

## IOWA WESTERN COMMUNITY COLLEGE

### Course Syllabus Information

**SPC 122 Interpersonal Communication Term: Winterim 2016 (12/19- 01/06)**

#### I. Faculty Information:

Instructor: Dr. Jamie Halverson

Phone: (712)256-6550

Email Address: jehalverson@iwcc.edu

Office: Stuart Hall 1136

Office Hours: available by appointment

#### II. Course Information:

<u>Course Prefix/ No.</u>	<u>Course Name</u>	<u>Credits</u>
SPC 122-OL01	Interpersonal Communication	3

#### 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 Time

SPC 122-OL01

#### Course Location

Online through ROC

**This course is not self-paced.** Please pay close attention to due dates.

#### Required Textbook:

McCornack, Steven. (2016). Reflect and Relate. (4th ed). Bedford/St. Martin's.

#### Course Learning Objectives:

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 non-verbal communication
  - 2.3 Identify the value and the 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:

**1. Attendance Requirements:**

Attendance will be scored as either sufficient or insufficient every three days. Participation online every three days and completing at least one assignment is expected for sufficient attendance. Only logging on and not doing any work will be insufficient attendance. Not logging on during the three days will be insufficient attendance.

Attendance will be taken on the following dates: 12/20, 12/23, 12/26, 12/29, 1/1.

**2. Standards for Written Work:**

All written assignments and discussions should be typed using 11 or 12 point font. Appropriate grammar and punctuation is very important. Proper grammar and syntax should be used on all papers and assignments. Please pay close attention to the required length of all assignments.

**Important:** You will need to turn in your assignments through a Microsoft Word document. If you do not have Microsoft Word, you will need to save your document as a rich text format (.rtf). If you have any questions of how to do this, please don't hesitate to contact me.

**3. Reading Expectations:**

Read all chapters as assigned. It is up to you to complete course reading within the recommended time frame. Since this is an online course, it is extremely important that you keep up to date with your readings.

**4. Late Papers and Discussions:**

Late papers will result in a ten point deduction for each day that the paper is late. Discussions will not be accepted after the due date, for any reason. NO assignments will be accepted after the last day of the course.

**5. Exams:**

Exams must be taken between the assigned dates. There are no exceptions for a missed exam. A proctor is not needed for the exams. Two exams will be given, a midterm exam and a final exam. The final exam is not cumulative.

**6. Communication with Instructor**

The best way to contact the instructor is through email, [jehalverson@iwcc.edu](mailto:jehalverson@iwcc.edu). All emails need to include the students name and course number and section. Please use proper grammar and punctuation in all emails. Students are welcome to stop by the instructor's office, Stuart 1136, by appointment.

**7. Feedback Policy**

Emails will be responded to within 48 hours (excluding weekends and holidays). Turnaround time for all assignments will be one week.

**This course outline and syllabus are subject to change as the course progresses.**

**Grading and Assignments:**

Assignments will be graded using a point system. The point breakdown below represents the maximum credit allowed for each assignment. Descriptions for each assignment can be found in the course. All assignments should be turned in through ROC. Turn-around time will be approximately one week. After the assignments have been graded, you will find a grade and comments through ROC.

<b>Assignment</b>	<b>Possible Points</b>	<b>Earned Points</b>
Discussions (8 at 20 points each)	160	_____
NVC Observation	50	_____

Movie Review 1	100	_____
Movie Review 2	100	_____
Movie Review 3	100	_____
IPC Improvement Paper	100	_____
Exam 1 (Midterm)	100	_____
Exam 2 (Final)	100	_____
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Course total	810	

90% or above = A
80%--89% = B
70%--79% = C
60%--69% = D
0%--59% = F

**Important Dates** Please look at the “Academic Calendar” in ROC for a list of important dates, including the last day to withdraw from class, holidays, in-service days, student development hours and 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 Nicole Juranek, program chair, in Stuart Hall at (712) 325-3438 or njuranek@iwcc.edu.

#### **Notice of Class Cancellation**

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. Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement via email if possible and/or a posted note on the classroom door.

#### **Course Schedule**

*Assignments are due before 11:59pm on the last day of the dates listed. For example for Tues, Dec 20- Wed, Dec 21, the due date for the assignment is Wed, Dec 21 before 11:59pm.*

<b>Dates</b>	<b>Readings and Assignments</b>
Mon, Dec 19	Read Chapter 1: Introducing Interpersonal Communication Video: 10 ways to have a better conversation <b>Discussion: Introduction</b>
Tues, Dec 20-Wed, Dec 21	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 <b>Assignment: Movie Review One</b> <b>Discussion: Perception and Emotions</b>

Thurs, Dec 22-Fri, Dec 23	<p>Read Chapter 5: Understanding Culture  Read Chapter 6: Listening Actively  Read Chapter 7: Communicating Verbally  Read Chapter 8: Communicating Nonverbally  Video: The power of listening  Video: Body language: The key to your subconscious  <b>Assignment: Nonverbal Communication Observation</b>  <b>Midterm Exam: Chapters 1-8</b>  <b>Discussion: Culture and Language</b></p>
Sat, Dec 24-Tues, Dec 27	<p>Read Chapter 9: Managing Conflict and Power  Video: How to reduce conflict and build better relationships  <b>Assignment: Movie Review Two</b>  <b>Discussion: Interpersonal Communication Improvement Paper Check-In</b>  <b>Discussion: Managing Conflict</b></p>
Wed, Dec 28-Fri, Dec 30	<p>Read Chapter 10: Relationships with Romantic Partners  Read Chapter 11: Relationships with Family Members  Read Chapter 12: Relationships with Friends  Appendix: Relationships in the Workplace  Video: Skills for healthy romantic relationships  Video: Are emotions contagious in the workplace  <b>Final Exam: Chapters 9-12, Appendix</b>  <b>Discussion: Family Story</b></p>
Sat, Dec 31-Mon, Jan 2	<p><b>Assignment: Movie Review Three</b>  <b>Discussion: Relationships (romantic, family, friends, workplace)</b></p>
Tues, Jan 3-Thurs, Jan 5	<p><b>Assignment: Interpersonal Communication Improvement Paper</b>  <b>Discussion: One Thing</b></p>

### **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 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 are available through the Academic Support Center, located on the second floor of the Student Center on the Council Bluffs campus in a variety of core, general requirement classes. One-on-one assistance is available on a walk-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 is posted by subject area 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 educational 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 educational (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.