

<b>Syllabus for Interpersonal Communication – Online</b>		
<b>Semester and Year</b>	Spring 2019	
<b>Course ID and Section #</b>	COMM 7 V5309	
<b>Instructor's Name</b>	Dr. Oli Mohammadi	
<b>Number of Credits/Units</b>	3	
<b>Contact Information</b>	<b>Office location</b>	Remote, FaceTime or Gmail Hangout
	<b>Office hours</b>	T/TR, 10:50am – 11:30am or by appointment
	<b>Phone number</b>	504 – 484–9213
	<b>Email address</b>	Oli-Mohammadi@redwoods.edu
<b>Textbook Information</b>	<b>Title &amp; Edition</b>	Close Encounters Communication in Relationships 5th Ed.
	<b>Author</b>	Guerrero, Andersen and Afifi
	<b>ISBN</b>	9781506376721
<b>Course Description</b>		
<p>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.</p>		
<b>Student Learning Outcomes</b>		
<ol style="list-style-type: none"> <li>1. Identify ethical, competent, and incompetent verbal and nonverbal communication behaviors.</li> <li>2. Explain the relationship between self-concept and communication. □</li> <li>3. Analyze how communication affects relational dynamics.</li> <li>4. Describe the role of perceptual frameworks in interpersonal communication.</li> </ol>		
<b>Necessary Computer Skills</b>		
<p>This course is delivered and taught 100% online; there are no classroom meetings.</p> <p>Are you ready for online classes? Take the <a href="#">Penn State Student Self-Assessment for Online Learning Readiness</a>.</p> <p>As such, basic computer skills are necessary. In particular, the ability to:</p> <ul style="list-style-type: none"> <li>● Access and navigate Canvas</li> <li>● Upload and download documents to/from Canvas</li> <li>● Use CAnvas Conference feature</li> <li>● Use Microsoft Word or Google Docs</li> <li>● Access College of Redwoods Library remotely</li> </ul>		

- Receive and respond to your CR email
- Watch videos on Youtube and Canvas
- Create and Upload videos onto Canvas using webcam or digital camera

If you don't have much experience using computers for academic work, such as creating documents and presentations, email communication and uploading attachments, it is recommended that you take a computer course first. Even if you have used a computer in the past, you may want to brush up on some basic technical skills before taking an online course.

Please take a minute to overview the California Community College's page "Getting Tech Savvy - about 12 minutes" at <https://apps.3cmediasolutions.org/oei/modules/tech/>

### **Technology Requirements (computer, other hardware, and software)**

You should have access to a reasonable model Mac or PC computer with a fast, reliable Internet connection and adequate up-to-date software (Microsoft Word, Adobe Acrobat, Mozilla Firefox or Internet Explorer) for the duration of this course. You need to have reliable access to the internet for the duration of the course.

You will need a digital camera (your phone camera is perfect), the ability to get the images off the camera and into Canvas and Webcam for proctored quizzes.

Please do not try and complete this class solely on a mobile device. The interface will be difficult and impact success. If you do decide to use your portable device for some of your class work, use the free Canvas app (called "Canvas by Instructure") available in

- iTunes (for iOS) at <https://itunes.apple.com/us/app/canvas-student/id480883488?mt=8>
- Google Play Store (for Android) at [https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en\\_US](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US)

Students at CR have access to Office 365 (Word, PowerPoint, Excel, and OneNote) free with a valid @mycr.redwoods.edu or @redwoods.edu email account. Go to <https://office.com/getoffice365> to get started.

There are also other free options such as Google docs (this requires a Gmail account). Go to <https://accounts.google.com/SignUp> to get started.

You can update or get Adobe Acrobat for free at <https://get.adobe.com/reader/>

### **Technology Support**

Before contacting Technical Support please visit the Online Support Page at <http://www.redwoods.edu/online/Help>.

For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact Technical

Support at [its@redwoods.edu](mailto:its@redwoods.edu) or call 70-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

You may also want to keep Canvas's student guides on hand. Canvas has done an amazing job at answering most, if not all, questions you can think. You can reach Canvas's student guides at <https://community.canvaslms.com/docs/DOC-10701>

### **Special Accommodations**

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services at <https://www.redwoods.edu/dsps>. Students may make requests for alternative media by contacting DSPPS at 707-476-4280.

