

# IOWA WESTERN COMMUNITY COLLEGE

## COURSE SYLLABUS

[SPC-122-OL01: INTERPERSONAL COMMUNICATION]

TERM: WINTERIM 2017, 12/18-1/5

### I. FACULTY INFORMATION:

Instructor: Dr. Jamie Halverson	Office: Stuart 1139
Phone: 712-256-6550	Office Hours: By Appointment
E-mail: <a href="mailto:jehalverson@iwcc.edu">jehalverson@iwcc.edu</a>	

### II. COURSE INFORMATION:

Course Prefix/Number	Course Name	Credits	Lecture	Lab
SPC 122	Interpersonal Communication	3	3	0

#### **COURSE DESCRIPTION:**

Interpersonal Communication examines the skills of interpersonal communication in both a dual or group situation. It includes an investigation into the process of communication, language, nonverbal communication, listening, self-concept, emotions, or the nature of relationships and conflict.

#### **PREREQUISITES:**

None

**COURSE MEETING TIMES:** Weekly online course attendance, interaction, and activity are expected and will be verified through weekly course attendance reports.

**COURSE LOCATION: REMOTE**

#### **REQUIRED TEXTBOOKS: (APA OR MLA FORMAT; LIST ISBN.)**

McCornack, Steven. (2016). Reflect and Relate. (4th ed). Bedford/St. Martin's. ISBN: 978-1-4576-9718-0

#### **SUGGESTED SUPPLEMENTAL TEXTBOOKS, REFERENCES:**

Office 365 Suite is required for many online coursework assignments. To facilitate interaction between classmates, students can download the free version from their ROC Portal Page for use in their online courses.

#### **MATERIALS AND SUPPLIES TO BE FURNISHED BY STUDENT:**

Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools. IWCC students may consider [these free options](#).

Students are further responsible for working in their online courses within the IWCC Acceptable Use Policy and the Computer Ethics and Use Policy. (Both policies are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.)

### **COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:**

The Learning Objectives for this course are (upon successful completion of this course, the student will be able to):

1. Demonstrate knowledge of the importance of interpersonal communication on the self
  - 1.1 Identify and compare various communication models
  - 1.2 Demonstrate a knowledge of self-concept and its effect on self-esteem and identity management
  - 1.3 Identify the factors that influence each individual's perception
  - 1.4 Demonstrate a knowledge of the effect of emotions on interpersonal communication
2. Demonstrate knowledge of various methods of communication
  - 2.1 Identify the value and the challenges of using verbal communication
  - 2.2 Identify the value and the challenges of using nonverbal communication
  - 2.3 Identify the value and challenges of using listening skills
3. Demonstrate knowledge of establishing and maintaining interpersonal relationships
  - 3.1 Identify the various stages of interpersonal relationships
  - 3.2 Identify the role of power in relationships
  - 3.3 Identify the factors which contribute to a healthy communication climate
  - 3.4 Define and distinguish among assertiveness, non-assertiveness and aggressiveness
  - 3.5 Identify the steps in a model of conflict resolution

### **COURSE PRACTICES:**

#### **PARTICIPATION REQUIREMENTS**

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in some meaningful way, i.e. assignment completion, forum discussion, quiz completion, etc., inside of the online course—at a minimum—at least one time each week, as measured from Monday to Sunday. If this standard isn't met for any week in the semester the student will be counted as absent.

#### **STANDARDS FOR WRITTEN WORK**

All written assignments should be typed using 11 or 12 point font. Proper grammar and punctuation should be used on all papers, assignments, discussion forums and email communication. Pay close attention to the required length of all assignments. You will need to turn your assignments in through a Microsoft Word document. You can download a free copy of Word through your ROC page.

### **LATE PAPERS, DISCUSSIONS AND EXAM**

Late papers will result in a 10 point deduction for each day that it's late. Discussion posts and exams will not be accepted late for any reason.

### **EXTRA CREDIT**

Extra credit is available in this course. Information on extra credit can be found through the ROC course.

### **ONLINE CLASSROOM MANAGEMENT AND BEHAVIOR:**

It is expected that all students in the online environment address classmates and the instructor cordially and professionally. While debate and discussion may be the norm in a college classroom, doing so respectfully is the class standard. (I will address you in a way that recognizes the respect and dignity you deserve as a scholar at this institution, and I expect the same from you to each member of the course. This standard applies to all of us even during moments of disagreement.) Any violation of this policy could result in a warning and possible grade deduction on the assignment.

All course work must be submitted through the ROCLMS. Emailed work will not be accepted.

### **COMMUNICATION WITH INSTRUCTOR:**

Best way to contact instructor is via email: [jehalverson@iwcc.edu](mailto:jehalverson@iwcc.edu)

Office is located at Stuart 1139 and office hours are located on first page of syllabus.

Turnaround time for feedback on assignments and exams is one week.

### **GRADING**

Assignments will be graded using a point system. The point breakdown represents the maximum credit allowed for each assignment. Grading rubrics and assignment descriptions for each assignment will be available in the course.

