

COM 252
INTRODUCTION TO INTERPERSONAL COMMUNICATION
Course Information Sheet – Spring 2011

Communications, History, Languages, and Social Sciences Division
211 Moloney Building, Cooper Campus (246-6310)

Instructor: Include name Telephone: either campus voicemail or N/A Mailbox: Cooper mailboxes are in MB 211 Comm. Coordinator: Greg Rickert – 859-246-6332 Gregory.rickert@kctcs.edu ; 238 Moloney, Cooper campus	Office: usually N/A Office Hours: list set office hours or “by appointment” Email: please list your KCTCS email Asst. Dean: Vicki Wilson; 246-6316 Vicki.wilson@kctcs.edu 217 Moloney, Cooper campus
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COURSE DESCRIPTION

Examines basic verbal and nonverbal concepts affecting the communication process in various interpersonal contexts. Requires participation in written and oral activities designed to develop and improve interpersonal skills. Includes perspective-taking, relationship and conversation management, effective listening, conflict management, communication climate, communication anxiety, and cultural/gender differences in interpersonal communication.

Pre-Requisites: ((Current placement scores for college level reading established by KCTCS, or completion of DRE 030 or RDG 030 or CMS 185) AND (current placement scores for college level writing established by KCTCS or completion of ENC 091)) OR consent of instructor.

INSTRUCTIONAL MATERIALS

Required Text:

Adler, Ronald.B., Lawrence B. Rosenfeld, and Russell F. Proctor II. Interplay: The Process of Interpersonal Communication. 11th edition. New York: Oxford, 2010.

COMMUNICATION 252 LEARNING OUTCOMES

1. Demonstrate knowledge of the components of the communication process.
2. Demonstrate knowledge of the development of the self and the importance of the role of self in interpersonal communication.
3. Demonstrate ethical strategic development for relationship and conversation management.
4. Demonstrate effective active listening styles.
5. Demonstrate knowledge of perception checking, conflict management, and defensive communication.
6. Develop strategies for controlling communication anxiety.
7. Identify cultural and gender differences in communication style.

COMMUNICATION 252 GENERAL EDUCATION OUTCOMES AND OBJECTIVES

1. Communicate effectively:

Learning outcome: Students will be able to read and listen with comprehension.

Course objective: Establish groundwork for good critical reading skills.

Instructional objective: Students will analyze, summarize and interpret a variety of reading materials.

Learning outcome: Students will be able to interact cooperatively with others while using both verbal and non-verbal means.

Course objective: Collaborate with others in review and presentation of readings, as well as in group activities.

Instructional objective: Students will successfully participate in cooperative learning activities.

Learning outcome: Students will be able to speak and write clearly using standard English.

Course objective: Increase skills and knowledge in relation to effective public presentations.

Instructional objective: Students will successfully deliver a major oral presentation.

2. Think critically:

Learning outcome: Students will be able to demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.

Course objective: Develop inquiry as a method of gathering and selecting ideas and information.

Instructional objective: Students will analyze and interpret the validity and appropriateness of supporting materials for written and oral work.

Learning outcome: Students will be able to make connections in learning across the disciplines and draw logical conclusions.

Course objective: Locate and use appropriate and effective source material(s) in given written and speaking assignments.

Instructional objective: Students will incorporate outside resources to support written and oral work.

3. Learn Independently:

Learning outcome: Students will be able to apply learning in academic, personal, and public situations.

Course objective: Practice interpersonal communication in its various contexts and make productive decisions in the respective contexts.

Instructional objective: Students will successfully complete a Perception Checking activity.

Learning outcome: Students will be able to make choices based upon awareness of ethics and differing perspectives/ideas.

Course objective: Develop inquiry as a method of gathering and selecting ideas and information and assigning meaning.

Instructional objective: Students will successfully complete an exercise in multicultural awareness.

4. Examine relationships in diverse and complex environments:

Learning outcome: Students will be able to develop an awareness of self as an individual member of a multicultural global community.

Course objective: Increase understanding of cultural dynamics and their impact on interpersonal communication.

Instructional objective: Students will successfully complete an exercise in multicultural awareness.

INSTRUCTIONAL MODES

Class sessions will include lectures by the instructor, class discussion of assigned textbook readings, group work, audio/video presentations emphasizing certain communication concepts and skills, oral presentations by the students, quizzes and exams. Out-of-class work will include written exercises and research of communication concepts that are presented in oral presentations.

CLASS PROCEDURES, REQUIREMENTS, AND POLICIES

General Class Requirements:

You are expected to:

1. Be on time for class.
2. Interact productively in small group activities.
3. Be prepared daily for discussion and quizzes by reading all assigned material BEFORE the day it is listed on the course schedule.
4. Successfully deliver an instructional presentation. **FAILURE TO DO THIS ASSIGNMENT WILL RESULT IN AN "E" FOR THE COURSE.**
5. Submit all written assignments at the BEGINNING of the class period on the designated date.

