

# SYLLABUS

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**CODE:** SPCH-130

**TITLE:** Interpersonal Communication

**DIVISION:** Arts & Communication

**DEPARTMENT:** Speech Communication

**COURSE DESCRIPTION:** Students will gain the interpersonal skills and knowledge central to success in academic, business, civic and personal life. Effective ways to communicate both verbal and non-verbal messages in face-to-face communication will be explored and assessed. Course topics may include listening, assertiveness, conversation, interviewing, conflict resolution, gender styles, and mediated communication. The skill-building approach of the course requires that students participate in a variety of class activities that emphasize effective interpersonal communication. Oral projects and/or written assignments will accompany each course unit.

**PREREQUISITES:** READ 095 or passing score in reading on Basic Skills Test

**COREQUISITES:** None

**CREDITS:** 3.0

**LECTURE HOURS:** 3.0

**LAB/STUDIO HOURS:** 0

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**REQUIRED MATERIALS:**

1. Adler, Ronald B., Rosenfeld, Lawrence B., Proctor II, Russell F. Interplay: The Process of Interpersonal Communication, Eleventh Edition. Oxford University Press. New York, 2010.
2. Composition notebook – for journal assignments

**ADDITIONAL TIME REQUIREMENTS:**

Students will be required to work outside of class with other class members in dyads or small groups on assigned projects.

**COURSE LEARNING OUTCOMES:**

Students will be able to:

- Develop active/reflective listening skills (Communication)
- Develop ability to identify and effectively engage in verbal strategies and behaviors to meet interpersonal goals (Communication)
- Develop ability to identify and effectively engage in nonverbal strategies and behaviors to meet interpersonal goals (Communication)
- Employ assertive communication through use of appropriate strategies (Communication/Personal Development)
- Demonstrate effective workplace communication skills (Communication)

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- Adapt to gender differences in communication styles (Communication/Personal Development)
- Develop effective conflict resolution skills in interpersonal settings through use of an appropriate Conflict Resolution model (Communication/Personal Development)

## GRADING STANDARDS:

See your instructor's addendum for detailed information concerning your class requirements.

**Grading:** Assignments for all five course units must be completed. Students may earn up to a maximum of 500 points. Point values for class assignments are:

<u>Assignment</u>	<u>Points</u>
Self-Disclosure Project	50
Conversation Project	50
Non-Verbal Project	40
Workplace Communication	60
Conflict Resolution Project	50
Journal Exercises	100
Attendance/Participation	150
<b>Total:</b>	<b>500</b>

## Grading Scale

<u>Points</u>	<u>Grade</u>	<u>Percentage</u>	<u>GPA</u>
465 – 500	A	93 – 100 %	4.00
450 – 464	A-	90 – 92	3.67
435 – 449	B+	87 – 89	3.33
415 – 434	B	83 – 86	3.00
400 – 414	B-	80 – 82	2.67
385 – 399	C+	77 – 79	2.33
350 – 384	C	70 – 76	2.00
300 – 349	D	60 – 69	1.00
0 – 299	F	0 – 59 %	0.00

## COURSE CONTENT:

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## Unit I – Self & Dyads

- Learn a contemporary model of interpersonal communication
- Understand basic principles of interpersonal communication
- Learn communication strategies helpful for student success in college
- Determine personality type on a personality assessment instrument
- Learn and practice active/reflective listening skills
- Understand ethical responsibilities in interpersonal communication

## Unit 2 – Verbal Messages

- Understand the nature and purpose of verbal messages
- Recognize denotative, connotative, direct, indirect, confirming and disconfirming messages
- Identify, create and/or demonstrate an effective “model” conversation

## Unit 3 – Non-Verbal Messages

- Understand the functions of nonverbal messages
- Recognize the channels of nonverbal messages
- Demonstrate the effective use of nonverbal messages

## Unit 4– Interpersonal Relationships

- Understand and create assertive messages
- Learn and demonstrate effective non-verbal and verbal interviewing skills
- Write an effective resume based on current resume-writing principles
- Recognize and adapt to gender differences in communication styles

## Unit 5 – Interpersonal Conflict

- Understand the benefits and drawbacks of interpersonal conflict
- Recognize behaviors that contribute to both destructive and constructive conflict
- Learn an appropriate model for constructive conflict resolution
- Demonstrate constructive conflict resolution skills

### **Student Responsibilities**

- Satisfactory class attendance
- Active participation in class
- Reading textbook as assigned; additional readings may be required
- Working cooperatively with other students on course exercises and assignments
- Completion of all class projects and assignments

### **Department Policies:**

**Late Assignment Policy:** All assignments are due at their scheduled time. Any late assignment will lose 15% of its earned point value.

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**Attendance Policy:** In Speech 130, you are limited to 9 hours of absences. *Students who miss more than 9 class hours will not pass.* All absences count towards the 9-hour limit. Tardiness disrupts the flow of classroom activities. Tardiness also hampers your ability to participate effectively in class. If you are not present in the classroom at the time when class is scheduled to begin, you are tardy.

**Classroom Participation:** Since several of the learning objectives of this course focus on communication competence—the impression that communicative behavior is both appropriate and effective in any given context—class participation over the term will be measured in terms of communication competence. Effective listening and appropriate verbal and non verbal behavior will contribute to grading points in this category.

**Plagiarism:** Plagiarism is intellectual theft, the verbatim or near verbatim use of ideas, concepts, and oral or written passages—for personal gain—without giving their true author credit. Any quoted oral or written passages incorporated into your assignments must be clearly noted as such. Plagiarism will result in receiving no credit for an assignment. Repeated plagiarism will result in failing the course and other disciplinary action by Brookdale Community College.

## **COLLEGE POLICIES:**

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the **STUDENT HANDBOOK AND BCC CATALOG.**

## **NOTIFICATION FOR STUDENTS WITH DISABILITIES:**

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify, must contact the Disabilities Services Office at 732-224-2730 or 732-842-4211 (TTY), provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

## **ADDITIONAL SUPPORT/LABS:**

N/A