



# Syllabus for Comm 7: Interpersonal Communication

## College of the Redwoods at Pelican Bay

### Course Information

Semester & Year: Fall 2021

Course ID & Section #: COMM-7-D2486-2021F

Instructor's name: Armeda Reitzel

Location: Correspondence Modality

Course units: 3

### Instructor Contact Information

Office hours: Support provided as needed via correspondence responses

Email address: Armeda-Reitzel@redwoods.edu

### Catalog Description

An introductory survey communication course designed to increase interpersonal awareness and effectiveness in person-to-person communication settings. Students will read, discuss, and apply concepts and principles while developing skills dealing with the verbal and nonverbal transactions that occur in relationships.

### Course Student Learning Outcomes

1. Identify ethical, competent, and incompetent verbal and nonverbal communication behaviors.
2. Explain the relationship between self-concept and communication.
3. Analyze how communication affects relational dynamics.
4. Describe the role of perceptual frameworks in interpersonal communication.

### Prerequisites/Corequisites/Recommended Preparation

This course carries with it U.C. and C.S.U. equivalent transfer units. Students must be able to meet college-level reading and writing standards to complete the course successfully. Therefore, it is strongly recommended that students have successfully completed English 150, English 102 or equivalent, or can enroll in English 1A or equivalent.

## Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS.

## Support for Distance Learners

During COVID-19 In response to COVID-19, College of the Redwoods moved the majority of its courses online (or through correspondence for our jail and prison programs) to protect student and staff health and safety. As the faculty and students continue to adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or limitations that might affect your participation in class. I want every student to thrive and be successful in their studies. You may send me a formal letter or a question/comment on the provided Ask CR Sheets; these are to be mailed to the PBSP Education Office (Attn: CR Scholars). I will respond right away; however, keep in mind that there is a mail delay that needs to be accounted for. As a result, it may take me up to a week to respond; please be patient.

## Student Support

Good information and clear communication about your needs will help you be successful. I encourage you to contact me if you have questions, suggestions, and feedback. Please consider informing me of any specific challenges that might affect your participation in class. College of the Redwoods wants every student to be successful. So do I!

I encourage you to use the "Burning Question" form to contact me. The purpose of this form is to address immediate questions that are time sensitive. Mail your "Burning Question" to the PB Education Department (ATTN CR Scholars) before Tuesday's mail pick up, and the response to your question will be answered as quickly as possible.

## Textbook and Materials

You will receive the following textbook:

Wrench, J. S., Punyanunt-Carter, N. M., Thweatt, K. S., Open Textbook Library, & Open SUNY Textbooks. (2020). *Interpersonal communication: a mindful approach to relationships*.

It is one of the best textbooks on interpersonal communication that I have used since I first started teaching this subject multiple decades ago. This textbook will serve as the main resource for readings and assignments.

You will also receive a total of 6 packets from me during the course of the semester. The packets will include additional resources and assignments.

## Evaluation & Grading Policy

### Assignments, points, and percentages

Letter to Professor Reitzel Assignment: 10 points

- Total # of points possible on this assignment: 10 points

Read, review, and reflect worksheets: There are 14 worksheets (one for each chapter). Each one is worth up to 55 points.

- Total # of points possible on these 14 worksheets: 770 points

Quizzes: There are 14 quizzes. I will count the highest scoring 11 quizzes toward your final course grade.

- Total # points possible on the 11 highest scoring quizzes: 120 points

Review and recap assessment #1 and #2: There are 40 points possible on each assessment.

- Total # of points possible on these 2 assessments: 80 points

Interpersonal Communication “in the news” reports: There are 4 “in the news” reports. I will count the highest scoring 3 reports.

- Total # of points possible on the 3 highest scoring reports: 60 points

Final interpersonal communication reflection:

- Total # of points possible on this final assignment: 40 points

Total number of points possible: 1080 points

Grading scale (based on percentages):

A	100-93%	B	86-83%	C	76-70%
A-	92-90%	B-	82-80%	D	69-60%
B+	89-87%	C+	79-77%	F	59-0%

## Submission and Late Submission Policy:

You will receive a total of 6 packets for our course. The deadline date for submitting each set of assignments is listed clearly in each packet. I need to have you complete and submit the assignments according to the schedule in order to be able to review and grade them in a timely manner. Timeliness will support your success in our interpersonal communication course. If you submit an assignment late, it will automatically be docked by 10% of the points possible on that assignment. There are two exceptions:

- ALL of the assignments in packet #5 MUST be submitted by December 3, 2021. None of these assignments will be accepted after December 3, 2021.
- The final interpersonal communication reflection - the one assignment in packet #6 - has an absolute deadline of December 17, 2021.

Also, please note ALL of the late assignments from packets #1, #2, #3 and #4 MUST be submitted by December 3, 2021. None of these late assignments will be accepted after December 3rd. Of course I do understand that unexpected things may happen so I can be as flexible as possible when necessary. I ask you to communicate with me if you need an extension for an assignment. Communication is the key in our interpersonal communication course!

## Admissions Deadlines & Enrollment Policies

### Fall 2021 Dates

- *Classes begin: 8/21/21*
- *Last day to add a class: 8/27/21*
- *Last day to drop without a W and receive a refund: 9/03/21*
- *Labor Day Holiday (all campuses closed): 09/06/21*
- *Census date: 9/07/21 or 20% into class duration*
- *Last day to petition to graduate or apply for certificate: 10/28/21*
- *Last day for student-initiated W (no refund): 10/29/21*
- *Last day for faculty-initiated W (no refund): 10/29/21*
- *Veteran's Day (all campuses closed): 11/11/21*
- *Fall Break (no classes): 11/22/21 – 11/26/21*
- *Thanksgiving Holiday (all campuses closed): 11/24/21 – 11/26/21*
- *Final examinations: 12/11/21 – 12/17/21*
- *Last day to petition to file P/NP option: 12/17/21*

- Semester ends: 12/17/21
- Grades available for transcript release: approximately 01/07/22

## Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

One very important issue to address here is plagiarism. According to the Purdue Online Writing Lab website (n.d.)\*:

Plagiarism is using someone else's ideas or words without giving them proper credit. Plagiarism can range from unintentional (forgetting to include a source in a bibliography) to intentional (buying a paper online, using another writer's ideas as your own to make your work sound smarter).

There are consequences to plagiarism. My advice is simple: Be sure NOT to plagiarize.

\*Purdue Writing Lab. (n.d.). *Plagiarism overview* // *purdue writing lab*. Purdue Writing Lab.  
[https://owl.purdue.edu/owl/avoiding\\_plagiarism/index.html](https://owl.purdue.edu/owl/avoiding_plagiarism/index.html).

## Disruptive Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#). Send a request to Ms.Eagles if you would like a copy of the CR Student Code of Conduct. It is especially important to be mindful and always show respect with your language.

## Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful. Please consider this when completing assignments and when contacting me via the “Burning Questions” form.

## Student Support Services

For academic counselling and advising, transcript requests, and material requests (Ex: paper, pens, etc.), send a formal request to Ms. Eagles via a letter or Ask CR Sheet. Send this to the Education Office (Attn: CR Scholars).