

**SYLLABUS**  
**SP20 - Elements of Interpersonal Communication**

**COURSE INFORMATION**

<u>Course:</u>	SP 20	<u>Instructor</u>	Brian O'Donnell, M.A.
<u>Section#/Units:</u>	33484 / 3 units	<u>Office Hours:</u>	By appointment
<u>Days/Time:</u>	Mo 4:00PM - 6:50P.M.	<u>Phone:</u>	(562) 938-4949 ext.6544
<u>Location:</u>	Long Beach City College Liberal Arts Campus 4901 East Carson Street Long Beach, CA 90808	<u>Prerequisites:</u>	College-Level Reading & Writing Skills Respect of Others/Yourself Sense of Humor
<u>Room</u>	LAC- T 2309	<u>E-Mail:</u>	bodonnell@lbcc.edu

**Course Description (from Long Beach City College catalog)**

This course takes an experiential approach to the study of the process of communication at both the intrapersonal and interpersonal levels. Time will be devoted to both the study of recent theories and experiments within the field of speech communication and their practical applications as related to perception, listening, nonverbal, conflict resolution and one's self-concept.

**Student Learning Outcomes**

1. Compare and contrast interpersonal communication theories and modes.
2. Examine methods of understanding self.
3. Analyze listening effectiveness.
4. Appraise characteristics of conflict.

**Learning Objectives**

1. Differentiate the relationship between intrapersonal and interpersonal communication.
2. Distinguish between intrapersonal and interpersonal communication.
3. Explain and analyze the relationship between communication and behavior.
4. Recognize the ability to understand self and communication with others.
5. Identify and clarify individual values.
6. Analyze components of self-concept.
7. Appraise the impact of active, passive, and empathic listening.
8. Employ appropriate listening responses.
9. Structure appropriate listening environments.
10. Exercise management skills.
11. Compare and contrast types and responses.
12. Distinguish verbal and nonverbal communication.
13. Define basic nonverbal communication variables.

These objectives are accomplished through lectures, simulations, class discussions, and collaborative group discussions. Emphasis is placed on the acquisition of the skills and techniques necessary for effective and efficient interpersonal communication.

## What You Need to Purchase for This Class

### Required Text:

Adler, Ronald Brian, Lawrence B. Rosenfeld, and Russel F. Proctor II. Interplay: the process of interpersonal communication. 11th ed. New York: Oxford, 2010. Print.

ISBN: 0-19-537959-4 (available at the bookstore)

Note: The textbook will be used as a workbook, so you are required to bring your book to class each class meeting.

### Other Required Materials:

- Two (2) SCANTRON 882-E sheets (only required for midterm and final exam).
- Pencil (wooden) #2 – only for use with Scantron sheets.

**Note:** The benefits you receive in this class are directly proportional to your efforts in keeping up with the assigned reading and actively participating in class to build trust, cooperation, support, and mutual respect.

## ASSESSMENT/GRADING

You will be evaluated based on your performance in a variety of activities and assignments such as exams, quizzes, chapter group discussion, Introspection-Response Exercises, movie critique, and class participation.

The following is the point scale for final grades (range will vary according to the total point score as far as assignments prescribed).

SUBJECT	POINTS
8 x Introspection-Response Exercises (5 pts. each/drop lowest score)	35 points
Movie Critique	30 points
Chapter Group	25 points
Class Participation/Activities	65 points
4 x Quizzes (10 pts. each/drop lowest score)	30 points
Midterm (50 questions)	50 points
Final (50 questions)	50 points
TOTAL POINTS (Tentatively) Possible	265-285 points

The following is the point scale for final grades (range will vary according to total assignments achieved-the calculation is based on 285 points total).

256-285	90-100%	A
228-255	80-89%	B
199-227	70-79%	C
171-198	60-69%	D
170 or less	Below 60%	F

Be assured that you can ask anytime about your grade by scheduling an appointment, calling my voicemail, or emailing me.

### Class Assignments/Exams/Quizzes:

1. All assignments are due at the beginning of class on the date they are announced or assigned (due dates for assignments are given in advance).
2. There is no makeup for in-class activities, chapter group presentations, exams, extra credit assignments, and quizzes.
3. Group activities done with your peer will require cooperative teamwork whereby each member of this group will

receive an individual grade and/or an overall group grade as circumstances dictate. Anyone who is absent or fails to actively participate will either receive partial or no credit at all!

