

COMMUNICATION STUDIES 121: Interpersonal Communication (UC:CSU) Sections 4885
West Los Angeles College
Spring 2015 (Feb 12 – June 4)

Instructor: Kevin Coffee, MA.
Contact Information: Email – Coffeek@wlaac.edu.
Office Hours: Thursday 6pm or by appointment. Office: GC 280Q

Class Meetings: GC 240
Section 4885: Thurs. 6:45pm – 10:00 pm

To the Students of Section 4885,

For the next 16 weeks we'll study and practice the principles embodied in interpersonal communication. Over the course of the semester, we'll learn some theory and extend that theory into practice. Since this is a UC/CSU transferable course, the class will be taught at that level of rigor. Consequently, be prepared to demonstrate your mastery of the material through tests, written papers, in-class exercises, and presentations. Along the way, I hope that we'll laugh some, enjoy ourselves on occasion, and think a great deal.

Should you have any questions about the course material, or have any issues that you would like to discuss, please feel free to send me an email or speak with me in person.

Thank you for the opportunity to be your instructor.

My name is Mr. Coffee and how can I help you?

COURSE DESCRIPTION

This is an advanced course in the analysis of the principles and significance of interpersonal social interactions in all areas of life. Perception, building positive relationships, personal disclosure, self-fulfilling prophecies, effective listening, communication apprehension, verbal and non-verbal communication, the impact of gender and culture on communication, expressing emotion, assertiveness, aggression, and conflict management will be examined.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences. This outcome is achieved through formal speeches, class discussions, and idea analysis.

B. Communication: Effectively communicate thought in a well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings. This outcome is achieved through the use of formal speeches, class exercises, information presentation, and debate from multiple points of view. Example: Students will prepare and deliver a 5-8 minute persuasive speech using 2-4 credible sources.

COMMUNICATION STUDIES PROGRAM OUTCOMES

- Research and collect data on the demographics, needs, and expectations of the audience;
- Analyze the audience and adjust to its needs when delivering a speech.
- Plan speeches that have clear purposes to inform, to debate, to persuade or to resolve conflict.
- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
- Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.

- Deliver speeches that incorporate a combination of verbal, non-verbal, written and/or visual and auditory expressions and media.
- Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
- Employ small group communication strategies.
- Employ relaxation techniques to prepare for delivery
- Script a speech.

Communication Studies 121 Student Learning Outcome

Institutional Student Learning Outcomes

- Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

Communication Studies Student Learning Outcomes

- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups

Speech 121 Student Learning Outcomes

- At end of the course, the successful student will be able to explain and analyze the stages of close interpersonal relationships.

Course Objectives

- Define interpersonal communication and its major components.
- Appraise the value of studying interpersonal communication.
- Define dyads.
- Analyze the communication model of sending and receiving messages including feedback, feedforward, channel and noise.
- Analyze semantic noise.
- Employ ethics in communication.
- Evaluate the irreversibility of messages.
- Describe the Johari Window.
- Evaluate the risks and rewards of self-disclosure.
- Demonstrate how to manage communication apprehension.
- Analyze the role of perception in communication.
- Recognize barriers to accurate perception.
- Evaluate self-fulfilling prophecies.
- Question stereotyping.
- Demonstrate active listening.
- Distinguish between denotation and connotation.
- Judge artifactual communication: color, clothing and space decoration.
- Analyze non-verbal communication including body language, facial expression, eye contact, touch and spatial messages.
- Employ non-verbal communication to encode and decode meaning.
- Compose role-playing scenarios.
- Evaluate the impact of culture on verbal and non-verbal communication.
- Describe emotions.
- Employ empathy in responding to the emotional messages of others.
- Identify the major obstacles to effectively communicating emotions.
- Employ "you" statements.
- Distinguish between assertive and aggressive communication.
- Employ effective listening techniques.
- Compare and contrast defensive and supportive communication climates.
- Transform defensive climates into supportive ones.

- Assess the appropriateness of effective interpersonal strategies used in various situation.
- Recognize how relationships develop.
- Plan and employ ways to improve self-esteem.
- Explain and employ the skills for conversation effectiveness.
- Explain the stages of relationships.
- Define the equity theory in relationships.
- Evaluate and practice communication in relationships.
- Evaluate power plays.
- Identify and value nourishing people.
- Define “gunny sacking.”
- Evaluate a model of conflict resolution.