Code of Student Conduct:

All rules and regulations set forth in the current edition of the *KCTCS Student Code of Conduct* will be followed in this course. It is the student's responsibility to obtain a copy of this publication at <http://www.kctcs.edu/student/code.htm>

Reasonable Accommodation:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact

a staff member in BCTC's Disability Support Services (DSS) office, 103 Oswald Building. The DSS phone number is 246-6530. Please do not request accommodations directly from the professor or instructor. However, once the DSS office recognizes that you have a special need that may require an accommodation or assistance, please inform the instructor of that fact.

Weather or Emergency Closing Information

Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are **delayed**, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages.

For a full list of closing information, please visit: http://bluegrass.kctcs.edu/news_and_events/closings_and_delays.aspx

Attendance/Class Participation Policy:

Regular class attendance is necessary for success in COM 252. All absences have the potential of affecting your grade. If you must miss class, please see a classmate regarding class discussions and assignments. NO MAKE-UP WORK IS AVAILABLE for oral presentations, homework assignments, in-class exercises, quizzes, or exams, unless PRIOR arrangements are approved by me or if you submit a written request for make-up work with documentation requesting an excused absence. Granting of an excused absence is at the discretion of the instructor

The quantity and quality of your contributions to class discussions and activities will enhance your learning process and prevent class sessions from becoming an instructor's monologue. Informed participation is expected and can be evaluated according to the following criteria:

- Are you prepared for class discussions (e.g., completed reading, prepared for discussion questions)?
- Are you able to relate your own experiences and observations to class concepts?
- Do you respond to statements by others?
- Do you move the discussion along, not derail it?
- Do you ask questions and/or paraphrase when needed and appropriate?

Course Withdrawal Policy

The last day to withdraw from a course without instructor consent is Tuesday, March 8. Please see the current BCTC SCHEDULE OF CLASSES publication for the official college or visit: http://bluegrass.kctcs.edu/Registrar/Withdrawal_Policy.aspx

Late Work Policy:

Late work will be accepted only if PRIOR arrangements are approved by me, or if an excused absence is requested and granted (see attendance policy, above).

Written Work:

FORMAT: For out-of-class assignments, only papers which meet these standards will be accepted:

1. All outside assignments must be typed, unless otherwise specified.
2. Do not use paper torn from a spiral notebook.
3. If a cover sheet is requested, list your name, your course and section number, the name of the assignment, and the date. If a cover sheet is not requested, write your name and your course and section number on the upper right corner of the first sheet.
4. Secure multiple pages with a staple or a paper clip.

Plagiarism:

Plagiarism in either written or oral work is a serious academic offense. Please see the publication of KCTCS *Community College Code of Student Conduct* for the official college policy regarding plagiarism.

Exams:

You will have two exams: one at midterm during a regular class period and a comprehensive final exam during examination week. Specifics on exam procedures and content will be discussed in class.

Quizzes:

A portion of your final grade will be based on quizzes over required readings and material. I may choose to give quizzes without prior announcement.

Written Exercises/Classroom Activities:

Assigned written exercises will be completed at various times during the semester. Some of these may be completed during class time, others may be completed outside of class. I will give you additional information regarding this assignment in class.

This assignment is designed to give you a vehicle for improved self-awareness and an understanding of your communication strengths and weaknesses. Although you need not "spill your guts," be assured that what you write will be confidential.

Oral Assignments:

You will be expected to research, evaluate, and organize information in order to develop an effective instructional presentation. The instructional presentation is a 5-10 minute individual oral report which **MUST BE COMPLETED IN ORDER TO PASS THE COURSE**. The subject for this assignment will be developed from communication concepts discussed or alluded to in class. Additional information will be provided later.

Student Rights and Responsibilities:

All rules and regulations set forth in the current edition of the KCTCS *Community College Code of Student Conduct* will be followed in this course. The Code of Conduct is available online at: <http://www.kctcs.edu/student/code.htm>

GRADING CRITERIA

Grades will be calculated on the basis of a 500 point scale.

Midterm Exam	100 pts. (20%)
Final Exam	150 pts. (30%)
Quizzes	50 pts. (10%)
Written Exercises/Classroom Activities	100 pts. (20%)
Instructional Presentation	
1. Written Assignment	30 pts. (6%)
2. Oral Presentation	<u>70 pts.</u> (14%)
	500 pts.

A = 450-500 (90-100%)

B = 400-449 (80-89%)

C = 350-399 (70-79%)

D = 300-349 (60-69%)

E = Below 300 (50-59%)