

# IOWA WESTERN COMMUNITY COLLEGE

## COURSE SYLLABUS

### SPC 122 OL01 INTERPERSONAL COMMUNICATION

TERM: FALL 2020

#### I. FACULTY INFORMATION:

Instructor: Ms. Nicole Juranek Last name is pronounced: YOUR-ON-ICK	Office: Stuart 1133 (I will not be in my office due to winter break.)
Phone: 712.325.3438	Student Assistance Hours: by appointment only (winter break)
E-mail: njuranek@iwcc.edu	

#### II. COURSE INFORMATION:

SPC 122	Interpersonal Communication	Credits 3	Lecture 3	Lab 0
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#### **COURSE MEETING TIMES:**

Course shells are available online 24/7.

Course begins 12/02/2020 and ends 12/22/2020.

#### **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

#### **REQUIRED TEXTBOOKS:**

McCornack, Steven. (2019). Reflect and Relate. (5th ed). Bedford/St. Martin's. ISBN: 978-1-319-10332-3

Some, but not all, courses at Iowa Western require a subscription to an online textbook service such as Pearson MyLab or Cengage Unlimited. When this type of subscription service is required in a course, a flat fee is charged to the student's account when the student registers for the course. Students have the option to "opt-out" of this service within the first week of classes. By opting out,

the student is responsible to obtain the required course materials on their own from a source outside the College Store. For information on how to opt-out, students should contact the Brandon Keller in the Business Office at 712-325-3226 or [bkeller@iwcc.edu](mailto:bkeller@iwcc.edu).

#### **SUPPLEMENTAL MATERIALS:**

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held to the standards of [IWCC Acceptable Use Policy](#) and the [Computer Ethics and Use Policy](#). Both are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

#### **COURSE LEARNING OUTCOMES AND COURSE COMPETENCIES:**

(Course Learning Outcomes should be listed exactly from the [IWCC Curriculum and Assessment Database](#) on ROC. Course Learning Outcomes in the database have been approved for each course by the college.)

Upon successful completion of this course, the student will be able to:

1. Summarize 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. Identify various methods of communication.
  - a. Identify the value and the challenges of using verbal communication
  - b. Identify the value and the challenges of using nonverbal communication
  - c. Identify the value and challenges of using listening skills
3. Differentiate between the types of 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

## **COMPETENCIES: NONE**

### **COURSE PRACTICES:**

#### **WRITTEN WORK:**

All written assignments should be typed using 12-point font Times New Roman or Calibri 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.

#### **TECHNOLOGY REQUIREMENTS:**

Since this is an online course, we are extremely dependent on technology. By taking this course, you are committing to the completion of online work by the due dates listed within our Canvas Course Page. You also commit to checking your IWCC student email account daily and checking the Canvas Course Page daily, as well.

All of our assignments will be submitted online to our Canvas Course Page, meaning you must have access to the internet in order to submit assignments. Lack of access will not be an acceptable excuse since due dates are announced in advance. Be sure to check your IWCC email daily. Emailed assignments will not be accepted, either; it must be on Canvas to be graded.

You must have internet access and be familiar and comfortable with word-processing software (Microsoft Word). If you are not comfortable with technology, I strongly encourage you to speak with an advisor about switching to a face-to-face class without the online/hybrid component.

#### **LATE PAPERS, DISCUSSIONS AND EXAMS**

**This is an accelerated online class, so I expect you to be organized and have assignments done before the deadline. I don't take late papers, discussions, or allow for late exams. All drop boxes are open for the term, so you can work ahead.** Do not wait until the last minute to do an assignment. Follow the calendar and the workload is very balanced. Students always ask me to take their work late and I cannot sort through varied excuses to see what is valid. I do not take late work. The assignments are reasonable goals, if you put in work daily. Because of the incredibly short nature of this course, late work will NOT be accepted nor graded. Because of the incredibly short nature of this course, late work will NOT be accepted or graded.

**EXTRA CREDIT**

There will be one extra credit assignment open to all students for 20 points. It will be announced to all at the same time, near the end of the term.

**SUBMITTING COURSE WORK**

All course work must be submitted through the ROC LMS. Emailed work will not be accepted without prior instructor approval.

**ONLINE ETIQUETTE**

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.

**PLAGIARISM POLICY:**

Students enrolled in this course understand, accept, and will follow the expectation that all submitted work must be written by the student alone, specifically for this class and that specific assignment. Failure to meet any one of these aspects will result in a 0 on that assignment, a note on the student's academic profile, and a possibility of failing the course.

**PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:**

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 meaningful ways, i.e. assignment completion, forum discussion, quiz completion, etc., within the course outline a minimum of one time each week. A week is measured from Monday through Sunday. If this standard is not met for any week within the course term, you will see a deduction in points.

Attendance will be taken on the following dates: 12/5, 12/8, 12/11, 12/14, 12/17, 12/20. You will have at least one assignment every Wednesday, Friday, and Sunday, except the first Wednesday of the course.

Also, it is very important for you to understand that this course has assignments due multiple times per week, on varying days, with the date of 11:59 P.M. You will not be able to wait until the end of a week to view the course and do that week's work. This course requires you to log on and do work every single day of

our short course. It is entirely the student's responsibility to look ahead, be aware of due dates, and meet those due dates and participation expectations.

**COMMUNICATION WITH INSTRUCTOR:**

The best way to communicate with me is through email. I will respond within 24 hours. Students and faculty must use their IWCC email when contacting the instructor about matters related to the course. Students and faculty must use their IWCC email when contacting the instructor about matters related to the course.

