

INTERPERSONAL COMMUNICATION- SP 218: WINTER 2010- (3.00 credit hours)

Pre-Requisites: College-level reading and writing skills (WR 121) are strongly recommended for success in this course

<i>Instructor:</i>	Laura C. Scott Braibish, MFA, MAT	<i>Text:</i>	Looking Out, Looking In. 12 th ed.; Adler (can be purchased in Benton Center Bookstore)
<i>E-mail:</i>	laurab@linnbenton.edu	<i>Class:</i>	Benton Center, BC 105; M, W 4:00-5:20pm
<i>Phone:</i>	541-757-3820 (office) 503-930-6684 (cell)	<i>Website:</i>	www.mizb.net
<i>Office Hours:</i>	M & W, 1:30-2:30 (please call for appointment)		

This class is an Introduction to various aspects of the communication process in one-to-one relationships. Emphasis is placed on enhancing personal and professional relationships by expanding knowledge, increasing understanding and developing practical skills necessary for competent communication. The various aspects of interpersonal communication explored in this class are self-concept, perception, emotions, language, nonverbal communication, listening, relationship development, communication climates and conflict resolution.

OBJECTIVES:

Students who successfully complete this course should be able to: recognize the value, application and ethical responsibilities of the communication process; construct clear messages; interact with increased self-confidence; and recognize the value of listening and other applications of empathy within their lives.

CLASS FORMAT:

Students will read textbook, take weekly chapter quizzes, participate in class discussions and activities, complete several written assignments, including observation papers and weekly reflections and take midterm and final examinations.

COURSE POLICY:

- **Attendance-** It is important to attend every class period since material may be covered in class that is related to the readings, but not in the text. Ultimately, you are an adult and paying for the class, so consistency with your attendance is up to you. Nevertheless, understand that I pass around a roll sheet during every class session. You receive points per class attended. It is your responsibility to make sure you sign the sheet before the end of class. I will make every reasonable effort to help you both within and outside of class; however, your attendance and participation is critical to successful completion of assignments and the course.
- **Assignments-** All assignments are due in class on the date assigned. Late assignments will lose 1 letter grade for each class day after date due.
- **Written Work-** All written work must be professional in appearance as well as content. All work, with the exception of in-class activities and reflections must be typed using double spacing, 1 inch margins all around and 10 point font. Headings should be a maximum of 3 single spaced lines at the top of page 1 only. Papers should be submitted with a single staple in the upper left corner. Grammatical, typographical or spelling errors will seriously reduce the grade, as will a lack of attention to content.
- **Examinations and Quizzes-** Exams will be take- home/ open book. Quizzes will be given at the beginning of class. No make-up quizzes will be given unless tardy or absence is accompanied by a doctor's note.

SUPPLIES

- Textbook
- Writing implement
- (Orange) 2 pocket folder with college ruled paper

EVALUTATION

Your performance in this course will be evaluated on the basis of the following course assignments:

- Chapter Quizzes (200 points)
- In-class activities (200 points)
- Weekly reflections (200 points)
- Written assignments (100)
- Midterm and Final Examinations (200)
- Attendance & Participation (100)

GRADING

Your grade is based on the percentage of total possible points you earn.

- A = 90 - 100% = 450 points or more
- B = 80 - <90% = 400 - 449 points
- C = 70 - <80% = 350 - 399 points
- D = 60 - <70% = 300 - 349 points
- F = below 60%= 299 points or less

Explanation of course material

QUIZZES (10 quizzes x 20 points = **200 points**)

There will be ten brief quizzes, designed to check your reading of the text. These quizzes are simple recall quizzes and are aimed only at being sure you've read the assigned pages. Quizzes are administered at the start of class on dates scheduled.

IN-CLASS ACTIVITIES (20 classes x 10 points per day= **200 points**)

In-class activities are designed to help you understand, learn and practice the skills introduced in the course. Failure to participate in class activities will result in a loss of points (*see attendance and participation*)

WEEKLY REFLECTIONS (10 reflections x 20 points each = **200 points**)

Reflections are designed to promote recognition of how the concepts in the textbook are evident in your own life and in your personal communication style. While I want you to be truthful in your reflections, I am not asking you to reveal any information that you would be uncomfortable having me read. Having said this, you can be assured that the information in your reflections will remain between us only and I will never share anything you write with anyone else without first consulting you. All reflections are to be placed in your 2 pocket folder. **Work not in a folder will not be accepted.**

WRITTEN ASSIGNMENTS (2 papers x 50 points= **100 points**)

Two different at-home written assignments are designed to help you apply course information to your own life in a more thorough fashion than is expected in the weekly reflections. Assignments will be explained during class time and you will have at least four days to complete each. All papers must be typed using double spacing, 1 inch margins all around and 10 point font. Headings should be a maximum of 3 single spaced lines at the top of page 1 only. Papers should be submitted with a single staple in the upper left corner. Grammatical, typographical or spelling errors will seriously reduce the grade, as will a lack of attention to content. Papers not in the proper format or those with excessive grammatical or mechanical errors will receive a *substantial grade reduction*. Papers are to be placed in your 2 pocket folder. **Work not in a folder will not be accepted.**

