

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS

[SPC 122-OL01: INTERPERSONAL COMMUNICATION]

TERM: WINTERIM 2019

I. FACULTY INFORMATION:

Instructor: Dean Stier	Office: Stuart 1136
Contact by Email or Phone (See Below)	Office Hours: N/A
E-mail: dstier@iwcc.edu	Email Availability: Daily
Phone Number: 320-905-3077	Texts Only. Texts between 9am-5pm

II. COURSE INFORMATION:

Course Prefix/Number	Course Name	Credits	Lecture	Lab
SPC 122-OL01	Interpersonal Communication	3	3	0

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:

N/A

COURSE MEETING TIMES: Weekly online course attendance, interaction, and activity are expected and will be verified through weekly course attendance reports.

COURSE LOCATION: REMOTE

REQUIRED TEXTBOOKS:

McCornack, S. (2019). Reflect and Relate: An Introduction to Interpersonal Communication (5th ed). Boston, MA: Bedford/St. Martin's.

SUGGESTED SUPPLEMENTAL TEXTBOOKS, REFERENCES:

Office 365 Suite is required for many online coursework assignments. To facilitate interaction between classmates, students can download the free version from their ROC Portal Page for use in their online courses.

MATERIALS AND SUPPLIES TO BE FURNISHED BY STUDENT:

Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools. IWCC students may consider *these free options*. (Control+Click to open the free options)

Students are further responsible for working in their online courses within the IWCC Acceptable Use Policy and the Computer Ethics and Use Policy. (Both policies are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.)

COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:

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

- 1.1 Identify and compare the 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
- 2.1 Identify the value and the challenges of using verbal communication
- 2.2 Identify the value and the challenges of using non-verbal communication
- 2.3 Identify the value and the challenges of using listening skills
- 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

COURSE PRACTICES:

PARTICIPATION REQUIREMENTS

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 some meaningful

way, i.e. assignment completion, forum discussion, quiz completion, etc., inside of the online course sixteen out of the twenty days of winterim.

STANDARDS FOR WRITTEN WORK

Please refer to specific assignments for special requirements. Unit assignments will be laid out for you already, but there will be specific formatting for discussion boards, Interview Project, and the extra credit Reflection Papers. These requirements will be labeled in the directions for discussion boards, Interview Project Document, and the reflection.

LATE PAPERS AND ASSIGNMENTS

Due to the fast paced nature of this course, there will be no late work accepted at all. I do understand that life happens though; please make sure you are communicating with me. I am willing to make exceptions when you are communicating with me about anything going on! Communication is the key to success and compassion in this class.

MISSED EXAMS

Similar to papers and assignments, there are no extensions for Exams in this course, unless it has been discussed at least 24 hours prior. These are only for emergency situations as well.

EXTRA CREDIT

There will be up to 25 points of extra credit available. These points will come from reflection papers (10 points for each) and 5 more for another simple task. The first reflection paper for extra credit will be due before Christmas (Dec. 24 by 11:55 PM). The second reflection paper for extra credit will be due on the last day of class (Jan. 4 by 11:55 PM). The reflection paper details will be posted on ROC.

ONLINE CLASSROOM MANAGEMENT AND BEHAVIOR:

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 1) a warning about disrespectful behavior; if the disrespectful behavior does not end, 2) behavior reported to the office of student conduct and civility, and if the disrespectful behavior still does not end, 3) a removal from the course.

My goal for this course is for you to have successful conversations and discussions about course material. Doing so in a professional and cordially matter leads to in-depth learning and helps expand the amount of knowledge you have.

All course work must be submitted through ROC. Emailed work is only accepted if you are turning in the assignment after the assigned due date (Excused late work), or if ROC is not working.

COMMUNICATION WITH INSTRUCTOR:

The best way to get ahold of me is through email dstier@iwcc.edu. In addition, my cell number is 320-905-3077. If you text this number with a question, I can respond to you. I will check my email every morning, once in the afternoon, and once in the evening for sure in order to answer questions that you have. Although I check my email daily, around the holidays, please allow up to 48 hours for a response out of respect for my family.