**SOCIAL DISTANCING IN RESPONSE TO COVID-19:**

Students in an online class may choose to meet with their instructor during student assistance hours on campus or at a center location. Faculty, staff, and students are expected to take reasonable precautions while in an office setting to ensure the safety and wellbeing of all parties. Whenever possible, students should stay a minimum of six feet apart from other parties. Where seats and standing room is designated off limits, students should respect boundaries. All parties (faculty, staff, and students) are required to supply their own face covering that they are required to wear at all times during a face-to-face meeting. Individuals who arrive to the meeting without a face covering will be turned away. Students exhibiting symptoms of illness will be asked to leave the office and not return until they are symptom-free or can provide a note from a physician clearing them to return. Students will also be asked to leave if they fail to comply with social distancing practices. Students who refuse to leave will be escorted out of the building by Security.

**GRADING:**

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

**FINAL GRADE SCALE:** 100-90: A / 89-80: B / 79-70: C / 69-60: D / 59— Below: F)

**FINAL GRADES:**

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

**IMPORTANT DATES:**

Refer to the Academic Calendar on ROC for more dates beyond the following:

December 1, 2020- Last Day to Add A Class

December 2, 2020-Last Day to Place Online Order for Textbooks

December 2, 2020-Classes Begin

December 2, 2020. Last Day to Drop Classes for A 100% Refund

December 3, 2020-Last Day to Drop Classes for A 50% Refund

December 4, 2020-Last Day to Return Textbooks for A Full Refund

December 16, 2020-Last Day to Drop Classes

December 22, 2020- Classes End

**PROBLEM RESOLUTION:**

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, contact Dr. Jenny Kruger in Stuart 1150, (712) 325-3438, [jkruger@iwcc.edu](mailto:jkruger@iwcc.edu)

**NOTICE OF CLASS CANCELLATION:**

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 under College Services.

Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement to iwcc.edu email address, on the ROC course page and/or a posted note on the classroom door.

**COURSE TOPICAL OUTLINE AND SCHEDULE:**

Students should refer to the full course topical outline and schedule which concludes this document.

### III. INFORMATION/COLLEGE POLICY

**RESET PASSWORD:**

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

**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 may contact the library for assistance with research and citations. Check out the 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) (click on link) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are 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 Canvas or ROC. To access online tutoring click on the Online Tutoring tab next to My ROC Classes on your ROC home page or Online Tutoring in the left hand menu in Canvas. For more information about tutoring services or help in your classes, email [tutoring@iwcc.edu](mailto:tutoring@iwcc.edu) or call 712-388-6841.

**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 a financial aid department representative 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. Accommodation testing must be scheduled 24 hours in advance. 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.

**PREGNANT AND PARENTING STUDENTS:**

Iowa Western does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Coordinator of Disability Services.

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION:**

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of 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 its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equal Opportunity Coordinator, Reanna Heim, or ADA Coordinator, Samantha Larson, [equity@iwcc.edu](mailto:equity@iwcc.edu), 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). More information at <https://www.iwcc.edu/about/statement.asp>.



#### IV. COURSE TOPICAL OUTLINE AND SCHEDULE

Date	Checklist of Goals	Assignments due
Friday, December 4	Read Chapter 1: <i>Introducing Interpersonal Communication</i> Read Chapter 2: <i>Considering Self</i> Video: <a href="#">10 ways to have a better conversation</a> Video: <a href="#">Build don't break relationships with communication</a> Participate in discussion post	Discussion: Introduction
Sunday, December 6	Read Chapter 3: <i>Perceiving Others</i> Read Chapter 4: <i>Experiencing and Expressing Emotions</i> Video: <a href="#">Leadership and social emotions</a> Video: <a href="#">Stuck emotions become moods</a> Participate in discussion post View movie from approved movie list Submit movie review	Discussion: Perception and Emotions  Movie Review 1
Wednesday, December 9	Read Chapter 5: <i>Understanding Culture</i> Read Chapter 6: <i>Understanding Gender</i> Participate in discussion post Read Chapter 7: <i>Listening Actively</i> Read Chapter 8: <i>Communicating Verbally</i> Read Chapter 9: <i>Communicating Nonverbally</i> Video: <a href="#">The power of listening</a> Video: <a href="#">Body language: The key to your subconscious</a>	Discussion: Culture and Language
Friday, December 11	Take Exam 1	Exam 1

Sunday, December 13	<p>Read Chapter 10: <i>Managing Conflict and Power</i></p> <p>Read Chapter 11: <i>Relationships with Romantic Partners</i></p> <p>Video: <a href="#">How to reduce conflict and build better relationships</a></p> <p>Video: <a href="#">Skills for healthy romantic relationships</a></p> <p>Submit movie review</p> <p>Submit discussion post</p>	<p>Discussion: Managing Conflict</p> <p>Movie Review 2</p>
Wednesday, December 16	<p>Read Chapter 12: <i>Relationships with Family</i></p> <p>Read Chapter 13: <i>Relationships with Friends</i></p> <p>Read Chapter 14: <i>Relationships in the Workplace</i></p> <p>Video: <a href="#">Are emotions contagious in the workplace</a></p> <p>Participate in discussion post</p> <p>Take Exam 2</p>	<p>Discussion: Family Story</p> <p>Take Exam 2</p>
Friday, December 18	<p>Participate in discussion post</p> <p>Submit improvement project</p>	<p>Discussion: Relationships (romantic, family, friends, workplace)</p> <p>Interpersonal Communication Improvement Paper</p>
Sunday, December 20	<p>Take Exam 3</p> <p>Participate in discussion post</p>	<p>Take Exam 3</p> <p>Discussion: One Thing</p>
Tuesday, December 22 (*notice this is a Tuesday, last day of the course*)	<p>Extra credit assignment due</p>	<p>Extra credit assignment due</p>