### **Regular Effective Contact**

I am committed to excellence and your learning experience. I am dedicated to the idea of providing you with responsive and personalized instruction in order to support your educational and career needs. As part of this commitment I will:

- Facilitate ongoing discussions to help further learning and understanding of the subject.
- Answer questions.
- Provide direction on work throughout the course.
- Treat each of you equally.

I dedicate as much or more time to this class compared to a traditional class. I access the class website regularly, generally between 9am – 4:30pm and respond to posted questions and messages within 48 hours business. Additionally, I read every discussion forum post and occasionally participate. There is also regular instructor-based communication with weekly announcements, lectures, evaluative feedback to discussion posts, and emails/messages to students who fall behind.

My strong preference is you send me messages directly through Canvas as opposed to my redwoods.edu account or phone calls. I check written messages frequently on the weekdays, normally 2x and respond within 24 business hours. If you do not hear from me within 24 business hours, please feel free to resend the message.

The phone number listed is a digital Google voice mailbox. I listen to voice messages as they arrive, and generally respond in writing. If you call to leave a message, please spell your last name and clearly indicate the course and section.

### **Academic Support and Resources**

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended](#)

Opportunity Programs & Services, for eligible students, with advising, assistance, tutoring, and more. The following resources are available to support your success as a student:

- o CR-Online (Resources for online students): <http://www.redwoods.edu/online>
- o Library (including online databases): <http://www.redwoods.edu/library/>
- o Canvas help and tutorials: <http://www.redwoods.edu/online/Canvas>
- o Student Online Hand Book:  
<http://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf>

### **Course Communication**

Please reach out to me using the Canvas Conversation feature. I prefer this over email as most of the questions will be about the course, assignments, or grades. Initiating a conversation with me through Canvas allows me to toggle between the course and your email, creating key points of reference with ease. If you need help starting a Canvas Conversation, there is an easy to access guide at <https://community.canvaslms.com/docs/DOC-10573-4212710324>

### **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 at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>, and scroll to AP 5500. 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 Classroom 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.

To create and maintain a comfortable and equitable environment for everyone, any language that is racist, sexist, or that discriminates against any person or group will not be tolerated in the classroom. Any such language, in any speech, assignment, or classroom discussion can result in an automatic "F" for that assignment, and the occurrence may be documented in case any further disciplinary actions are warranted.

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, he or she 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 at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500.

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.

### **Emergency Procedures for College of the Redwoods**

**RAVE** – College of the Redwoods has implemented an emergency alert system. In the event of an emergency at the college you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email.

Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions.

**College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.**

---

### **Proctoring**

#### **Proctoring**

There will be FIVE proctored unit quizzes given during this course.

You have 3 options for completing this requirement. You don't have to use the same option every time.

#### **Option 1**

This option requires no special paperwork or arrangements. You do not need to contact me and can do this from home. Take the exam via computer at home, using PROCTORIO. This is an automated proctoring system that runs right in your web browser (Chrome only). If you choose this option, you will need to enable a WEBCAM on your computer and PROCTORIO will RECORD you during the entire exam, and suspicious behaviors will be tagged by Proctorio, and then reviewed by ME. At the beginning of the exam you will be prompted to hold a VALID PHOTO ID up to the webcam.

#### **Option 2**

This option requires no special paperwork or arrangements. You do not need to contact me, but you do need to contact Academic Support. You can take your exams at the Academic Support Center

(<http://www.redwoods.edu/asc/>) on either the Eureka, KT or Del Norte campuses. You will need to **MAKE AN APPOINTMENT** and bring a **VALID PHOTO ID**. You can contact the Eureka center at 707-476-4154. Contact the Del Norte center at 707-465-2330. If you do not make it in to take the exam at a testing center, remember you will still have Option 1, which is to take the exam via computer at home using PROCTORIO.

### **Option 3**

You can arrange for your own proctor. For this option, you will need to contact me as it requires advanced planning, additional paperwork, and approvals. First, you will need to find a proctor not affiliated with the college who meets any of the following criteria: Librarian, testing coordinator, administrator, or teacher at an elementary or secondary school, community college, or university. In addition, military chaplains, testing administrators, education services officers, or prison officials are acceptable. The following may **NOT** proctor this exam for you: An immediate work supervisor, relative, significant other, CR student, or anyone living in your home. Once you've identified a person who agrees to be your proctor, there will be **ADDITIONAL** forms to fill out. Any additional fees are the responsibility of the student. If you choose to go with this option, you should probably start the process **NOW**.