Required Textbook and Other Materials

- *The Interpersonal Communication Book*, 13th Edition, by Joseph A. DeVito (2013)
 - The textbook is available in the WLAC bookstore.
 - You will need the textbook for this class so you should get a copy as soon as possible.
 - Supplemental materials may be provided by the instructor.
 - Assigned readings should be completed before each class meeting. Additional information may be covered in lecture.
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Grading Policy

Your final grade will be based on total points earned in the course. See "Grading Criteria" for specifics.

Academic Integrity Policy

Cheating, plagiarism, or other forms of academic dishonesty will not be tolerated. Please refer to the current Schedule of Classes, “Standards of Student Conduct.”

Dropping the Class

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). It is your responsibility to drop the class. Failure to drop a class can result in an “F” in the class.

Disabled Student Services

If you know or think that you have any learning or physical disabilities, please contact Disabled Student Programs and Services (DSPS) Office in HLRC 121 at (310) 287-4450.

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) (310) 287-4404

Attendance Required at First Class Meeting

Protect your seat by attending the first class meeting. Students not present when the roll is called during the first class may be dropped from the class by the instructor. Often instructors make those seats available to other student asking to add the class” (see "*Schedule of Classes*").

3 Attempts to Pass

"In the past, a student at any LACCD college could have attempted to pass a class up to 7 times. Up to 4 'W's and up to 3 'D' and/or 'F' grades were permitted. Effective July 2012, the rule changes. A student may only attempt to pass the same class 3 times. Receiving a 'W,' 'D,' or 'F' count as attempting to pass the class. Students who unsuccessfully attempt a class 3 times but still want another opportunity to pass the class will have to enroll in the class at a non-LACCD campus or go through the appeal process with Admissions" (Fall 2012 Schedule of Classes, page 128).

Grading Criteria

Assignment	Possible Points
Class Participation	*20
Lecture	100
Relational Demonstrations	100
Quiz 1	200
Quiz 2	200
Final Paper	200
Paper Presentation	200
TOTAL	1000

Missing **two (2)** assignments will constitute a failing grade in the class. **Late assignments are considered missing assignments.**

*Given at instructor's discretion

IN-CLASS PARTICIPATION

You are expected to actively participate in each session. Participation in class includes, but is not limited to, responding to questions about course material, engaging in class discussions, and being a courteous student. **Due to the nature of this class, attendance is crucial to participation.**

Students are expected to attend class, be prompt and remain in class for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. (Please refer to the Schedule of Classes.)

Classroom and Campus Cleanliness

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

Please note the following:

- There are no excused absences.
- Attendance will be taken promptly at the beginning of each class.
- Being absent, late to class, or leaving class early will result in the following points being deducted from the "in-class participation" portion of your grade.
- **If you miss class more than the number of times the class meets per week, you risk being excluded, in accordance with college policy. This class meets once a week.**
- Participation means that you attend each class meeting and make a meaningful contribution. This includes full participation in class discussions and exercises, respecting others and always being courteous.
- Some class time may be used to complete coursework. Students are expected to be fully prepared to do this work in class. Students who aren't prepared to do this will be considered as not being ready to participate in the day's activities.
- **Mobile Technology (cell phones, iPods, laptops, etc.) must be turned off and put away (not on your desk) at the beginning of class--no exceptions!** Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and will not be tolerated. **Students who are talking/texting will be asked to leave the classroom.** Also, please note that Education Code 78907 prohibits anyone in a classroom from using any electronic listening or recording device without prior consent of the instructor.

Class Calendar
WARNING: This is subject to change

March 19	Quiz 1 – 200 points
March 26	(Open)
April 2	Student Lectures – 100 points
April 9	Spring Break
April 23	Relational Demonstrations – 100 points
May 14	Quiz 2 – 200 points
May 21	How to inform How to write/research a paper
May 28	How to present a Paper
June 4	Final Paper Due - 200 points Paper Presentations – 200 points

That's All Folks!