

COM 110
INTERPERSONAL COMMUNICATIONS
Winter Semester 2010

Class: COM 110/Interpersonal Communications (3 credits) Room D245
Day & time: Thursdays 6:30-9:30 p.m.
Instructor: Phyllis J. Youga
Office hours: by appointment
Contact info: (269) 467-9945 Campus (messages only)
(269) 651-3585 Home
(269) 659-4385 Work
Email: pyouga@sturgishospital.com

COURSE DESCRIPTION: Com 110 is an introductory course in the field of Interpersonal Communications. We will study various topics of interpersonal communication looking at both their theoretical and pragmatic aspects. Through evaluations of your own communication and that of others, you will have many opportunities to develop and display your critical thinking skills and present analyses in written form. These are skills that will benefit you as a student, a worker, a boss, a friend, a spouse, a parent....

COURSE METHODS: This class is primarily lecture-discussion format, but incorporates many exercises and group/team activities designed to teach as well as keep the class active and interesting.

COURSE TEXT: Adler, R., Rosenfeld, L., & Proctor, R. (2004). Interplay: The process of interpersonal communication, Eleventh Edition, New York: Oxford University Press.

COURSE OBJECTIVES:

- To learn the concepts, principles and theories related to interpersonal communication
- To develop critical thinking skills and communication skills
- To advance development of competent and ethical communicators
- To learn to apply the principles of interpersonal communication when evaluating instances of interpersonal communication in your own and others' relationships

MEASURABLE COURSE OBJECTIVES: At the conclusion of this course, students will demonstrate knowledge and skills in several core areas. Specifically, students should be able to do the following:

- Analyze the communication situation by thinking critically while solving problems, applying knowledge, and working collaboratively with a diverse range of people.
- Conduct an informational interview in order to critically analyze another person's interpersonal communication perspective.
- Give appropriate feedback to others as students learn to evaluate a variety of communication situations and attempt to understand others' points of view.
- Use effective listening skills and demonstrate technical and other occupational skills needed to be successful in the workplace.
- Evaluate how perception affects communication.
- Evaluate how self-concept impacts communication.
- Analyze how culture and climate, including gender, impacts communication styles by working collaboratively with a diverse range of people and participating in activities.
- Interpret nonverbal cues by interpreting their own nonverbal cues, working with others to explore nonverbal communication, and by observing real-life nonverbal communication in public settings.
- Apply conflict resolution skills by studying a variety of available skills and understanding the application of those skills in real-life conflicts.

- Contribute as a team member by participating in group activities and team projects to analyze specific areas of interpersonal communication.
- Develop strategies for overcoming communication obstacles by determining their own past conflict resolution patterns and applying textbook theory to real-life conflict

COURSE ASSIGNMENTS

100 points	Midterm Examination
100 points	Final Examination
100 points	Written Assignment #1: Self-concept – Dr. Waitley & Dr. Phil
100 points	Written Assignment #2: The secret - Vision Board
100 points	Written Assignment #3: Love Languages
<u>100 points</u>	Quizzes & Participation in discussions and in-class activities
600 points	

GRADING SCALE

Note: I do not curve the grades for assignments or for the final course grade. The following is the grading schedule of GOCC

A	=	94% or above	4.0	Outstanding work clearly at mastery level
BA	=	88-93%	3.5	Much better than average
B	=	82-87%	3.0	Better than average, exceeds standards
CB	=	76-81%	2.5	Slightly better than average
C	=	70-75%	2.0	Average, work meets acceptable standards
DC	=	65-69%	1.5	Less than average
D	=	60-64%	1.0	Poor, barely meets minimum standards
E	=	59% or lower	0.0	Failing, doesn't meet course standards

READINGS: You are expected to read and listen to ALL material assigned. You will still be held responsible for knowing lesson material from your text, the tapes and videos even if we do not discuss every aspect in class.

EXAMS: Two (2) examinations will be given in this course, a midterm and a final exam. The exam dates are listed in your course schedule. The format of these exams may include T/F, matching, fill-in-the blank, and some short-answer/essay. Exam questions will come from class readings, lectures, handouts, activities, and discussions. Exams must be taken at the regularly scheduled time. THERE ARE NO MAKE UP DATES.

WRITTEN & ORAL ASSIGNMENTS: Prior to written assignments you shall be given a handout that explains the assignment and outlines the page format specifications I prefer. In addition, it lists the criteria I will use for evaluating your paper.

LATE PAPER POLICY: You are expected to hand in assignments at the start of class on the scheduled dates. Papers may not be handed-in by leaving them at the college. If you miss a scheduled date, you may turn in your assignment the following week; however, your assignment grade will be reduced one letter grade. Assignments later than one week will **not** be accepted.

