

**Course Information**

Semester & Year: Summer 2022

Course ID & Section #: Comm 7 V4000

Instructor's name: Chris Lancaster

Course units: 3

**Instructor Contact Information**

Office location: Online

Office hours: by arrangement

Phone number: 707-476-4218

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

**Prerequisites/Co-Requisites/Recommended Preparation**

This course transfers to the U.C. and C.S.U. as a lower division course. To succeed in this course, students must be able to read and write at a college level.

**Admissions Deadlines & Enrollment Policies**

Summer 2022 Dates (at this link: <https://www.redwoods.edu/admissions/dates>)

- *Classes begin: May 31*
- *Last day to add a class: June 9*
- *Last day to drop without a W and receive a refund: June 9*
- *Census date (or 20% into class duration): June 10*
- *Last day for student-initiated W (no refund): July 1*
- *Last day for faculty-initiated W (no refund): July 1*
- *Independence Day (district-wide closure): July 4*
- *Semester ends: July 21*

**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>

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.

## 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.

## Academic Honesty

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](#).

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.

Policies for this Class

## Class Participation and Attendance Policy

Class activities, discussions, and lectures are designed to help you understand the material and do well on the assignments. It is also important for the other students that you engage with the discussion assignments. It is your responsibility to make sure you visit to Canvas and complete assignments every week. If you do not, it will count as an absence. College of the Redwoods allows instructors to drop students for "non-participation," including missing more than one week in a row without contacting the instructor. If you are going to miss more than a week of class, remember to let me know that you are coming back. If you disappear from class after 10/30, I can no longer drop you from the class and will have to give you a grade. The way the assignments are weighted, and with the lost participation points, this will mean you will see an F on your transcripts.

## Communication Guidelines

The most efficient way to contact me will be through the Canvas Inbox. Click Inbox on the left side of the browser, then click on the button that looks like a paper and pen. From there, select our course and start typing my name into the "To" box. By the time you get to "Chr" my name will show up in the drop down. Once you click on my name, the rest works like a normal email. You can even attach files.

I attempt to reply to emails within 2 hours during the day. After 5pm, it might take longer. If you send a message after 10pm, I may not get back to you until morning. If you send an email on the weekend, I may not reply until Monday. Please keep this in mind before sending a second message.

If you are having trouble with an assignment or any other part of the class, I encourage you to attend my Zoom office hours to ask questions or post your question in the associated discussion forum.

Under the Family Educational Rights and Privacy Act (FERPA), I am legally prohibited from discussing your attendance, participation, grades, or any other protected information with anyone other than you. The only exception is if you have a waiver on file with admissions and records. Even if you are under the age of 18 (I see you AR students), I am not allowed to discuss your academic performance with your parents without a waiver. Anyone can be in the room with you (with your permission), but I can only speak to you and answer your questions.

### **Policies - additional**

**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, up to 50%. This means that if you submit a perfect piece of writing that is five or more weeks late, you will receive 50%. Discussions can't be made up after they lock at the end of the week.

**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.

### **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
Class Discussions	(8x50)	400	40%
Quizzes	(8x50)	400	40%
Essays			
Initial Reflection		50	5%
Nonverbal Day		100	10%
Final Reflection		50	5%
Total		1000	100%

## Grade Scale

Grade	Percent Range
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.

**Quizzes:** These are weekly quizzes that are due on Friday by 11:59pm. They are based exclusively on the textbook chapters for the week. There will be one quiz for each week we read from book.

**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 *Nonverbal Day* 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.

### **Support for online learners during COVID-19**

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

### **Canvas Information**

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>

### **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. It does not change your legal name in our records. See the [Student Information Update form](#).

### **Student Commitment**

The class will require at least as much time as you dedicate to a traditional face-to-face class. You will need to engage with online lectures and lessons, read textbook chapters, participate in online discussions, take weekly quizzes, and write essays and weekly journals. Conscientiousness, attention to details, and skills in reading and writing are critical for success.

### **Instructor Commitment & Regular Effective Contact**

I access this class on Canvas regularly and initiate online contact with students using weekly announcements, lectures and lesson materials, a Q & A forum, discussion forum comments, feedback on assignments, and by email and Zoom. I moderate the discussion forums and read every discussion forum post. Most of the content of the discussion will take place between students. I dedicate as much time to this class as I do face-to-face classes.

### **Technology Skills**

Students should be able to navigate the Canvas site and external websites, open and download files, use a word processor with either Microsoft Word (.docx) or compatible software, record and upload video files, and be able to convert files to Word (.docx) or portable document format (.pdf) and submit files to the class website. It is the student's responsibility to meet the technological demands of the course, but CR has resources available.

## Technology Requirements

**Computer:** A reasonably current computer is needed for this class. A mobile device with the Canvas App can be used for some functions, but you should not rely on a mobile device to complete all of the course requirements. A computer is required to successfully complete this course.

**Other hardware:** A webcam or other device that creates videos and audio is required in order to participate fully in all of the course activities or assessments.

**Internet Access:** A reliable, high-speed broadband connection is needed for this course. Have a back-up plan for internet access, like a coffee shop or library.

## Software

**Canvas:** This course uses an online Learning Management System (LMS) called Canvas, which is provided by the college. To get to the class you will need to log in to: <https://redwoods.instructure.com>. Your login name will be your first initial, last name, last three digits of your student I.D number (sgarcis567), your password is your eight digit date of birth (06031996). Once you have logged in select "COMM 7 – V1015"

**Canvas App:** If you have a smart phone or a tablet there is a free Canvas app through the Apple store or an app available at this link for Android devices. However, DO NOT rely on a mobile device and the Canvas App to complete all of the course requirements.

**Microsoft Word compatible software:** In this course you will need to open and/or create Microsoft Word compatible documents. All students at CR have access to a free Office 365 license (includes Word, Excel, PowerPoint and more) with a valid CR email. There are also other free software options available such as Google Docs or LibreOffice (If you use Pages for Mac, you will need to export your files to Word or PDF formats.

**Adobe Acrobat Reader:** A free Adobe Acrobat PDF Reader is available which will allow you to open and read PDF files.

**Zoom Account:** Click here to sign up for a Free Basic Zoom Account. Your free account comes with excellent online support, including 24/7 free live chat help.

## Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also 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. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

### **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 financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- 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

### **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).