

SYLLABUS

CODE: SPCH-130

TITLE: Interpersonal Communications

DIVISION: Arts & Communication

DEPARTMENT: Speech Communication

COURSE DESCRIPTION: This course will introduce students to the study of interpersonal communication. Students will be provided with an opportunity to improve their theoretical understanding and practical application of interpersonal skills. Specific focus will include aspects of initiation, maintenance and closure within situation specific contexts. An oral skills building approach to this course and its material will require that students participate in class activities that emphasize effective listening and speaking. Additionally, written assignments and/or tests accompany each unit.

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

COREQUISITES: None

CREDITS: 3.0

LECTURE CREDITS: 3.0

LAB CREDITS: N/A

LAB HOURS: N/A

REQUIRED MATERIALS:

Messages: Building Interpersonal Communication Skills, 6th ed., 2005, Allyn & Bacon, Joseph A. DeVito

Composition Tablet (marble) – 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.

INTENDED COURSE LEARNING OUTCOMES/COURSE GOALS (CORE COMPETENCIES):

Students will develop and demonstrate the interpersonal skills (Communication) and knowledge central to success and fulfillment (Personal Development) in academic, business, civic, and personal life. These skills include listening, assertiveness, conversation, resume writing & interviewing, conflict resolution, negotiation, and gender communication.

UNIT TOPICS AND/OR UNIT OUTCOME (OBJECTIVES):

Unit I – Self & Dyads

- learn a contemporary model of interpersonal communication
- understand basic principles of interpersonal communication
- learn communication principles 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 II – Verbal Messages

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- understand the nature of verbal messages
- recognize denotative, connotative, abstract, sexist, confirming and disconfirming messages
- identify, create and/or demonstrate an effective “model” conversation

Unit III – Non-Verbal Messages

- understand the functions of nonverbal messages
- recognize the 10 channels of nonverbal messages
- demonstrate the effective use of nonverbal messages

Unit IV – Interpersonal Relationships

- understand and create assertive messages using a DESC and/or DEESC script
- 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 V – Interpersonal Conflict

- understand the benefits and drawbacks of interpersonal conflict
- recognize behaviors that contribute to destructive conflict
- learn several models for constructive conflict resolution
- demonstrate constructive conflict resolution skills
- learn a model for effective negotiation
- demonstrate effective win-win negotiation skills

GRADING STANDARD:

Students may earn up to 500 points. For each of the five units, students will earn at least 50 points by completing the activities for that unit. Point values for class assignments follow:

<u>Assignment</u>	<u>Value</u>
Self-Collage	50 points
Conversation Project	50 points
Non-Verbal Project	50 points
Resume	25 points
Mock Job Interview	25 points
Conflict Resolution Project	50 points
Journal Exercises I – VI	150 points
Final Paper	50 points
Attendance/Participation	50 points
Total:	500 points

GRADING SCALE

A	448 – 500	90 - 100 %	Excellent
B +	428 – 447	86 – 89 %	Good +
B	394 – 427	80 – 85 %	Good
C +	374 – 393	76 – 79 %	Satisfactory +
C	348 – 373	70 – 75 %	Satisfactory
D	298 – 347	60 - 69 %	Less than satisfactory
F	0 – 297	59 % and below	Inadequate

Late Assignment Policy: All assignments are due at their scheduled time. Any late assignment will lose 20% 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 effectively participate in class. If you are not present in the classroom at the time when class is scheduled to begin, you are tardy. Coming to class late and/or leaving early four or more times will result in a drop of one full letter grade.

DEPARTMENT POLICIES:

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