MIDTERM AND FINAL (100 points x 2 examinations= **200 points**)

There will be a 100 point midterm exam on the material covered during the first 5 weeks of the term and a final on the material covered during the last 5 weeks of the term. The exams will be take-home, open-book. They will consist of multiple choice, true/false, matching and essay questions. ***(Instructor reserves the right to change the format of examinations and will notify class accordingly.)***

ATTENDANCE & PARTICIPATION (20 classes x 5 points per day= **100 points**)

By its very nature communication is a participatory activity; therefore you need to be present to participate in our in-class activities and discussions. With this in mind, everyone will start with **100 points**. Points will be deducted for each absence whether excused or not. Furthermore, each student is expected to fully participate in class activities and discussions. Simply showing up without accompanying participation will result in a forfeiture of points.

DISABILITIES SERVICES AND EMERGENCY PLANNING

You should meet with me during the first week of class if

- You have a documented disability and need accommodations,
- I need to know medical information about you, or
- You need special arrangements in the event of an emergency.

If you have not accessed services and think you may need them, please contact Disability Services, 917-4789. If you have documented your disability, remember that you must complete a Request for Accommodations form every term in order to receive accommodations.

ACADEMIC HONESTY

Academic honesty is expected at all times. Using someone else's work (or answers) as your own or using information or ideas without proper citations can lead to you failing the assignment or the class. In short: do your own work

WEEKLY CALENDAR OF ASSIGNMENTS AND ACTIVITIES

(all reading must be done at the beginning of the week)

Week 1 (Jan 4 & 6)	Intro; Interpersonal Process 9/30 QUIZ #1 (assigned pgs) Reflection #1 due 1/6	Read pgs 4-17, 24-37
Week 2 (Jan 11 & 13)	Communication and the self 10/5 QUIZ #2 (Ch. 2) Reflection #2 due 1/13	Read Chap. 2
Week 3 (Jan 18 & 20) NO SCHOOL MON JAN 18	Perceiving Others 10/12 QUIZ #3 (Ch. 3) Identity Paper due 1/20 Reflection #3: due 1/20	Read Chap. 3
Week 4 (Jan 25 & 27)	Emotions 10/19 QUIZ #4 (Ch.4) Reflection #4: due 1/27	Read Chap. 4
Week 5 (Feb 1 & 3)	Language 10/26 QUIZ #5 (Ch. 5) Reflection #5: due 2/3 TAKE HOME MIDTERM (given 2/3)	Read Chap. 5
Week 6 (Feb 8 & 10)	Nonverbal Communication 11/2 QUIZ #6 (Ch. 6) MIDTERM EXAMINATION DUE 2/8 Reflection #6: 2/10	Read Chap. 6
Week 7 (Feb 15 & 17) NO SCHOOL MON FEB 15	Listening 11/9 QUIZ #7 (Ch. 7) Non-verbal paper due 2/17 Reflection #7: due 2/17	Read Chap. 7
Week 8 (Feb 22 & 24)	Relationships 11/16 QUIZ #8 (pages listed) Reflection #8: due 2/24	Read pgs 267-281, 297-315
Week 9 (Mar 1 & 3)	Climates 11/23 QUIZ #9 (Ch. 10) Reflection #9: due 3/3	Read Chap. 10
Week 10 (Mar 8 & 10)	Conflict 11/30 QUIZ #10 (Ch. 11) Reflection #10: due 3/10	Read Chap. 11
Week 11 (Mar 15 & 17)	Final- date and time TBA	

Assignment	Pts. Poss	Pts. earned
Quiz #1	20	
Quiz #2	20	
Quiz #3	20	
Quiz #4	20	
Quiz #5	20	
Quiz #6	20	
Quiz #7	20	
Quiz #8	20	
Quiz #9	20	
Quiz #10	20	
In class activity: wk 1	20	
Reflection wk 1	20	
In class activity: wk 2	20	
Reflection wk 2	20	
In class activity: wk 3	20	
Reflection wk 3	20	
In class activity: wk 4	20	
Reflection wk 4	20	

Assignment	Pts. Poss	Pts earned
In class activity: wk 5	20	
Reflection wk 5	20	
In class activity: wk 6	20	
Reflection wk 6	20	
In class activity: wk 7	20	
Reflection wk 7	20	
In class activity: wk 8	20	
Reflection wk 8	20	
In class activity: wk 9	20	
Reflection wk 9	20	
In class activity: wk 10	20	
Reflection wk 10	20	
Identity paper	50	
Non-verbal paper	50	
Attendance & Participation	100	
Midterm	100	
Final Exam	100	
Total	1000	