<b>Assignment</b>	<b>Possible Points</b>
Discussions (8 at 20 points each)	160
Nonverbal Communication Observation	50
Movie Review 1	100
Movie Review 2	100
Movie Review 3	100
Interpersonal Communication Improvement Paper	100
Exam 1 (Midterm)	100
Exam 2 (Final)	100

### **VIEWING FINAL GRADES**

Final Grade Scale: 810-729: A / 728-648: B / 647-567: C / 566-486: D / 485-0: F

Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Record.

## **IMPORTANT DATES**

To find important dates for the following, please view the “Academic Calendar” in ROC.  
Last day to withdraw from course  
Holiday’s, in-service days, student development hours, etc  
Last day to apply for graduation

## **PROBLEM RESOLUTION**

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact Jenny Kruger, Dean of Arts & Humanities, Stuart 1150, 712-325-3326, [jkruger@iwcc.edu](mailto:jkruger@iwcc.edu).

## **NOTICE OF CAMPUS SITUATIONS/COURSE INTERRUPTIONS**

1. Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage.
2. Course Interruption – Students will be notified in the unlikely event that the ROC system would not be accessible for an extended period of time.

## **COURSE TOPICAL OUTLINE AND SCHEDULE**

The full course schedule concludes this document.

## **III. INFORMATION/COLLEGE POLICY**

### **CYBER-LIBRARY**

Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the Cyber-Library by clicking on the Cyber Library under Academics in ROC. Students can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.

For questions about finding information at your campus or center, email [cyberlibrary@iwcc.edu](mailto:cyberlibrary@iwcc.edu) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

### **ACADEMIC SUPPORT**

FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-in basis. FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.

For more information about tutoring services or help in your classes, email [tutoring@iwcc.edu](mailto:tutoring@iwcc.edu) or call 712-388-6841. A full tutoring schedule by subject area is posted on ROC.

### **DROPPING CLASSES**

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always

talk to your advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

### **PERSONAL ELECTRONIC DEVICES**

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

### **HONOR CODE – ACADEMIC HONESTY**

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

### **FERPA**

Student rights concerning access to education records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their education (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

### **DIVERSITY STATEMENT:**

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

### **AMERICAN WITH DISABILITIES ACT STATEMENT:**

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email [disabilityservices@iwcc.edu](mailto:disabilityservices@iwcc.edu) or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations.

Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

## **NON-DISCRIMINATION STATEMENT**

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

## **EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT**

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

## **IV. COURSE TOPICAL OUTLINE AND SCHEDULE**

Assignments are due before 11:59pm on the last day of the dates listed. For example for Tues, Dec 19- Wed, Dec 20, the due date for the assignment is Wed, Dec 20 before 11:59pm. For the discussions, your initial posts AND your response posts are due on the same date. Please be sure to write your initial post as soon as possible, so others can start posting response posts before the due date.

Attendance will be taken on the following dates: 12/20, 12/23, 12/26, 12/29, 1/1.  
Students are expected to participate in the course (via ROC) 80% of the days (16/20 days).

<b>Date</b>	<b>Readings and Videos</b>	<b>Assignment</b>
Mon, Dec 18	Chapter 1: Introducing Interpersonal Communication Video: 10 ways to have a better conversation	Discussion: Introduction

Date	Readings and Videos	Assignment
Tues, Dec 19- Wed, Dec 20	Read Chapter 2: Considering Self Read Chapter 3: Perceiving Others Read Chapter 4: Experiencing and Expressing Emotions Video: Build don't break relationships with communication Video: Leadership and social emotions Video: Stuck emotions become moods	Discussion: Perception and Emotions Movie Review 1
Thurs, Dec 21- Fri, Dec 22	Chapter 5: Understanding Culture Chapter 6: Listening Actively Chapter 7: Communicating Verbally Chapter 8: Communicating Nonverbally Video: The power of listening Video: Body language: The key to your subconscious	Discussion: Culture and Language Nonverbal Communication Observation Paper Midterm Exam: Ch 1-8
Sat, Dec 23- Tues, Dec 26	Chapter 9: Managing Conflict and Power Video: How to reduce conflict and build better relationships	Discussion: Interpersonal Communication Improvement Paper Check-In Discussion: Managing Conflict Movie Review 2 Optional: "I appreciate you" letter
Wed, Dec 27- Fri, Dec 29	Chapter 10: Relationships with Romantic Partners Chapter 11: Relationships with Family Chapter 12: Relationships with Friends Appendix: Relationships in the Workplace Video: Skills for healthy romantic relationships Video: Are emotions contagious in the workplace	Discussion: Family Story Final Exam: Ch 9-12, Appendix
Sat, Dec 30- Mon, Jan 1		Discussion: Relationships (romantic, family, friends, workplace) Movie Review 3

<b>Date</b>	<b>Readings and Videos</b>	<b>Assignment</b>
Tues, Jan 2- Thurs, Jan 4		Discussion: One Thing Interpersonal Communication Improvement Paper