## Interpersonal Communication, Comm 7, Section V5309, Spring 2019

### Introduction

Welcome to your syllabus! The syllabus serves three primary purposes. A syllabus is a contract, permanent record, and learning tool. In this syllabus, you discover what the course is about and what you will need to be successful.

## COMMUNICATION

### Contact Information

**Instructor:** Dr. Oli Mohammadi

**Office Hours:** T/TR, 10:50 am – 11:50 am, or by appointment, I am happy to set up other times to talk with you on the phone or using the ConferZoom conference tool in Canvas if these days and times don't work for you.

**Office Location:** Virtual, I have no ground office

**Email:** Oli-Mohammadi@redwoods.edu

**Phone:** 504-484-9213

**Preferred Communication Method:** Canvas Messaging

### Communication and Canvas Messaging

**How do I contact Dr. M?** Please reach me by using the Canvas Conversation feature. Please pick this method over my redwoods.edu account or phone calls.

**Why does Dr. M like Canvas as the primary method of communication?** I prefer Canvas as most questions will be about the course, assignments, or grades. A conversation through Canvas allows me to toggle between the class and your email. This eases creating critical points of reference.

**Where can I get help sending a message through Canvas?** If you need help starting a Canvas Conversation, there is an easy to access the guide at

<https://community.canvaslms.com/docs/DOC-10573-4212710324>.

**Can I merge my regular email with my Canvas messaging?** You can set up Canvas to copy your CR or personal email accounts. To set up your Canvas email account see the [Canvas Guide on Adding Contact Methods for Students](#).

**How long does Dr. M usually take to reply to Canvas messages?** I check messages 2x a day during the week and respond within 24 business hours. I may not get messages sent over the weekend or holidays until the next business day. If you do not hear from me within 24 business hours, please resend the message. The phone number listed is a digital Google voice mailbox. I listen to voice messages as they arrive, and generally respond in writing. When you leave a message, please spell your last name and state your course and section.

## TEXTBOOK and CATALOG

### Required Course Textbook/Required Edition

**ISBN:** 9781506376721

**Title:** Close Encounters Communication in Relationships 5th Edition

**Authors:** Guerrero, Andersen, and Afifi

**Year:** 2018

**Publisher:** Sage

**Vital Source:** <https://www.vitalsource.com/referral?term=9781506377759>

### Catalog Information

**Course Credit Status:** D Credit-Degree Applicable **Units:** 3

**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 will have successfully completed English 150, English 102 or equivalent, or be eligible to enroll in English 1A or equivalent.

**Checking Transfer Eligibility ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST holds up-to-date information about transfer in California.** <http://www.assist.org/web-assist/welcome.html>

**Course 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 DELIVERY and TECHNOLOGY

### Course Delivery

**How is this course taught?** This course is delivered and prepared 100% online; there are no classroom meetings. As such, it is helpful for you to be familiar with online education. Please refer to the College of the Redwoods Online page at <http://www.redwoods.edu/online/>. Here you will learn about online courses and can access tutorials.

**Am I ready for an online class?** Take the [Penn State Student Self-Assessment for Online Learning Readiness](#).

**How can I be fully prepared?** It is vital to have basic technical skills before taking an online course. You will be creating documents, emailing, uploading attachments, and presentations. If you don't have much experience, it is recommended you take a computer course. Even if you have used a

computer in the past, you may want to brush up. Please overview the California Community College's page "Getting Tech Savvy - about 12 minutes" at <https://apps.3cmediasolutions.org/oei/modules/tech/>

## **Necessary Computer Skills & Technology Requirements**

### **1. Access and navigate Canvas**

**How do I get into the class portal?** Log in to [redwoods.instructure.com/login](https://redwoods.instructure.com/login). Select "COMM 7 – V5309" 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)

**Does log in change if I am on a Smartphone?** If you have a smartphone or a tablet, there is a free Canvas app through the Apple store at <https://itunes.apple.com/us/app/canvas-student/id480883488?mt=8> or an app available for Android devices at [https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en\\_US](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US)

**Can I take the entire course and submit working using only my smartphone?** No. Please do not try and complete this class entirely on a mobile device. The interface on a Smartphone will be complicated and impact success. If you decide to use your portable device for some of your class work, use the free Canvas app. You need access to a reasonable model Mac or PC computer. This computer should have a reliable Internet connection. You also need up-to-date software for the duration of this course. Software includes Adobe Acrobat, Chrome or Firefox/Safari, and Powerpoint. You will also need to use Microsoft Word or Google Doc.

