INTERPERSONAL COMMUNICATION

Communication 120 Fall 2020 Section 8070 Room WEB

# Contact Information/Communication

Lisa Stefani, Voice Mail (619) 644-7454 ext. 3926

[Class Website](https://www.publicspeakingnow.org)

[My e-mail address](mailto:lisa.stefani@gcccd.edu)

I reply to e-mails M-TH by the next business day or sooner.

Note: If you send me an e-mail, be sure to include the following subject line to avoid having your e-mail deleted or sent to the spam folder:

Communication 120, Your name, Your section number)

# Course Description

This course provides the student an opportunity to learn and apply, in daily life, principles of interpersonal communication, effective rhetorical strategies, and public speaking skills. Students present speeches and participate in structured oral and written exercises and simulations; these activities are designed to enhance communicative awareness and skills in interpersonal contexts. Emphasis is on personal, situational and cultural influences on interaction. It is designed to assist students in improving their own interpersonal and oral communication skills. Attention is given to rhetorical strategies, human perception, interpersonal dynamics, listening, conflict management, and verbal/nonverbal communication skills, including delivery of speeches.

# Subject Learning Objectives

*At the end of the semester, students completing Communication 120 with a grade of C or better will be able to:*

1. Analyze conflict in an interpersonal relationship and apply methods of conflict resolution. Essay or Assignment.
2. Analyze how the self-concept is formed and its impact on relationships. Assessment: Essay or assignment.
3. Evaluate language use and how it affects the relational climate as well as intrapersonal communication. Assessment: Essay or assignment.
4. Demonstrate effective goal setting skills. Assessment: Collage preparation and oral presentation.
5. Apply fundamental concepts of effective communication to real life situations: Assessment: Essay or Assignment.
6. Practice effective speech delivery techniques. Assessment: Oral presentation of class assignments.

# Textbooks:

## Required:

Sandlin, J. A. (2009). Now that’s Ridiculous! Ready or Not Press, WY. Available from the [online publisher](https://www.readyornotpress.com) Downloadable E-Book

**OPTIONAL:**

Adler, R.B., & Proctor, R.F. (2014). Looking Out Looking In (14th). USA; Thompson Wadsworth.

I have listed this optional text book for any students who are communication majors. Since this is your chosen field, you may wish to read additional information, but this is *entirely optional.*

# Course Overview:

## Part I What goes in . . . .

M Aug 31: Class Introduction/Syllabus/ Attendance/Discuss and Assign, “I Saw It With My Own Eyes,” Collage and presentation

OFFICE HOURS 11 am – 12 pm

W Sept 2: Posted Lecture: Interpersonal communication overview

Posted Lecture: Communication and the self

Reading Required Text:

Chapter 1 and 2

OFFICE HOURS 11 am – 12 pm

W Sept 9: Posted Lecture: Communication and Perception

Reading Required Text:

Chapter 3

OFFICE HOURS 11 am – 12 pm

W Sept 16: Posted Lecture: Communication and managing Emotions

Reading Required Text:

Chapter 4, 5, 6, 7

OFFICE HOURS 11 am – 12 pm

Suggested Film for part one of the course: The Doctor (William Hurt) 1991 available on

streaming sites such as Amazon Prime

W Sept 23: **HOMEWORK ASSIGNMNET DUE CHAPTER 1 - 7**

**(Pick 2 assignments from any of these chapters) 10 points**

**Submit your assignment as part of the body of your e-mail. You can cut and**

**paste from a word processor. Your subject line should be: Your Name, Assignment 1, Comm 120**

## Part II Must come out . . . .

W Sept 23: Posted Lecture: Language

Reading Required Text:

Chapter 8, 9

W Sept 30: Posted Lecture: Nonverbal Communication

Reading Required Text

Chapter 10, 11

W Oct 7: Posted Lecture: Listening

Reading Required Text:

Chapter 12, 13

OFFICE HOURS 11 am – 12 pm

W Oct 14: **HOMEWORK ASSIGNMENT DUE CHAPTER 8 - 11**

**(Pick 2 assignments from any of these chapters) 10 points**

**Submit your assignment as part of the body of your e-mail. You can cut and**

**paste from a word processor. Your subject line should be: Your Name, Assignment 2, Comm 120**

**HOMEWORK ASSIGNMENT DUE: “WHAT YOU SEE IS WHAT YOU GET,”**

**COLLAGE AND PRESENTATION. Record your presentation and post to youtube as per the directions provided. Send your youtube link via e-mail. Subject line: Your name, Collage Presentation, Comm 120**