When emailing me, please follow the formatting below:

Hi (Dean, Mr. Dean, Mr. Stier),
I can't see the dropbox for assignment 1, can you please check into it?

Thank you,
Student's name (Class name and section)

Following this format will allow me to respond faster because you are letting me know what you need and letting me know what class of mine you are in. Not following this format will delay an answer to your question.

If you have actually read through the syllabus like you are supposed to, send me a Michael Scott gif or meme via email or text (name and class) for 5 points of extra credit (Michael Scott is a character in The Office TV show).

Availability of instructor

In this winterim class, I have no set office hours but I will be available by email daily. The only time periods I will not be available on are Christmas Eve night, Christmas, and New year's eve night, and New Year's night. If you need an immediate answer, texting me is the best option.

Turnaround time for feedback on assignments and exams

My plan is to grade assignments on a daily basis so they are up to date. Please allow up to 48 hours for grading to be completed for these assignments.

GRADING

In this course you will have assignments due almost every day. This is a quick paced class and will require dedication on your end. You will have until 11:55PM any given night to complete the assignment due that day.

Introduction Post and Response (2x5 points) = On the first day of class, you will introduce yourself on our "About Me" Discussion Board. You will have a couple of paragraphs describing who you are, where you are from, your hobbies and interests, your field of study, etc. The second day of class, you will respond to at least one person's post. You can reply with a paragraph discussing some commonalities between you and the other person, or you can reflect on their post. Please refer to the discussion board to know any further directions for this introductory discussion.

Discussion Board Posts (6x10 points) = Discussion Board posts will discuss content over the reading for the week. Posts will include but are not limited to answering questions over the reading, relating it to outside material, citing material from the text to explain something you found, and asking questions to your classmates. Please refer to each discussion board to know the exact directions for the discussion board post.

Discussion Board Responses (6x5 points) = Discussion Board Responses will consist of 2 responses (2 different classmates/ 2.5 points each). Discussion Board Responses will require you to comment on material posted in the discussion board as well as answer the question posed by your classmate. Discussion Board responses are subject to change based on class size.

Exams (3x100 points) = Exams will contain 40 multiple choice questions (2 points each) from the material covered in the chapters for that section. Questions will consist of (but are not limited too) understanding definitions, applying the terms, and story problem questions. Furthermore, there will be two essay questions on each exam (10 points each). These essay questions will consist of concepts that you will apply to your life, identifying how these concepts are seen in certain situations, etc.

Interview Presentation (1x100 points) = Your only presentation for the class will be based on an interview that you conduct. You will conduct a 15-30 minute interview with someone of your choice. You will craft five main questions based on course concepts from chapters 2-6. You are encouraged to have follow up questions for each main question to enhance the conversation. Once you conduct your interview and gather your research, you will present your findings on PowerPoint and include audio of you presenting your findings. The presentation should be 5-7 minutes. Further details will be posted on ROC (refer to course schedule for exact dates).

VIEWING FINAL GRADES

Your final grade is based on a combination of points from the assignments above. Below you will find a clear layout of how many points come from the assignments, as well as the range of points needed for a specific grade in this course. When figuring out how many more points you need for a certain grade, please refer back to this part of the syllabus.

Assignment	Number x points per assignment	Total Points
Introduction Post	1x5 points	5 points
Introduction Response	1x5 points	5 points
Discussion Board Posts	6x10 points	60 points
Discussion Board Responses	6x5 points	30 points
Exams	3x100 points	300 points
Interview Project	1x100 points	100 points
	Total Points	500 points

FINAL GRADE SCALE	You need 450-500 Points to earn an A.	You need 400-449 Points to earn a B.	You need 350-399 Points to earn a C.	You need 300-349 Points to earn a D.	You need 0-299 Points to earn an F.
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FINAL GRADES are viewable on ROC the Monday after the end of the semester: Self-Services Menu, Students, and Academic Profile.

