structured course, suggested timelines and reminders on deadlines.

Course Overview

The course will be presented in a weekly format with main deadlines on Tuesdays (of course, you may choose to submit your work earlier). Responses to Discussions are then due Fridays. Although each week starts on a Monday, I will open access the Friday before each week - to give you the option to work ahead. For example, access to the next week will begin Friday, Jan 10. I look forward to facilitating this course and trust the readings, videos, and class discussions will provide you with the opportunity to further develop and sharpen your communication skills.

Course Communication

Since this is an online course, I have found email to be the preferred route of communication for most students. My home campus is the West Campus (Room 1-222) on Kirkman Road. I'll be there on Tuesdays and Thursdays. With the faculty work I'm also involved in, I will be on the East Campus (Room 4-133) on Econlockhatchee Trail on Mondays and Wednesdays. I welcome the opportunity to meet you face-to-face. If possible, let me know in advance is possible when you plan to come by.

Assignment Grading: You can expect assignments to be graded within a week after the deadline, often a few days after.

Netiquette: Thank you in advance for your respect when communicating in this course. This includes your interaction with your peers in Discussions. Please take the time to
review the Peace and Justice Institute's Principles on How We Treat Each OtherLinks to an external site.

**Course Requirements**

1) **Internet Access** to complete the course requirements. Internet access is available on all Valencia campuses. This online course is managed through Canvas.

2) **Textbook:** The textbook we are using is titled *Communication in the Real World: An Introduction to Communication Studies* published by the University of Minnesota. It is a free textbook. We will not be reading the entire textbook. Instead, specific sections will be assigned each week.

3) Digital Video Camera for recording your speech. Another option is to use the speech labs on either the East campusLinks to an external site. or West campusLinks to an external site. Contact either location to schedule your speech lab appointment. On the day of your appointment, you will need your Valencia photo ID and a USB drive (to save your recorded speech.) You can bring in an audience (5 adult audience members required for each speech recording).

4) Create a Youtube account for uploading your recorded speech. It is strongly recommended you create an account specifically for uploading videos related to Valencia courses.

5) An audience of at least 5 adults (18 or older) for your speech recording. Review the *Audience Requirement*.

**Course Policies**

**Attendance Policy**

You are expected to log on to the course website on Canvas throughout the week to keep up with readings, assignments, discussions and quizzes. While you will not be withdrawn from the course for missed assignments, you will lose points for missed work.

**Assignments, Discussion Boards, and Quizzes**

*Please refer to the Course Schedule for a detailed schedule of what’s discussed here.*

Each week, you will have access to a variety of materials and assignments to help you master the course objectives and share your learning with classmates. Completing them are required for successful completion of the course. Your full participation is expected.

There are **13 Assignments** (390 points total). Each Assignment is worth 30 points.
There are 11 Discussions (330 points total). Each Discussion is worth 30 points. You must first work on your posting (the Initial Post) which should be well thought out and include points for your classmates to ponder. After your Initial Post to the Discussion Board (by Creating a Thread), return to the Discussion Board and read at least 5 of your classmates’ postings. Then, reply to a minimum of 2 classmates by the due date (which is usually one day after the deadline for your Initial Post.) Your reply must be more than a simple “I agree or disagree” statement and should move the conversation forward. Responses to each of your peers should be at least 150 words. Review the Discussion Netiquette to practice good online interaction.

The Syllabus Quiz is 10 points.

The 4 Reading Quizzes (including the Final Quiz) is worth 30 points each (120 points total.) Each quiz will typically have short-answer questions and/or multiple choice/true/false. You will have 30 minutes to complete the quiz in one sitting. If you run into issues – including “the Internet crashed”, “Canvas logged me out halfway”, and “I ran out of time” – please email me. We can make arrangements for you to come in during office hours to take a paper version of the quiz with no penalty (only the first time). This must take place within a week of the quiz deadline. Repeat issues with future quizzes will not be considered. There is no make up for the Final Quiz.

Speech Assignment

The Speech Assignment is worth 150 points.