**Due Dates.** All assignments, quizzes, exams are due at class time on the date they are announced or assigned. I do not accept late assignments or grant make-up exams. The due dates are given in advance; only the direst emergencies may be excused. Furthermore, the instructor will evaluate your overall academic standing (includes absences and tardies) in the class to determine if a makeup for a missed assignment/exam will be granted. Students are responsible for staying informed about upcoming due dates for assignments and exams as they will be announced ahead of time in class.

**Grading Concerns.** I will not discuss any grades for any assignments on the day they are handed back nor will I discuss any grades in the classroom. If you have questions about your grades, set up an appointment with me.

**Typing assignments.** The movie critique must be typed or I will not accept it. The critique must be double-spaced with a 10-12 point font (Times Roman/Garamond). If a students' handwriting not legible, I may require other class assignments to be typed.

### **Citing Sources in MLA:**

All sources that you cite should conform strictly conform to the **2009 MLA** format. Examples and tutorials can be located at the Long Beach City College library. It is your responsibility to accurately document your work according to MLA guidelines.

**Possible Extra Credit** (10 pts.) There are options for extra credit that may be offered during the course of the semester (will be announced in class).

## **COURSE POLICIES**

### **Attendance**

- ATTENDANCE IS REQUIRED and roll will be taken at the beginning and end of each class. If you walk into class late, it is your responsibility to approach me after class to let me know that you were tardy.
- You will be held responsible for all announcements and assignments given in class. Please arrive on time since late arrivals are distracting and valuable class time will be missed (arriving 15 minutes late will constitute an absence).
- Leaving the class before the scheduled ending time at 6:50 p.m. will constitute an absence. Please note that three (3) tardies equals one absence; consequently, be aware of this so that you will not be dropped from the class.
- Instructors may drop a student from a class if the hours of unexcused absences for the semester exceed 20% of the total class hours (3 ore more absences). Being absent for two weeks in a row may also result in a drop from the class.
- Students are responsible for officially withdrawing from classes they are no longer attending (according to academic policies as outlined in the LBCC catalogue).

### **Ground Rules**

- This course follows the “Policy on Academic Honesty” and “Student Code of Conduct,” as printed in the LBCC College Catalogue/Schedule of Classes.
- **No cell phone use or text messaging** during class. If your cell phone goes off / you are caught texting during class time, I reserve the right to ask you to leave and mark you absent for the day. This also applies to leaving class to check phone messages or answer a phone, which is not permissible and will result in deduction of class participation points.
- All views are encouraged/welcomed – please speak one at a time; do not interrupt others.
- Please do not wear sunglasses during regular class time. No food or drink in room. No gum chewing.
- Student behavior resulting in the obstruction of the teaching-learning process will not be tolerated. I reserve the right to drop a student from the course if the student shows willful disobedience or the open persistent defiance of the authority of the instructor. Furthermore, the use of profanity/obscene language in class, with the instructor, or during group discussions can lead to a drop from the class even if the student is in good attendance.
- Rude or disruptive behavior from a student toward the instructor or another student is not acceptable. Examples of disruptive behaviors include, but are not limited to engaging in physical or verbal disruption of instructional ac-

tivities, talking while other student is speaking, eating in class, texting /checking phone messages, inappropriate language or comments etc.

- In an effort to create and maintain a comfortable and equitable environment for everyone any language that is racist or sexist, or that discriminates against any person or group will not be tolerated in this class. Any such language in any presentation, assignment, or class discussion will result in an automatic “F” for that speech or assignment as well as your possible removal from the class.

## **ACADEMIC ACCOMMODATION**

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact DISABLED STUDENTS PROGRAMS & SERVICES (DSPS) so that reasonable accommodations can be made. For information or appointments, please call: LAC (562) 938-4558; PCC (562) 938-3921; (562) 938-4833 TDD.

## **TUTORING SERVICES**

Free tutoring is offered at LBCC. You can see a tutor by scheduling an appointment in person at LAC in L-203 and/or at PCC in LL-215.

**Note:** You will receive extra credit for each time that you visit the Tutoring Services and do course related work. There will be no points given for this extra credit activity; however, I will consider your activities when calculating your final grade for this class at the end of the semester.

## **EXPLANATION OF EXAMS, QUIZZES & ASSIGNMENTS**

### 1. Exams

There will be a midterm and a final exam each with 50 multiple-choice and true-false questions. The final is not comprehensive and will cover chapters studied after the midterm. A study guide for the exams will be provided.