IMPORTANT DATES

N/A

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, the student should contact Jenny Kruger, Dean of Communication & Fine Arts, Stuart 1150, 712-325-3326, jkruger@iwcc.edu.

NOTICE OF CAMPUS SITUATIONS/COURSE INTERRUPTIONS

1. 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.
2. Course Interruption – Students will be notified in the unlikely event that the ROC system would not be accessible for an extended period of time.

COURSE TOPICAL OUTLINE AND SCHEDULE:

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

III. INFORMATION/COLLEGE POLICY

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 can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.

For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours 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 Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.

For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule by subject area is posted on ROC.

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 financial aid 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.

PLAGIARISM: The IWCC Student Handbook strictly forbids plagiarism. As such, it will not be tolerated to any degree in this class. In the event you plagiarize any component of an assignment, etc., you will automatically receive an F on that item; in addition, it will be noted through the office of student conduct and civility. If you plagiarize a second time, you will automatically fail the course and college disciplinary action will be taken. Please see the section from the Student Handbook below for more information:

“1. Academic Dishonesty: Upon enrolling in the college, each student assumes an obligation to conduct their 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, through the normal procedures of course work evaluation, students’ course work will be evaluated and disciplinary action taken. The following statements identify the types of activities that would constitute violations of the college’s standards of academic honesty.

- Plagiarism: The unauthorized use of materials not written or created by the person claiming authorship. Plagiarism includes but is not limited to the following:
 - 1. Turning in a written essay produced by someone else.
 - 2. Collaborating on a written assignment without the specific instructor’s approval.
 - 3. Borrowing materials from any source (professional or amateur) and turning them in as original.
 - 4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than

the person claiming authorship.” (Student Handbook, pages 22 – 23)

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 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.

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.

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 Equity Coordinator, Kim Henry, or ADA Coordinator, Samantha Larson, 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. More information at <https://www.iwcc.edu/about/statement.asp>.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

BELOW YOU WILL FIND THE OUTLINE OF THE COURSE BY WEEK

Interpersonal Communication OL Schedule WINTERIM 2019			
Day (Date)	Daily Announcements	Daily Subject/ Assigned Reading	Assignments Due
Day 1 December 18	Welcome to Interpersonal Communication	Intro to Course, Chapter 1	Introduction Discussion Post
Day 2 December 19	Attendance Recorded	Chapter 2	Intro Discussion Response
Day 3 December 20		Chapter 3	Discussion Post on Chapters 1-2
Day 4 December 21	Review for Exam	Chapter 4	Discussion Response on Chapters 1-2
Day 5 December 22	EXAM DAY Attendance Recorded	Exam over chapters 1-4	Exam on ROC
Day 6 December 23	Interview Project DUE Jan. 4 at 11:55 PM	Interview Project Instructions	Discussion Post on Chapters 3-4, work on responses if you want 24 th off
Day 7 December 24	Attendance Recorded	Chapter 5	Discussion Response on Chapters 3-4
Day 8 December 25		Chapter 7	
Day 9 December 26		Chapter 8	Discussion Post on Chapters 5,7

Day 10 December 27	Review for Exam Attendance Recorded	Chapter 9	Discussion Response on Chapters 5,7
Day 11 December 28	EXAM DAY	Exam over chapters 5, 7-9	Exam on ROC
Day 12 December 29		No Readings	Discussion Post on Chapters 8-9
Day 13 December 30	Attendance Recorded	Chapter 10	Discussion Response on Chapters 8-9
Day 14 December 31		Chapter 11	Discussion Post on Chapters 10-11
Day 15 January 1		Chapter 12	
Day 16 January 2		Chapter 13	Discussion Response on Chapters 10-11
Day 17 January 3	Attendance Recorded	No Readings	Discussion Post on Chapters 12-13
Day 18 January 4			Discussion Response on Chapters 12-13
Day 19 January 5	Interview Project Due		Interview Project due at 11:55 PM
Day 20 January 6	EXAM DAY Attendance Recorded	Exam over chapters 10-13	Exam on ROC due 11:55 PM
Day 21 January 7	LAST DAY OF CLASS		