## Part III Coming together and falling apart . . .

W Oct 14: Posted Lecture: In and Out of Love

Reading Required Text:

Chapter 14

W Oct 21: Posted Lecture: Identifying ineffective communication

Reading Required Text

Chapter 15

OFFICE HOURS 11 am – 12 pm

M Oct 26: OFFICE HOURS 11 am – 12 pm

W Oct 28: Posted Lecture: Non defensive Conflict Resolution

Reading Required Text:

Chapter 16

W Nov 4: Posted Lecture: Non defensive communication part 2

OFFICE HOURS 11 am – 12 pm

M Nov 9: OFFICE HOURS 11 am – 12 pm

W Nov 11: HOLIDAY VETERANS DAY NO CLASS AND NO POSTINGS

W Nov 18: **HOMEWORK ASSIGNMENT DUE CHAPTER 12 - 15**

**(Pick 2 assignments from any of these chapters) 10 points**

**Submit your assignment as part of the body of your e-mail. You can cut and**

**paste from a word processor. Your subject line should be: Your Name, Assignment 3, Comm 120**

## Part IV What now? . . .

W Nov 18: Posted Lecture: Improving Interpersonal Communication

Reading Required Text

Chapters 17, 18, 19

OFFICE HOURS 11 am – 12 pm

W Nov 25: **HOMEWORK ASSIGNMENT DUE CHAPTER 16 - 19**

**(Pick 2 assignments from any of these chapters) 10 points**

**Submit your assignment as part of the body of your e-mail. You can cut and**

**paste from a word processor. Your subject line should be: Your Name, Assignment 4, Comm 120**

**HOMEWORK ASSIGNMENT DUE: Concept Presentation**

**Record your presentation and post to youtube as per the directions provided. Send your youtube link via e-mail. Subject line: Your name, Concept Presentation, Comm 120**

W Dec 2: **Final Exam Wednesday December 2, 2020 Cumulative to include all posted lecture**

**content and textbook material. Open book and Open note test. A morning and**

**evening 2 hour time slot will be available for sign up.**

# Grading

Homework Assignments Chapters: 1-7 (Pick 2 assignments from any of these chapters) 10 points

Homework Assignments Chapters 8-11(Pick 2 assignments from any of these chapters) 10 points

Homework Assignments Chapters 12-15 (Pick 2 assignments from any of these chapters) 10 points

Homework Assignments Chapters 16-19(Pick 2 assignments from any of these chapters) 10 points

Collage 10 points

College Presentation 15 points

Concept Presentation 15 points

Final Examination 20 points

100 possible class points

Final course grade is standard grade break down: 90-100 (A); 80-89 (B); 70-79 (C); 60-69 (D); 50 and below (F)

# Assignment Details

## Collage and Presentation

You will prepare an art “collage” based on the notion that “I SAW IT WITH MY OWN EYES.” Information, and reading, from chapter 5, as well as supplemental lecture material on visualization and the power of the brain will serve as background conceptual material. You can be as creative as you want and use any art medium that you desire – poster board with magazine pictures, art, drawings, videos, power point, scrap book and other artsy approaches to complete this project – it is all about YOU. The idea behind the “collage” is for you to be able to clearly see what it is that you want out of life. Otherwise, as noted in class lectures, rather than living your own dreams you become a part of someone else’s dream. In this goal setting assignment you will cover the present to your retirement including many facets of your life. (Please see grade sheet posted on the class web site to make sure you meet requirements.) For example, if you want to become a doctor, I expect to see a picture of a doctor on your collage. If you want to get your bachelor’s degree, I expect to see a time schedule of when and how you will accomplish this. If you want to get married and have a family, I expect to see a picture of a family. If you want to drive a Mercedes, I expect to see one on your “collage.” You will give an oral presentation of your collage to the class. In addition to meeting the content requirements for the collage as part of your grade, you will receive a grade for your skill in speaking and presenting the collage. (See video tutorial linked on the class web site for zoom and youtube video speeches.) You will record your presentation and post it to youtube, per the instructions provided.

## Homework Papers

Each chapter of your e-book, “Now that’s Ridiculous!” has homework questions. After reading the chapters and listening to the lectures, you will select **two** chapters from that section that have the most applicability to your life and answer the questions at the end of those two chapters for submission. There are four parts of the course and each part ends with the submission of a homework assignment from two of the chapters in that section. Each of these four homework assignments is worth 10 points toward your 100 points in the class so please, no “one line” answers. No “Yes” or “No” answers please. Answer each question completely and thoroughly. Include, “For example . . .” and “For instance . . .” to substantiate your answers. **The assignments are designed to help you improve communication in your own relationships.** Assignments will be submitted at the completion of each of the four sections of the e-book on the due dates listed in the calendar above. They should be typed, and follow the format of question/response in essay. They are to be submitted as part of your e-mail body – no attachments. Follow the subject line directions listed on the due dates above. (Please see grade sheet posted on the class web site to make sure you meet requirements.)

