

SYLLABUS†
Interpersonal Communication (COM 240.PO1)
Tuesdays, 12:50 p.m. to 3:50 p.m.
Cooper Street Correctional Facility

Instructor: Ms. Demeter

Academic Term (this course): May 24, 2016, through August 9, 2016

Text: *Interpersonal Messages: Communication and Relationship Skills*. Joseph A. DeVito. 3rd edition

Course Description

Students will learn to improve communication in one-on-one and small group situations. In this course, students will examine basic verbal and nonverbal elements affecting communication between individuals in family, peer group and work scenarios. Specific units of discussion include intrapersonal perspective, conflict resolution, self-disclosure, intercultural messages, and nonverbal communication.

Associate Degree Outcomes

Jackson College's Board of Trustees has determined that all of our graduates should develop or enhance a variety of important skills while enrolled here. The Associate Degree Outcomes (ADOs) for this course are:

ADO 2: Speak clearly, concisely, and intelligibly

ADO 9: Work productively with others, recognizing individual contributions to group success

ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures

The readings, lectures, and activities associated with this course are designed to meet these ADOs.

Participation

Since most of our time will be spent communicating in class, it is imperative that you attend each class session. At the beginning of every class, I'll pass around a sign-in sheet. It is your responsibility to sign the sheet before the end of class. You'll receive participation credit for attending class only if your name appears on the sheet and I see you sitting in class. If your name doesn't appear on the sign-in sheet, you will not get credit for participating.

Quizzes

There are 11 vocabulary quizzes scheduled during the semester, one for each chapter of the text. These quizzes will test vocabulary introduced in the chapter being covered that week.

†This syllabus is subject to change without notice.

In-Class Assignments and Periodic Informal Assignments

Throughout the semester we'll engage in informal in-class assignments designed to reinforce the concepts presented in the text and during lectures. In addition, throughout the semester I may assign informal assignments to be completed on your own time and brought to class. Assignments and readings form the basis for our classroom activities and should be completed before you come to class.

Culture Investigation Outline, Paper, and Presentation

You will write a paper that explores an approved interpersonal communication topic for a culture that you choose and that I approve. You'll submit an outline for approval about mid-way through the semester. The final presentation will be an individual presentation of your final paper that will be given on the last night of class. You will submit an outline to me for approval of your communication topic and culture. Due dates are:

Outline	June 21
Paper	July 12
Presentations	August 02 and 09

Extra Credit

There are no opportunities for extra credit.

Late Assignments

In-class assignments and periodic informal assignments can't be made up and won't be accepted at any time other than during the class in which the assignment was given.

Quizzes can be taken at the beginning of class the week following the quiz you missed. For instance, if you miss Quiz 2, you can make it up at the beginning of Class 3. Quizzes can't be made up any time after the immediately following week.

Final culture investigation outline is due June 21. Any outline submitted after class on June 21 will receive a grade of zero (0). Outlines must be submitted and reviewed by me to receive full credit for the final and presentation, so you'll want to submit your outline even if it's late.

Final culture investigation paper is due July 12. Papers will not be accepted after that date.

Final culture investigation presentations are scheduled for the last two weeks of class (August 02 and 09), and there is no opportunity to make up the presentation. If at any point during the semester you know that you will be absent the final night of class, let me know and we may be able to schedule your presentation during a class period before May 5.

Please be aware that I won't remind you of late or missing assignments. I expect you to manage your own assignments and your own calendar.

Academic Honesty/Plagiarism

I expect that all of the work you complete for this class will be your own work and that you will give credit for any work that is not your own. Plagiarism and other forms of academic dishonesty, whether intentional or unintentional, can result in a grade of zero (0) for an assignment, for an assignment that relies on plagiarized information, and/or for your final course grade, in addition to other repercussions. A copy of JCC's Academic Honesty Policy is appended to this syllabus. You are responsible for knowing the details.