ATTENDANCE AND TARDINESS: Your attendance is *expected*. You have a role and responsibility to fulfill as an audience member or team participant. You will not be rewarded for attending as you should; however, you will be penalized for not attending: Each absence will result in your final class grade being lowered one/half grade point (ex. a 4.0 will become a 3.5 and so on) that's .50 grade point for each missed class whether it is excused or not. The only exception is a physician's verification that you are to be excused, not simply ill, but must be excused from attending class. Since participation in class discussions and activities is affected by excessive absence, as is your grade, it is highly recommended that you attend

ALL classes. Note: The College requires me to track all absences. Do not be late for class. Coming to class late or leaving early will be counted as an absence for the entire class period.

CLASS PARTICIPATION: Your ability to participate in class discussions and activities will be greatly benefited by keeping up with the readings and doing well on quizzes. Your participation in class discussions is a valuable part of this course for you and can make the class more interesting for others. Participation is worth 100 points of your grade. To achieve 100 points you must show up for class and *actively participate* which means speak up during each class, ask and answer questions, offer your opinions and comments, and participating fully in team or group exercises.

ACADEMIC DISHONESTY: Plagiarism and cheating are serious offenses and may be punished by a failing grade on a quiz, exam, paper, or project; failure in the course; and/or expulsion from the College. For more information, refer to the "Academic Dishonesty" policy in the College Catalog.

REASONABLE ACCOMMODATIONS: If you are a student with a documented disability and you believe you are entitled to receive accommodations for this class, please contact me privately so we may discuss your specific needs. You will also need to contact the Student Support Specialist to schedule an appointment for an intake if you have not already done so. You may contact the Student Support Specialist by calling 269-467-9945 and asking for Student Services.

CHANGES TO THE SYLLABUS: The instructor reserves the right to change or amend this course syllabus if the change is considered by the instructor to be in the interest of the students' education or necessitated by the number of students enrolled in the course.

COM 110
Reading and Assignment Schedule

Date	Assignments	Chapter titles	Chapter #
Jan. 7		Syllabus Review & getting acquainted Interpersonal Process Listening and Supporting others	1 7
Jan. 14	Assignment #1	Listening and Supporting others (cont.) Communication and The Self Dr. Phil's 10 Defining Moments/5 pivotal people/7 critical choices	7 3 Handout
Jan. 21		Dr. Dennis Waitley – Self image (tape) Dr. Dennis Waitley – Self esteem (tape)	Audio part 1 Audio part 2
Jan. 28	Assignment #1 DUE Assignment #2	The Secret – Self fulfilling prophecy (video) vision boards	Video
Feb. 4		Culture & Communication	2 Guest speaker
Feb. 11	Assignment #2 DUE	My vision board assignments require (oral presentations optional extra credit)	Student presentations
Feb. 18	Take home Midterm	Perceiving Others (adjective exercise)	4
Feb 25		Language Lying – FBI Text Handouts	5
Mar. 4	Midterm DUE	Non Verbal Communication Lying – Video (how to tell a lie arm exercise)	6 Video
Mar. 11	NO CLASS	SPRING BREAK	
Mar. 18		Dynamics of Interpersonal Relationships Love Languages	9 Audio part 1
Mar 25	Assignment #3	Dynamics of Interpersonal Relationships Love Languages	9 Audio part 2
Apr. 1	NO CLASS	BREAK	
Apr. 8	Assignment #3 DUE	Emotions Communication Climate	8 10
Apr. 15	Take home Final (1of2)	Managing Conflict	11
Apr. 22		Communication in Families and at Work	12
Apr. 29	Final Exam DUE (2of2)	Communication in Families: Movie & Quiz	Video

STUDENT DISCLAIMER/INFORMATION SHEET

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The instructor has presented the course outline in both written and verbal form and has answered any questions I had pertaining to the content and meaning set forth in the outline.

I have read and understand the requirements for this course and accept the course outline as a guide for my responsibilities associated with this course.

Student Name (print)

Student Signature

Address

Date

City, State, Zipcode

Degree/Certificate sought

Email @ _____

Phone(s)

Additional Information:

What's your reason for taking this class?

What would YOU like to get out of this class?

Feel free to comment here about anything else you want me to know about you including concerns you may have about taking this course and meeting its requirements: _____

List general titles of jobs you have had – nothing is insignificant. (Ex. babysitter, paperboy, cook, cashier, manager, waiter or waitress, sales associate, etc.)

- Working Full-time as _____
- Working Part-time as _____
- Not Currently Working
- Married
- Single
- Children
- No Children