### 2. Quizzes

There will be four (4) quizzes with 10 multiple-choice and true-false questions.

### 3. Movie Critique

You will need to write a 4+ pages critique (must be typed) that evaluates interpersonal concepts based on the movie shown in class. Students are to choose communication concepts discussed in class, which must include self-concept and dynamics of relationships. The critique needs to define what interpersonal skill is observed and how it relates to interpersonal communication. Terms must be explained by using the textbook and other sources from the LBCC library (needs to be cited using MLA format). Further details will be given in class.

### 4. Introspection-Response Exercise

There will be 8 assignments from your textbook or handout (min. 1 page) that will further your understanding of key interpersonal communication concepts. It is not allowed to use pencils for these assignments. The exercises will be announced in class.

### 5. Chapter Groups

Every day that a chapter (e.g. Communication and the Self) is scheduled one person in your assigned chapter group will be responsible for facilitating a discussion, including:

- A brief agenda of your presentation handed out to each member of the group.
- The agenda needs to include key concepts covered in the chapter, questions, examples from your own experience, or exercises related to the chapter.

Each group is responsible for maintaining its own master schedule of presentations. You will be penalized for missing your scheduled day, for any reason.

### 6. Participation/Class Activities

The quantity and quality of your contributions to class discussion and activities will be evaluated according to the following criteria:

- Are you prepared for class discussions (e.g., completed reading, prepared for discussion questions)?
- Are you able to relate your own experiences and observations to class concepts?
- Do you respond to statements by others in an appropriate manner?
- Do you move the discussion along, not derail it?
- Do you ask questions and/or paraphrase when needed and appropriate?

If you do miss class, please see a classmate regarding class discussions and assignments. NO MAKEUP WORK for in-class presentations/exercises and quizzes.

**CLASS SCHEDULE SP20-33484 \***

This can be used as a guide for the semester. It is tentative and flexible due to the participatory nature of the class. Specific due dates and changes will be announced in class. Students are responsible for obtaining and completing all class assignments.

WEEK	DATE	LECTURE/ACTIVITY	READING
1	1/9	Introduction to course and each other	
2	1/16	<b>Holiday-No Class</b>	
3	1/23	Interpersonal Process	Ch. 1
4	1/30	Culture and Communication	Ch. 2
5	2/6	Communication and the Self	Ch. 3
6	2/13	Perceiving Others	Ch. 4
7	2/20	<b>Holiday-No Class</b>	
8	2/27	Language	Ch. 5
9	3/5	Nonverbal Communication / Review Midterm	Ch.6
10	3/12	<b>Midterm Exam</b>	(Covers Chs.1-6)
11	3/19	Movie/Discussion	
12	3/26	Dynamics of Interpersonal Relationships	Ch. 10
13	4/2	Listening	Ch.7
14	4/9	<b>Spring Break - No Class</b>	Ch.9
15	4/16	Emotions	Ch. 8
16	4/23	Communication Climate	Ch.11
17	4/30	Managing Conflict	Ch.12 -Movie Critique due
18	5/7	Communication in Families and at Work	
19	5/14	Communication in Families and at Work	
	5/21	<b>FINAL EXAM-LAST DAY OF CLASS</b>	

(\*The instructor reserves the right to make changes to schedule as necessary)

## KEEP TRACK OF YOUR GRADE

<u>Subject</u>	<u>Points</u>	<u>Your Score</u>
Movie Critique	30	_____
8 x Introspection-Response Exercises (5 pts. each/drop lowest score)	35	_____
4 x Quiz (10 pts. each/drop lowest score)	30	_____
Midterm	50	_____
Final	50	_____
Chapter Group	25	_____
<u>Class Participation/ Activities</u>	65	_____
<b>Total Points (tentatively) Possible*</b>	<b>265-285</b>	_____

\*Final Grades are assessed on the following scale: 256-285=A, 228-255=B, 199-227=C,  
171-198=D, 170 or less=F

It is very helpful to have at least two (2) of your classmates' phone numbers and/or e-mails to ask questions relating to this course outside of class.

STUDENT (SP20)	PHONE	E-MAIL

## Syllabus Contract

### Elements of Interpersonal Communication SP 20-33484 / Spring 2012

I have read and understand the format of this course and the policies described in the syllabus. I acknowledge that failure to comply with the terms of the syllabus may affect my success in this class.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Source: Brian O'Donnell, Instructor Speech Communication