



## Syllabus for Interpersonal Communication

### Course Information

Semester & Year: Fall 2021

Course ID & Section #: Comm 7 V1840

Instructor's name: Chris Lancaster

Course units: 3

### Instructor Contact Information

Office location or \*Online: Online

Office hours: By arrangement

Phone number: 707-476-4218

Email address: [chris-lancaster@redwoods.edu](mailto:chris-lancaster@redwoods.edu)

### Required Materials

Textbook: Wrench, J. S., Punyanunt-Carter, N. M., Thweatt, K. S. (2020). *Interpersonal communication: A mindful approach to relationships*. Open SUNY. <https://tinyurl.com/3d45nz9t> (Links to an external site.)

Other requirements: High speed internet, a computer, and a webcam. It is not recommended that you try to take this class exclusively on a phone or tablet.

### 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 *(from course outline of record)*

1. **Apply Communication Studies' theories, principles, and models to interpersonal communication that takes place in various relational, social and/or cultural contexts.**
2. **Discuss the effect of communication on interpersonal relationships and social and cultural realities.**
3. **Demonstrate ethical responsibilities in the communication process, such as issues of rhetorical sensitivity, diversity, credibility, and academic integrity.**

### 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

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

## Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

## Evaluation & Grading Policy

I assess your work according to how well it meets class objectives, fulfills requirements, meets the assignment rubric, and reflects the academic skills expected of college students. It is your responsibility to understand why you have achieved a certain grade and what steps you can take to maintain or improve your grade. Please feel free to consult with me. However, please note that I will not discuss a grade on an assignment until at least two full days after the assignment has been graded. Take that time to review the assignment and the grading rubric in Canvas in order to clearly articulate your concerns to me.

### Assignments

Assignment		Points	% of Grade
Reflection Journals	(14x20)	280	28%
Class Discussions	(15x20)	300	30%
Quizzes	(15x10)	150	15%

### Essays

Initial Reflection	60	6%
Nonverbal Day	150	15%

Final Reflection	60	6%
Total	1000	100%

#### Grade Scale

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

#### Brief Assignment Descriptions

The following descriptions are meant to give you a general idea of what you will be doing in this class. Do not rely on them for the completion of the assignments. Make sure you look at the detailed descriptions and rubrics in Canvas.

**Reflection Journals:** These are weekly, two-paragraph assignments that are due on Friday by 11:59pm. They ask you to read the chapter of the week, choose one or two concepts that you think are important/meaningful, and reflect on how those concepts can/do operate in your own life. There will be one journal entry for each chapter of the book. I will drop your two lowest scores.

**Quizzes:** These are weekly quizzes that are due on Friday by 11:59pm. They are based exclusively on the textbook chapter for the week. There will be one quiz for each chapter of the book. I will drop your two lowest scores.

**Essays:** This class will require three essays. The *Initial Reflection Essay* asks you to evaluate your interpersonal communication competence, based on the reading from Chapter 1. The *Day of Silence* essay asks you to spend a day without speaking, texting, writing, or sending any other kind of verbal messages. You will then write an essay reflecting on the day and relating what you learned to ideas we have learned in the class. The *Final Reflection Essay* asks you to re-evaluate your communication competence and develop a plan to continue improving after our course is over.

**Class Discussions:** Class discussions are designed to enhance learning and further develop ideas from the textbook. Students will read the chapter of the week and then answer the prompt in the weekly discussion, by Wednesday night. You will also be asked to reply to at least two of your colleagues by Friday at 11:59pm. These will be locked out after the due date and are the only assignments that can't be made up.

## Policies

**Reading:** It is your responsibility to read the textbook chapter for the week no later than Wednesday, so you can answer the weekly discussion prompt. Classroom activities will assume that you have a basic understanding of the material for the week.

**Due Dates:** Late work causes extra burden and stress for both of us. I will accept written assignments late. However, you will lose 10% of your grade during the first week that an assignment is late and a further 10% each week thereafter. This means that if you submit a perfect piece of writing that is five weeks late, you will receive 50%. Late presentations may be made up but will automatically receive 70% credit.

**Written Work:** Written assignments should be turned in on Canvas as a .docx file by clicking the submission button in the assignment description. All written work should be double spaced, use a normal type font (Times, Arial, Calibri, etc.), and have regular 1" margins. Please do not include a cover page or MLA headings (name, class, assignment, etc.). Canvas tells me who submitted each assignment. Make sure you proofread for spelling, grammar, and punctuation. Do not rely on your memory of my description of the assignment when writing. Read the assignment description and rubric carefully and refer back to them multiple times before submitting.

**Academic Honesty:** All assignments submitted in this class must be your own, original work. In-text citations and bibliography entries are required every time you paraphrase, quote, or summarize work from any source. When in doubt, cite a source. Papers, journal entries, and speeches must be written specifically for this class. Do not submit anything you turned in for another assignment. This includes delivering a speech that was originally written as an essay for a different instructor. Any plagiarism I find will result in zero points for the assignment. If you are trying to figure out if something counts as plagiarism, check with me. I'll be happy to help.

## 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](#).

## 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](#).

## 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.

## Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

## Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

## Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).

## Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

## Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

## Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.

2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

## **Klamath Trinity Campus Emergency Procedures**

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
  - a. Dial 911, to notify local agency support such as law enforcement or fire services.
  - b. If safe to do so, notify key administrators, departments, and personnel.
  - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
  - d. Contact Jolene Gates 530-625-4821 to notify of situation.
  - e. Contact Hoopa Tribal Education Administration office 530-625-4413
  - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
  - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
  - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
  - c. Close all window curtains.
  - d. Get all inside to safe location Kitchen area is best internal location.
  - e. If a police officer or higher official arrives, they will assume command.
  - f. Wait until notice of all is clear before unlocking doors.
  - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
  - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

## **Student Support Services**

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)

- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821