One extemporaneous speech to a live audience of five is required. Speech must be original work produced by you. A plagiarized speech will result in a “0” and college policies for Academic Dishonesty will apply. Your speech must be recorded electronically, uploaded to (unlisted), and the link properly submitted with your assignment. You are responsible for recording your speech in a “professional” indoor setting with proper lighting and free from distractions for all present (such as noise, music, games, cell phones, TV). A noisy recording will result in a “0”. If you do not have access to a digital video camera, you may record your speech with a smart phone provided the recording is very clear. Otherwise, you should plan to record your speech in the East or West Campus Speech Lab. A recording that is not clear will result in a "0".

Late speech submission - A penalty of 20% will be deducted from your speech grade for each calendar day that your submission is late.

Missing (adult) audience members - You must have an audience of 5 adult members. There is a 20% penalty for each missing adult audience member.

Late Work
Late submissions (including discussion postings, assignments and/or the speech) will be penalized (penalties stated with each assignment). No exceptions including technology issues (computer crashing, video issues, uploading wrong file, etc.) The late penalty will only be waived when official, written documentation of an emergency is provided, such as hospitalization documents. This must be presented within 48 hours of the missed work (no hand written doctors’ notes, please).

**Grade Appeals**

You may request a conference with me (within one week from the date the grade is posted) to discuss/appeal an assignment or speech grade.

**Professional Etiquette**

All assignments must be proofread and of college quality. Otherwise you should not expect the full grade available for assignments. The West campus has a Writing Center [Links to an external site.](Building 5-155) It is a free service for students. You just have to make an appointment in advance. You can also use the Smart Thinking Online Tutoring (also free to students) available through Atlas.

**Grading Components**

*Please refer to Course Schedule (in "Module") for specifics*

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<tr>
<td>Assignments</td>
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<tr>
<td>Discussion Posts</td>
<td>310</td>
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<tr>
<td>Syllabus Quiz</td>
<td>10</td>
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<tr>
<td>4 Quizzes</td>
<td>160</td>
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<tr>
<td>Speech</td>
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**1000 Points Total (900-1000 A; 800-890 B; 700-790 C; 600-690 D; 0-590 F)**

**Academic Integrity**

*Valencia’s Code of Classroom Conduct:* [Links to an external site.](According to College Policy 6Hx28:8-03, all forms of academic dishonesty and misconduct are prohibited at Valencia College. **Academic dishonesty** includes, but is not limited to, plagiarism, cheating, and furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing (or speech) situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. Using inanimate objects (e.g. “dummy”) in place of required audience members also)}
represents academic dishonesty. **All assignments must be the student's original work.** Academic dishonest will result in a failing grade for the assignment and/or a failing grade for the course.

Most assignments will be submitted via a plagiarism tool.

**Withdrawal Policy**

You should familiarize yourself with Valencia College’s withdrawal policy (see college catalog). Mar 20 (Fri) is the withdrawal deadline to receive a “W” for this Spring 2020 session.

**Students with Disabilities Policy**

Students with disabilities who qualify for academic accommodations must provide a letter from the [Office for Students with Disabilities](http://www.valenciacollege.edu/studentlife/disability) and discuss specific needs with me, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus, SSB).

**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.

*Syllabus is subject to change, as needed.*
Course Schedule

Week 1 (begins Monday, Jan 6) - Welcome to the Course | Introductions | Course Readiness

- Week 1 Discussion due Tuesday, Jan 14 (with responses due Friday, Jan 17)
- Week 1 Assignment (including the Syllabus Quiz) due Tuesday, Jan 14

Week 2 (begins Monday, Jan 13) - Chapter 1 Introduction to Communication Studies

Read: Section 1.3 Communication Principles

Read: Section 1.4 Communication Competence

- Week 2 Assignment due Tuesday, Jan 21
- Week 2 Discussion due Tuesday, Jan 21 (with responses due Friday, Jan 24)

Week 3 (begins Monday, Jan 20) - Chapter 2 Communication and Perception

Read: Section 2.2 Perceiving Others

Read: Section 2.3. Perceiving and Presenting Self

- Week 3 Assignment due Tuesday, Jan 28
- Week 3 Quiz due Tuesday, Jan 28 (on Section 1.3, Section 1.4, Section 2.2 and Section 2.3) - There is only one deadline for quizzes.