## Concept Presentation

The concept presentation is based on the most useful concept that you allocated in your “Ability Bucket,” (Explained in Lectures), and put into practice in your life in specific ways. This assignment will take the form of a speech (posted on youtube per provided instructions). Your speech will consist of three components. First, describe/define/explain in detail the concept that you have chosen. Second, provide at least three examples of your personal use of this concept in your relationships. Finally, your delivery itself will be considered as part of your grade as it was described in the Collage presentation above. (Please see grade sheet posted on the class web site to make sure you meet requirements.)

**Roadmap to Succeed in Class**

**Attendance**

We are all experiencing very unusual and novel times requiring flexibility. Since this is a Distant Education (DE) course, we are not required to have any specific or assigned class meet times. This is true distance education as opposed to the Emergency Remote Teaching (ERT) courses that have specific meet times. However, we WILL have specific assignment due dates, lecture posting dates and office hours. So, in large part, your attendance will be reflected in your timely submission of assignments. Please be sure to set your calendar based on the syllabus dates. I will NOT be setting a calendar for you. That will be your responsibility, to set your calendar and meet the due dates. This brings us to the next topic, late work.

**Late Work**

Again, we are all experiencing very unusual and novel times requiring flexibility. However, our calendar is set as noted above so that you can plan in advance. It is very important that you present your speeches on the due date assigned on the syllabus. It is also difficult to make up an exam so please mark your calendar for the final exam day. Please try to turn your work in on time. If you are facing an unexpected challenge, please communicate with me so that we can search for possible solutions and make you have the required class time to get credit for the.

**Accommodations for students with disabilities:**

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Accessibility Resource Center (ARC) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students may contact ARC via email, the telephone, or their website, as detailed below:

email: [grossmont.arc@gcccd.edu](mailto:grossmont.arc@gcccd.edu)

Front office number- (619) 644-7112

[ARC website](http://www.grossmont.edu/arc):

**Tutoring Center**

Students have access to **FREE**tutoring through our [Tutoring Center website](https://grossmont.mywconline.com/).

**Math Study Center**

**​**Information on **FREE**math tutoring is available on the [Math Study Center website](https://www.grossmont.edu/student-support/tutoring/math-study-center.php).

**Net Tutor**

Students can access **FREE** online tutoring 24/7 through Net Tutor. More information can be found on the [Tutoring Center website.](https://grossmont.mywconline.com/)

**Academic Integrity Statement Approved by the Senate in 2009:**

The faculty, administration, and staff of Grossmont College, in creating a culture of academic excellence, value honesty and integrity in all aspects of learning, working and participating in the college community. Moreover, we believe that those who value learning would never view cheating (copying or otherwise presenting work that is not one’s own) and plagiarism (presenting another writer’s ideas, materials, images or words as one’s own without proper citation) as viable choices within an academic environment. It is incumbent on faculty, in particular, to communicate expectations to students with regard to academic honesty in each class and it is the responsibility of each student to understand the actions and behaviors that constitute cheating or academic dishonesty within each class as well as in other venues on campus. Students are encouraged to ask questions of their instructors and are expected to read the college’s statement on Academic Fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library, and college expectations for academic integrity range from a failing grade on an assignment, exam, project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information, please consult with your instructor or contact the office of the Associate Dean of Student Affairs.

**Important administrative dates:**

See [Grossmont College Academic Calendar Fall 2020](https://www.gcccd.edu/quicklinks-area/academic-calendar-2020-21.html)

**Office Hours**

M Aug 31: 2:00 pm – 3:00 pm

W Sept 2: 2:00 pm – 3:00 pm

W Sept 9: 2:00 pm – 3:00 pm

W Sept 16: 2:00 pm – 3:00 pm

W Oct 7: 2:00 pm – 3:00 pm

W Oct 21: 2:00 pm – 3:00 pm

M Oct 26: 2:00 pm – 3:00 pm

W Nov 4: 2:00 pm – 3:00 pm

M Nov 9: 2:00 pm – 3:00 pm

W Nov 18: 2:00 pm – 3:00 pm

Office Hours will be held as Zoom Conferences. Link to be provided via e-mail.