Grading

Grading Scale

95% to 100% = 4.0	70 to 74 = 2.0
90 to 94 = 3.5	65 to 69 = 1.5
82 to 89 = 3.0	60 to 64 = 1.0
75 to 81 = 2.5	55 to 59 = 0.5
54 and Below = 0.0	

In addition to final grades, I'll submit to Student Services a general grade for each student three times during the semester. This periodic reporting is designed to identify students who are performing successfully, students who may benefit from additional academic assistance, and students who have stopped attending. Please be aware, *if you stop attending class, I'll report you as having dropped the course.*

Grade Breakdown

Participation/In-Class Assignments	120
Quizzes	110
Final Culture Investigation Paper	50
Final Culture Investigation Presentation	20
Culture Investigation Outline	<u>20</u>
TOTAL POSSIBLE POINTS	320

Final Behavioral Expectations

It is inappropriate in this course to use obscene language or gestures, tell offensive jokes, or allude to sexual, racial, cultural, or gendered references that may be demeaning or offensive. Please be aware of what you say and how you say it.

Our class time will normally be quite informal, and I hope that we have lots of lively discussions. Be mindful that an important part of communication is listening. Please give me and your colleagues your full attention when we are speaking.

COURSE CALENDAR‡

Date	Topics	Chapters
PART ONE: PRELIMINARIES TO INTERPERSONAL MESSAGES		
May 24	Foundations of Interpersonal Communication Culture and Interpersonal Communication	1 2
May 31	<i>Culture and Topic Choices Due</i> Perception of Self and Others	3
PART TWO: INTERPERSONAL MESSAGES IN CONTEXT		
June 07	Listening in Interpersonal Communication	4
June 14	Verbal Messages	5
June 21	<i>Culture Investigation Outline Due</i> Non-Verbal Messages	6
June 28	Emotional Messages	7
July 05	Conversation Message	8
July 12	<i>Culture Investigation Paper Due</i> Interpersonal Relationships	9
July 19	Interpersonal Relationship Types and Theories	10
July 26	Interpersonal Conflict Management	11
August 02	<i>Final Culture Investigation Presentations</i>	
August 09	<i>Final Culture Investigation Presentations and Course Wrap-Up</i>	

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Academic Policy	
Policy Type:	Academic Honesty
Policy Number:	1004
Date Adopted:	10/1/2004
Version:	5.0
Review Cycle:	Annual
Date Last Reviewed:	11/5/2014
Office Responsible:	Academic Deans
Reviewing Committee:	Deans' Council & Academic Council
Related Policies:	Student Rights, Responsibilities and Code of Conduct
Related Laws:	NA

Policy Summary:

Academic dishonesty is generally an instructional and teachable opportunity for faculty to guide students and for students to learn from their actions and/or behavior. The Academic Honesty policy provides guidance for determining the level and severity of academic dishonesty, establishes how to track and report violations, and defines consequences to students.

Definitions:

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others



Policy Statement:

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty, beyond those of a minor nature, in writing to the Office of the Academic Deans using the attached form.

Proctored Testing. Students who are suspected of cheating during a course exam or during Course Placement will be questioned and reported to the appropriate faculty member or Dean of Students. The proctors are not to stop the exam but report the questionable behavior. As in other instances, the faculty member will determine the penalty and appropriate action. If the student is suspected of cheating on Course Placement, the Dean of Students is to be contacted and will determine the next steps.

Reporting. The Office of the Academic Deans will record and track students who have been reported for academic dishonesty. If the same student has a second incident, the Dean will enact sanctions appropriate to the level of infraction. The sanction will be selected in consultation with the involved faculty. The Dean can administer consequences up to and including suspension.

In the event of a dispute, all parties should follow the Student Complaints/Academic procedure as outlined in the JC Faculty Agreement. This policy is also presented in the Student Rights and Responsibilities Handbook.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
9/6/2011	1.0	Initial Release	M. Fall
2/9/2012	2.0	Deans' Council Review	C. Beacco
2/13/2012	3.0	Academic Council Review	C. Beacco
4/14/2014	4.0	Academic Council Review	J.Frew
10/10/2014	5.0	Reviewed and Updated by A.C.	J.Frew