Week 4 (begins Monday, Jan 27) - Chapter 3 Verbal Communication

Read: Section 3.1. Language and Meaning

Read: Section 3.2. Functions of Language

- Week 4 Assignment due Tuesday, Feb 4
- Week 4 Discussion due Tuesday, Feb 4 (with responses due Friday, Feb 7)

Week 5 (begins Monday, Feb 3) - Chapter 4 Nonverbal Communication
Read: Section 4.1. Principles and Functions of Nonverbal Communication

Read: Section 4.4. Nonverbal Communication in Context

- Week 5 Assignment due Tuesday, Feb 11
- Week 5 Quiz due Tuesday, Feb 11 (on Section 3.1, Section 3.2, Section 4.1 and Section 4.4) - There is only one deadline for quizzes.

Week 6 (begins Monday, Feb 10) - Chapter 5 Listening | Chapter 6, Emotions | Self Disclosure

Read: Section 5.1 Understanding How and Why We Listen

Read: Section 6.4 Self-Disclosure and Interpersonal Communication

- Week 6 Assignment due Tuesday, Feb 18
- Week 6 Discussion due Tuesday, Feb 18 (with responses due Friday, Feb 21)

Week 7 (begins Monday, Feb 17) - Chapter 8 Culture and Communication

Read: Section 8.2 Exploring Specific Cultural Identities

Read: Section 8.4 Intercultural Communication Competence

Read: Supplemental on Hofstede's Cultural Dimensions

- Week 7 Assignment due Tuesday, Feb 25
- Week 7 Discussion due Tuesday, Feb 25 (with responses due Friday, Feb 28)

Week 8 (begins Monday, Feb 24) – Researching and Supporting Your Speech

Read: Section 11.1 Informative Speeches

Read: Section 9.2 Researching and Supporting Your Speech

Read: Section 10.1 Managing Public Speaking Anxiety

- Week 8 Discussion due Tuesday, Mar 3 (with responses due Friday, Mar 6)
• Week 8 Quiz due Tuesday, Mar 3 (on sections 8.2, 8.4, 9.2 (only pages 435 - 451) and 10.1) - There is only one deadline for quizzes.

Week 9 (begins Monday, Mar 2) – Structuring Your Speech | Verbally Citing Research

Read: Section 9.3 Organizing
Read: Section 9.4 Outlining
Read: Section 10.2 Delivery Methods and Practice Sessions
Read: Section 10.3 Vocal Delivery
Read: Section 10.4 Physical Delivery

• Week 9 Assignment due Tuesday, Mar 17
• Week 9 Discussion due Tuesday, Mar 17 (with responses due Friday, Mar 20)

Week 10 (begins Monday, Mar 9) – Spring Break | College Does Not Meet

Week 11 (begins Monday, Mar 16) – Finalize Speech Plans

• Week 11 Discussion due Tuesday, Mar 24 (with three responses due Friday, Mar 27)
• Week 11 Assignment due Tuesday, Mar 24

Week 12 (begins Monday, Mar 23) - Post Your Speech, Documentation File | Self Evaluation

• Week 12 Discussion (Post Speech Link and Documentation File) due Tuesday, Mar 31 (with three responses due Friday, Apr 3)
• Week 12 Assignment (Speech Self Evaluation) due Friday, Apr 3

Week 13 (begins Monday, Mar 30) - Chapter 7 Communication in Relationships
Read: Section 7.1  Foundations of Relationships

Read: Section 7.2  Communication and Friends

Read: Section 7.3  Communication and Families

- Week 13 Assignment due Tuesday, Apr 7
- Week 13 Discussion due Tuesday, Apr 7 (with three responses due Friday, Apr 10)

Week 14 (begins Monday, Apr 6) - Chapter 7 Communication in Relationships

Read: Section 7.4  Romantic Relationships

Read: Section 7.5  Relationships at Work

Read: Section 7.6  The Dark Side of Relationships

- Week 14 Assignment due Tuesday, Apr 14
- Week 14 Discussion due Tuesday, Apr 14 (with three responses due Friday, Apr 17)

Week 15 (begins Monday, Apr 13) - Chapter 13 Small Group Communication

Read: Section 13.1  Understanding Small Groups

Read: Section 13.2  Small Group Dynamics

- Week 15 Assignment due Tuesday, Apr 21
- Final Quiz due Tuesday, Apr 21 (on Section 7.1, Section 13.1 and Section 13.2) - There is only one deadline for quizzes.