



Syllabus for Comm 7: Interpersonal Communication Pelican Bay Scholars Program

Course Information

Semester & Year: Spring 2024
Course ID & Section #: COMM-7-D7057
Instructor's name: Dr. 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, 1st 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/Support for Distance Learners

Clear communication about student needs will help everyone 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 our 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 pickup, and the response to your question will be answered as quickly as possible. 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. I encourage you to be patient.

Textbook and Materials

We will use the following textbook for this class:

Interpersonal Communication: Context and Connection (ASCCC OERI). (2022, December 24). <https://socialsci.libretexts.org/@go/page/136523>

We will cover all of the chapters in this textbook. You will also receive a total of 5 packets from me during the course of the semester. The packets will include all of the information that you will need to be successful in our class.

Evaluation & Grading Policy

Assignments, points, and percentages

- Letter to Professor Reitzel: 15 points
- Read, record, and reflect worksheets (3R worksheets): 360 points (There are 12 worksheets – one for each chapter. Each one is worth up to 30 points.)
- Quizzes: 100 points (There are 12 quizzes. Each quiz is worth up to 10 points. I will count the 10 quizzes with the highest scores toward your final course grade.)
- Concept discussions: 135 points (Twelve discussion topics will be given. Each discussion topic essay is worth up to 15 points. I will count the highest scoring 9 discussion topic essays toward your final course grade.)

- Final interpersonal communication reflection: 40 points
- Total number of points possible: 650 points

Grading scale (based on percentages):

A	100-93%	B	86.9-83%	C	76.9-70%
A-	92.9-90%	B-	82.9-80%	D	69.9-60%
B+	89.9-87%	C+	79.9-77%	F	59.9-0%

Submission and Late Submission Policy

You will receive a total of 5 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. Promptness and punctuality will support your success in our interpersonal communication course.

- If you submit an assignment late for packet 1, 2, 3 or 4, that assignment will automatically be docked by 2 points. ALL late assignments from packets 1, 2, 3 and 4 MUST be submitted by April 22, 2024. NO late assignments for packets 1, 2, 3, or 4 will be accepted after April 22, 2024..
- The concept discussions for chapter 11 and chapter 12 and the final interpersonal communication reflection - which are all in packet #5 - have an absolute deadline of May 6, 2024.
- Absolutely NO late assignments in packet #5 after May 6, 2024.

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

Spring 2024 Dates

- Last Day to Add a Class = 1/19*
- Last Day to Drop without a "W" = 1/26*
- Census Date = 1/29*
- Lincoln's B-Day = 2/16 (no classes)
- President's Day = 2/19 (no classes)
- Last Day to Petition to Graduate = 3/7
- Spring Break = 3/11 – 3/16 (no classes)
- Last Day for Student Initiated Withdrawal = 3/29*
- Last Day for Faculty Initiated Withdrawal = 3/29*
- Cesar Chavez Day = 4/1 (Campus Closed)
- Final Exams = 5/4 – 5/10
- LAST DAY to submit any assignments in Comm 7 = pickup time on or before 5/6
- Semester Ends = 5/10

- Pelican Bay Scholars Program Commencement Ceremony = 5/9
- Grades Due = 5/17

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: Do NOT plagiarize.

*Purdue Writing Lab. (n.d.). *Plagiarism overview // purdue writing lab*. Purdue Writing Lab. 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 counseling 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).