

INTERPERSONAL COMMUNICATION

3-0-3

Revised 08.17.10

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COURSE NUMBER: SPC 209

PREREQUISITE(S): ENG 100 and RDG 100 or exemption of these courses through placement testing.

CO-REQUISITE(S): None

COURSE DESCRIPTION: This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

GENERAL EDUCATION OUTCOMES:

Students who complete the general education core curriculum should be able to demonstrate

- 1. rationality, logic, and coherence, through critical thinking;**
- 2. their ability to express themselves effectively in written and oral communication;**
3. their ability to express themselves effectively in quantitative and qualitative terms;
- 4. their knowledge of the value and significance of diverse cultures;**
5. the scientific method of inquiry;
- 6. their knowledge of global, political, social, economic, and historical perspectives; and**
- 7. their ability to access, retrieve, synthesize, and evaluate information.**

TEXTBOOK(S): Adler, Ronald B., Russell F. Proctor, III, and Neil Towne. Looking Out, Looking In. 13th ed. Boston: Thompson/Wadsworth, 2011. Print.
ISBN: 978-0-495-79621-3

REFERENCE(S): www.thompson.com

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Access to a computer with Windows 2000 or newer; ability to format .doc, .docx, .rtf, or .html documents; internet access

METHOD OF INSTRUCTION:

This course will be taught by a variety of methods, which may include lecture, audio-visual materials, peer critique sessions, and collaborative learning techniques. In addition, instructors may enhance the course through use of a BlackBoard platform and may include discussion boards, chat rooms, posted lectures, streaming video, and other virtual learning tools.

GRADING SYSTEM:

93	-	100	=	A
85	-	92	=	B
75	-	84	=	C
65	-	74	=	D
0	-	64	=	F

An overall grade of C or higher is required for transferability

GRADE CALCULATION METHOD (May Be Altered for Online Sections):

Major assessments (exams, projects, etc.)	=	75%
Quizzes, written assignments, class participation, attitude, and preparation of non-graded assignments	=	25%
	=	100%

The acceptance of late assignments and the opportunity to make up missed tests are privileges that may or may not be granted by the instructor. If these are allowed (with documented evidence of a sound reason for lateness), a student may submit a maximum of one late assignment and/or take one make-up test.

Students found guilty of committing an act of academic misconduct at any level of their class work/communication (including, but not limited to, homework assignments, journals, drafts of or final written assignments, and classroom or online discussions) will receive a sanction. All students suspected of academic misconduct will be referred to the Chief Instructional Officer or her designee. See Academic Conduct, below, as well as

section III.C of the Student Code for Spartanburg Community College.

Because instructors in the Humanities & Languages Department encourage students to write several drafts of their assignments before presenting a final draft, and because they maintain high expectations of their students' adherence to standards, students should not assume that late or inferior work is acceptable. The acceptance of late assignments (**with documented evidence of a sound reason for lateness**) and the opportunity to rewrite are privileges that may or may not be granted by the instructor; **if the instructor does grant such privileges, only one late assignment and one rewrite are allowed per semester.** The administration of make-up tests is also at the instructor's discretion. **If these are allowed, a student may make up a maximum of one missed test per semester in this course.**

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

APPROPRIATE ONLINE BEHAVIOR:

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation

- ✓ “Spamming”
- ✓ “Flaming”
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - Link to inappropriate materials

ATTENDANCE POLICY: An e-mail sent through the BlackBoard course site to the instructor is required from each student by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

In this course, the minimum attendance requirement is one email in BlackBoard from student to instructor per week. However, instructors may include stricter attendance guidelines.

Instructors maintain attendance records. However, it is the student’s responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *For every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

ACADEMIC CONDUCT: **ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College’s standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or

more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

Plagiarism: The Humanities & Language Department values integrity and believes the academic misconduct of plagiarism to be a grave offense. Therefore, any student proven guilty of committing a flagrant act of plagiarism will be referred to the Vice President for Student Affairs' Office. Please see attached matrix of sanctions.

