

SYLLABUS†
Interpersonal Communication (COM 240.PC1)
Thursdays, 6:00 p.m. To 8:50 p.m.
G Robert Cotton Correctional Facility

Instructor: Ms. Demeter

Academic Term (this course): September 29, 2016, through December 22, 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.

General Education Outcomes

JC's general education requirements are designed to ensure breadth and depth of knowledge, and they are met through carefully designed programs of study. Programs of study help students meet these goals by addressing each of the skill areas identified in the General Education Outcomes (GEO). Each of JC's courses are reviewed, and assessment is required to be considered for GEO standards. These are the skills that the Jackson College Board of Trustees has determined students should develop or enhance while enrolled in the College. The General Education Outcomes are:

1. Write clearly, concisely and intelligibly.
2. Speak clearly, concisely and intelligibly.
3. Demonstrate computational skills and mathematical reasoning.
4. Demonstrate scientific reasoning.
5. Understand human behavior and social systems, and the principles which govern them.
6. Understand and appreciate aesthetic experience and artistic creativity.
7. Understand and respect the diversity and interdependence of the world's peoples and cultures.

In conjunction with these GEOs, the College also has identified three Essential Competencies (ECs) that span across all six pathway areas:

1. Think critically and act responsibly.
2. Work productively with others, recognizing individual contributions to group success.
3. Exhibit technological literacy.

COM 240 fulfills **GEO 2**

COM 240 assignments and activities are designed to strengthen **EOs 1, 2, and 3**.

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This syllabus is subject to change without notice.

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.

Weekly Assignments and In-Class Assignments

There are 8 weekly assignments that will be completed outside of class as homework. In addition, we'll engage in informal in-class assignments designed to reinforce the concepts presented in the text and during lectures. 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	October 27
Paper	December 01
Presentations	December 22

Extra Credit

There are no opportunities for extra credit.

Late Assignments

Because of the late start to the beginning of the semester, I can't accept any late assignments.

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.

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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
Weekly Assignments	35
Final Culture Investigation Paper	50
Final Culture Investigation Presentation	20
Culture Investigation Outline	<u>20</u>
TOTAL POSSIBLE POINTS	245

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		
Sep 29	Foundations of Interpersonal Communication <i>Assignment 1 Due</i>	1
Oct 06	Culture and Interpersonal Communication <i>Culture and Topic Choices Due</i> <i>Assignment 2 Due</i>	2
PART TWO: INTERPERSONAL MESSAGES IN CONTEXT		
Oct 13	Perception of Self and Others <i>Assignment 3 Due</i>	3
Oct 20	Listening in Interpersonal Communication <i>Assignment 4 Due</i>	4
Oct 27	Verbal Messages <i>Assignment 5 Due</i> <i>Culture Investigation Outline Due</i>	5
Nov 03	Non-Verbal Messages <i>Assignment 6 Due</i>	6
Nov 10	Emotional Messages <i>Assignment 7 Due</i>	7
Nov 17	Conversation Message <i>Assignment 8 Due</i>	8
Nov 24	NO CLASS – THANKSGIVING BREAK	
Dec 01	<i>Culture Investigation Paper Due</i> Interpersonal Relationships	9
Dec 08	Interpersonal Relationship Types and Theories	10
Dec 15	Interpersonal Conflict Management	11
Dec 22	<i>Final Culture Investigation Presentations and Course Wrap-Up</i>	

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