
Instructor Information

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Office hours: Mon 10 am -12 pm, Tues 12:30-2:30 pm, Wed 3-6 pm & Thurs 12:30-1:30 pm
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Course Information

Course

Title: SPCH 1318
Course Credits: 3 hours

Course Description

This course enables students to analyze and practice communication in one-on-one relationships. Topics include problem solving, decision-making, working with diversity, information processing, understanding of self and others, and effective speaking and listening skills in interpersonal contexts.

Prerequisites: None

Learning Outcomes

Students will learn several core concepts of interpersonal communication.
Students will demonstrate their knowledge of interpersonal communication.
Students will evaluate communication skills used in speaking.
Students will learn skills to improve their ability to listen.
Students will understand the process of oral communication in various contexts.

SCANS: 5, 6, 9, 10 & 11

Required Materials and Skills:

Textbook – *Looking Out, Looking In (11th or 12th Edition)* by Ronald B. Adler & Russell F. Proctor II, Wadsworth Publishing, 2005

Note: PLEASE DO NOT DROP THIS CLASS UNTIL YOU TALK TO ME FIRST.

Email:

Students enrolled in Odessa College must use Odessa College email address.
Go to <http://www.odessa.edu> to set up your email account.

Course Schedule

Week 1, Aug. 22

Read syllabus and all course information in BlackBoard
Post Student Information Assignment by Friday, Aug. 26

- Week 2, Aug. 29
Read Chapter 1
Respond to Discussion Question 1 by Friday, Sept. 2
- Week 3, Sept. 5
Read Chapter 7
Respond to Discussion Question 2 by Friday, Sept. 9
- Week 4, Sept. 12
Read Chapter 6
Submit your non-verbal communication Report by Friday, Sept. 16
- Week 5, Sept. 19
Read Chapter 2
Respond to Discussion Question 3 by Friday, Sept. 23
- Week 6, Sept. 26
Read Chapter 3
Submit your Gender and Communication Report by Friday, Sept. 30
- Week 7, Oct. 3
Complete Mid-Term Exam by Friday, Oct. 7
- Week 8, Oct. 10
Read Chapter 4
- Week 9, Oct. 17
Read Chapter 5
Respond to Discussion Question 4 by Friday, Oct. 21
- Week 10, Oct. 24
Read Chapter 8
Read Cultural Communication notes on www.professorspeakeasy.com
Submit Cultural Exploration Essay by Friday, Oct. 28
- Week 11, Oct. 31
Read Chapter 9
Respond to Discussion Question 5 by Friday, Nov. 4
- Week 12, Nov. 7
Read Chapter 10
Respond to Discussion Question 6 by Friday, Nov. 11
- Week 13, Nov. 14
Read Chapter 11
Submit Conflict Management Plan by Friday, Nov. 18
- Week 14, Nov. 21
Thanksgiving Holiday
- Week 15, Nov. 28
Respond to Discussion Question 7 by Friday, Dec. 2
- Week 16, Dec. 5
Complete the Final Exam by Wednesday, Dec. 7

Course Evaluation

Assignments:

There are 7 discussion questions, 4 papers and 2 exams due over the semester. You are responsible for staying on top of the reading assignments and posting the work due. **If you experience a problem while taking one of the exams, please e-mail me and explain so that I can reset your exam.**

Student Information Assignment:

You will need to set up your Odessa College email account and then create a Word document with the following information:

- Your first and last name
- Your Odessa College email address
- Your personal email address
- Cell phone number (or best number to reach you at)
- Your major/interests/goals
- Goals for this class (what you hope to accomplish)
- Post this as a document by clicking Attach File in the Assignment tab in BlackBoard

Discussion Requirements:

Discussion questions are posted in the Discussion Board section of our class. You can respond to these and post replies to your peers. Each of your messages should be about three sentences or more in length and should fully address the topic. 20 points are available for each of the 7 discussion questions.

Mid-Term Exam

You will complete a mid-term exam in BlackBoard over Chapters 1, 2, 3, 6 & 7.

There are notes over each of the chapters available at www.professorspeakeasy.com.

Final Exam

You will complete a final exam in BlackBoard over Chapters 4, 5, 8, 9, 10 & 11.

