



Clarendon

C O L L E G E

Division of Liberal Arts

SPCH 1318 Interpersonal Communication
3 Credit Hours

Semester: Fall Mini 2024*195 Online
Instructor: Bethany Thompson, M.A.
Office Location: Instructional Building Room 111
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Winter Office Hours

Reachable by phone call any day of the week. If I do not answer, please leave a voicemail and I will get back as soon as possible. Messages or emails can be expected to be returned relatively quickly Monday-Friday 9am-5pm, other times within 24 hours.

Face to face meetings are not available during this semester as the college is closed, however if a Zoom or Skype meeting is needed, it can be arranged.

Course Description

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

Statement of Purpose

Interpersonal Communication partially satisfies the requirements for the Associate Degree at Clarendon College and is designed for transfer to a senior college or university.

Required Instructional Materials:

Instructor will provide the course materials at no additional cost to the student.

Core Objectives

This course meets four of six core objectives as established by the State of Texas.

- **Critical Thinking Skills (CT)** – creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
- **Communication Skills (COM/CS)** – effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- **Teamwork (TW)** – ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** – ability to connect choices, actions, and consequences to ethical decision-making.

Learning Outcomes

Upon successful completion of this course, students will:

- Exhibit understanding of interpersonal theories and principles.
- Demonstrate ability to analyze and critique verbal and non-verbal interactions in mediated and face-to-face contexts.
- Identify perceptual processes as they relate to self and others.
- Demonstrate critical thinking ability by effectively researching, evaluating, and applying communication theories in oral and/or written assignments.
- Demonstrate understanding of the relevance of cross-cultural, co-cultural, gender, and age influences on human communication.
- Demonstrate ability to identify, evaluate, and apply conflict styles and management techniques in dyads and/or groups.
- Identify types of barriers to effective listening.

Methods of Instructions

Methods of instruction in this course will include assigned readings, slide presentations, audio recordings, videos, demonstrations, and class discussions.

Student Requirements

Assignments for this course will be submitted through Open LMS, so you will need computer access to submit your assignments. Also, be sure to check your Clarendon College email and your OpenLMS messages regularly.

Grading Policies and Course Assessments

You will be assessed in this class in several ways. Attendance and participation are necessary to pass this class. Group work plays a large part in your grade. Group work will be assessed by the instructor and your group members.

Component	Description	%
Assignments (CT, CS, PR)	Discussion boards, various papers, other assignments	40%
Group Projects	One official group project	30%
Class participation (CT, CS, TW)	In-Class Participation and attendance	10%
Final exam (CT, PR)	Cumulative	20%
Total		100%

The final semester grades will be figured as set in the current catalog:

Grade	Percentage
A	90 — 100%
B	80 — 89%
C	70 — 79%
D	60 — 69%
F	0 — 59%

Course Policies

Please pay close attention to the following course policies:

1. Attendance Policy – Regular attendance is essential and you need to access the course regularly. There will be an assignment that counts as your attendance for the week.
2. Late Policy – If you must turn in something late, please let me know as soon as possible. I only accept late work up to a certain point. There is a point penalty:
 - a. Up to two days late, no penalty

- b. Two days to a week late, 15 point penalty
 - c. A week or more late, 20 point penalty
3. Respect – We discuss potentially divisive topics in this class. Your opinion is valid as are your classmates, mine, and anyone else who may be involved in this course. You are expected to treat everyone with respect in every aspect of this course. If you choose to be disrespectful, you will receive a zero on the assignment without a chance to make it up.
 4. Academic Resilience – Taking any course in a “mini-semester” is difficult and requires dedication and focus. I ask that you commit to doing the best you can, and if something knocks you down, please decide if you are getting back up or need to stay down and drop the course.

College Policies

Academic Integrity

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of Clarendon College to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an exam, activity, or lab exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one’s own, an idea, expression, or production of another person’s work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports themselves in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith.

Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action.

The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor’s name, the student’s name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student

cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

Withdrawing from (Dropping) the Course

If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a “W” on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th dropped class, he/she will no longer be able to withdraw from any classes.

Grievance/Appeals

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

Accommodation Statement

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

Nondiscrimination Policy

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment

of individual students is not permitted.

Student Rights and Responsibilities

Student Rights and Responsibilities are listed on the College website at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

		Content	Assignment/Reading due that week
Week 1			
12/18-12/22			Look at Open LMS, Syllabus Chapter 1 and 2 Weekly Discussion Board Syllabus EVA Introduce Expressing Thanks Paper
Week 2			
12/23-12/29			Expressing Thanks Due at End of Week Chapters 3, 4, 5, and 6 Look over group project instructions (due in Week 4) Weekly Discussion Board
Week 3			
12-30-1/5			Chapters, 7, 8, 9, 10 Work on Group Project Weekly Discussion Board
Week 4			
1/6-1/12			Chapters 11, 12, 13, 14 Finish Group Project (everyone needs to turn in the final product) ALL ASSIGNMENTS ARE DUE BY 1/12 at 11:59pm.
Week 5			
1/13-1/15		Final Exam Opens Wednesday January 15th at 12:01am and closes at 11:59pm (has to be taken <u>this day</u>)	Final Exam Opens Wednesday January 15 th (has to be taken this day) <u>Final Exam Closes Wednesday January 15th at 11:59pm</u>