**CLASS/LAB
PROCEDURES:**

NA

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Community College web site at www.sccsc.edu/SDS/; or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

COURSE
COMPETENCIES &
OBJECTIVES:

Upon satisfactory completion of this course, the student should be able to:

- I. Analyze and assess the self concept
 1. Answer correctly questions about self concept development, presentation, and validation
 2. Participate in activities focused on self concept

- II. Identify and apply various interpersonal communication theories and concepts
 1. Answer correctly questions about various theories and concepts
 2. Demonstrate significant knowledge of theories and concepts through writings in journal entries
 3. Articulate concepts and theories in class discussion

- III. Analyze and assess various causes of conflict and methods of conflict resolution
 1. Answer correctly questions about conflict and conflict resolution on tests
 2. Identify and explain psychological conditions that often lead to conflict

- IV. Identify various nonverbal communication
 1. Observe nonverbal behaviors of self and others and write about them in journal
 2. Identify and explain nonverbal concepts in class discussions and on tests

- V. Apply language strategies for desired communication outcomes
 1. Answer test questions about rhetoric correctly
 2. Use terms correctly in class discussions
 3. Incorporate effective language strategies in class communication

- VI. Recognize and apply skills needed for effective listening
 - 1. Analyze listening styles of self and others in journal entries
 - 2. Answer correctly test questions on concepts related to listening

Level 1 violation occurring in either a graded or an ungraded assignment	1 st offense sanction	2 nd offense sanction	3rd offense sanction	4th offense sanction
<p>1. Level 1 violations include repeated documentation errors in an assignment: incomplete or incorrect in-text citations or list of resources, such as a bibliography; for example</p> <ul style="list-style-type: none"> • Missing quotation marks around directly quoted material; citation included • Quotation marks around words, phrases, or sentences that do not match original exactly (or failing to use brackets and/or ellipses to show changes made); citation included • Quotation marks with missing or incorrect citation • Resources presented in such a way that attribution, while attempted, is unclear • Bibliographic entry that is missing identifying information • Citation in text not referenced in bibliography • Failure to change sentence structure or an organizational strategy in paraphrases; citations included • Substituting synonyms in paraphrase; citations included 	May be handled by instructor	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Assignment carries a grade of O/F until it is resubmitted; resubmitted assignment may not earn a grade higher than C</p> <p>Student should be encouraged to work on mastering documentation by taking advantage of services available on campus; s/he is required to complete the tutorial on avoiding plagiarism offered through the SCC Library</p>	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Assignment receives a grade of O/F; student does not have resubmission privileges</p>	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Student is withdrawn from class; grade of O/F for semester is recorded</p> <p>(For any further offense, student's sanctions move to level 2, 3rd offense.)</p>
Level 2 violation committed in either a graded or an ungraded assignment	1st offense sanction	2nd offense sanction	3rd offense sanction	4 th offense sanction

<p>2. Level 2 violations include any act of plagiarism: the criminal offense of using someone else's intellectual property (language, ideas, or any original material) and presenting it as one's own; or abetting any act of plagiarism; for example</p> <ul style="list-style-type: none"> • Failing to submit a list of resources used (such as a Works Cited page), whether or not resources are cited in assignment • Failing to cite within a work the ideas, language, or any original material of another, with or without a list of resources used • Allowing another person to contribute his or her original thoughts, language, or creative skills to an assignment without crediting that person; in foreign language classes, this includes accepting uncredited help from translators or native speakers • Copying or cutting and pasting another source or any portion of another source without crediting it • Crediting one source for material created by another source, which is not credited • Mosaic plagiarism: mixing non-credited material with properly cited material • Buying, stealing, or using, with or without permission, another's work or portion of a work without crediting that person • Creating or writing an assignment and allowing another student to submit it as his or her own • Attempting to commit plagiarism 	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Assignment receives a grade of 0</p>	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Student is withdrawn from class; grade of 0/F for semester is recorded</p> <p>Student is placed on disciplinary probation.</p>	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file.</p> <p>Student is placed on disciplinary suspension from SCC for the current and the following semester, beginning immediately; final grades in all courses are averaged as of that day; no refunds are given</p>	<p>Student is expelled from SCC</p>
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