Non-Verbal Communication Report

This paper should be at least 3 pages, double-spaced with 1-inch margins and 12-point font. You should create section headings to organize your ideas. Use the textbook as a starting point and then locate 2 other published sources about your topic. Describe elements of non-verbal communication and report on what the research states is true about non-verbal communication. Items that could be discussed include eye contact, movement, gestures, appearance, delivery and verbal fillers. You will research the topic and then report on what you find. APA or MLA format must be used to properly cite your references in the text and on the source page.

Gender Communication Report

This paper should be at least 3 pages, double-spaced with 1-inch margins and 12-point font. You should create section headings to organize your ideas. Use the textbook as a starting point and then locate 2 other published sources about your topic. Describe ways that gender can have an impact on communication and report on what the research states is true about male and female speech patterns. Items that could be discussed include biological sex, socialization, feminine styles, masculine styles, gender differences and similarities. You will research the topic and then report on what you find. APA or MLA format must be used to properly cite your references in the text and on the source page.

Cultural Exploration Essay

This paper should be at least 3 pages, double-spaced with 1-inch margins and 12-point font. You should create section headings to organize your ideas. Use the textbook as a starting point and then locate 2 other published sources about your topic. Describe how culture determines communication patterns and report on what the research states is true about culture. Items that could be discussed include cross-cultural communication, in-

group and out-group traits, American culture, language styles, humor, cultural bias and native speakers. You will research the topic and then report on what you find. APA or MLA format must be used to properly cite your references in the text and on the source page.

Conflict Management Plan

This document should describe your usual or typical response to conflict and allow you to create a plan for future conflicts that will arise. Describe at least 2 different conflicts you have had in your life. It could be a brief example of when you did not agree with another person or they did not agree with you. What happened? How were you feeling when the conflict occurred? What would change about the way you reacted to the conflict? What advice can you gain from the textbook about conflict? What style will you work to use in the future to achieve better results from conflict? Why did you choose that style to use in the future? What advantages are you hoping to gain with this style? There is no research or page minimum required for this paper but you will need to answer all the questions.

Point system and letter grades:

Student Information Assignment	60 points
Discussion Questions	140 points
Mid-Term Exam	200 points
Final Exam	200 points
Conflict Analysis Report	100 points
Gender Communication Report	100 points
Cultural Exploration Essay	100 points
Conflict Management Plan	100 points

900 – 1000 points	A (superior)
800-899 points	B (outstanding)
700-799 points	C (average)
600-699 points	D (passing)
Below 600 points	F (failing)

Policies and Procedures

Announcements:

Read announcements each day.

Methods of instruction:

This class is entirely online and you will use BlackBoard to view the materials and complete the assignments. Speeches must be recorded and submitted by the due date in the formats described.

Incomplete policy:

I do not grant an “incomplete” because the course is set up for you to complete it at your convenience. You have the opportunity to complete the work during any of the 24 hours a day that are available to get the work done. If you are unable to complete the course, please speak to me as I will consider problems on an individual basis.

Instructor's response time:

I will respond to your e-mails within 24 hours. If you do not hear back from me by that time please call my cell phone (number is listed above) as I am always happy to help.

Long Term absence policy:

If you are absent from the course for more than 2 weeks, please contact me. You will be considered absent unless prior arrangements have been made.

Orientation:

There is no orientation class that meets in person before the course begins.

Semester end course evaluation:

Odessa College provides an evaluation process at the end of each semester so that you have an opportunity to evaluate the course.

Academic honesty is fundamental to the activities and principles of college. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" in the course. All persons involved in academic dishonesty will be disciplined in accordance with Odessa College's regulations and procedures. For complete information on student conduct and discipline procedures, please consult the handbook. Assignments such as speeches that are downloaded from the Internet are considered under the auspices of academic dishonesty. Academic dishonesty will not be tolerated in this course.

Access to Odessa College Library Online Catalog <http://www.odessa.edu/dept/library/>

Preparation for Emergency

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities on scheduled time.

NOTE: Identify a second computer that you can use when/if your personal computer crashes.

Server problems

When the Blackboard server needs downtime for maintenance, the BlackBoard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

Complete Loss of Contact

If you lose contact with your instructor completely (i.e. you cannot contact your instructor via Blackboard or email) your instructor or you may have to contact each other via cell phone.

Lost/Corrupt/Disappeared files

Students must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., BlackBoard server crash or virus infection, students own computer crash, loss of files in cyberspace, etc) or any contradictions/problems, the instructor may request you to resubmit the files.

Statement of Special Accommodations:

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations or Becky Rivera-Weiss at 432-335-6861 or at brivera@odessa.edu