**How can I get Microsoft Word?** Students at CR have free access to Office 365 (Word, PowerPoint, Excel, and OneNote) with a valid @mycr.redwoods.edu or @redwoods.edu email account. Go to <https://office.com/getoffice365> to get started.

**What if I prefer Google Docs?** There are also other free options such as Google docs (this requires a Gmail account). Go to <https://accounts.google.com/SignUp> to get started. You can update or get Adobe Acrobat for free at <https://get.adobe.com/reader/>

**3. Access [College of Redwoods Library](#) remotely.**

**4. Receive and respond to your [CR email](#).**

**5. Watch and create videos** using [Canvas's video feature](#) and use [Canvas Conference](#) and People tool.

**6. Reliable access to the Internet.** You need to have constant access to the internet for the duration of the course.

**7. Digital Camera or Webcam** You will also need a digital camera (your phone camera is perfect), the ability to get the [images or video off the camera and into Canvas](#) and Webcam for proctored quizzes, conferences, and the making of videos.

## **PARTICIPATION POLICY**

## **Participation/Drop/Withdrawal**

**How can I Drop or Withdraw from the Class?** Student-initiated withdrawal may occur through the second week of class with nothing recorded on the student transcripts and from week's 2-10 with a recorded W (withdrawal).

**Can I withdraw or be dropped at any time?** No, course withdrawal is not allowed after the 10th week of class.

**Can the professor drop me for not participating enough?** Administrative procedure (AP) 5075 allows instructors to withdraw students from class for non-participation through the 10th week of class.

**How is participation defined?** Regular and punctual attendance is an integral part of the learning process. As a college student, you are expected to log in and get work done as it is assigned. Participation means that you are actively completing assignments, not just logging in to Canvas. Non-participation for two weeks of assignments may result in involuntary withdrawal.

## **DATES AND HOLIDAYS**

### **Important Dates**

#### **Administrative**

Semester Begins 01/19/19

Last Day to Register for Classes\* 01/18/19 (or the day before the first class meeting, whichever is later)

Last Day to Add a Class\*\* 01/25/19 (or Friday of the 1st week of classes, whichever is later)

Last Day to Drop without a "W" and Receive a Refund (Term fees are NOT refunded once the term begins) 02/01/19

Census Date 02/04/19

Last Day to File P/NP Option 02/15/19

Last Day to Petition to Graduate or Apply for Certificate 03/07/19

Last Day for Student Initiated Withdrawal (no refund) 04/05/19

Last Day for Faculty-Initiated Withdrawal (no refund) 04/05/19

Final Examinations 05/11/19-05/17/19

Last day of class Semester Ends 05/17/19

Grades Due (grades instructor-entered via WebAdvisor) 05/27/19

One week after class ends Grades Available for Transcript Release (estimate) 06/03/19

#### **Holidays**

Dr. King Day (all campuses closed) 01/21/19

Lincoln's Birthday (no classes) 02/15/19

President's Day (all campuses closed) 02/18/19

Spring Break (no classes) 03/18/19-03/23/19

## STUDENT RESOURCES

### **Student Resources**

- [Academic Support Center](#) (and testing center)
- [Counseling Services](#)
- [DSPS \(Disabled Students Programs and Services\)](#)
- [Library](#) (including online databases)
- [Orientation for online students](#)
- [Student help and tutorials for using Canvas](#)
- [Support for online students](#)
- [Veterans' Resource Center](#)
- [Writing Center](#)

### **Disabled Student Programs and Services**

If you feel you may need extra time on exams, or certain accommodations, you may want to contact the Disabled Student Programs and Services. DSPS offers educational support services and special instruction designed to help you to be a successful student. Students with verified disabilities enrolled in college courses are eligible to receive accommodations intended to increase access to education. Information about your disability is considered confidential. Disabled Student Programs and Services contact information:

- College of the Redwoods DSPS, Del Norte - Telephone (707) 465-2324
- College of the Redwoods DSPS, Mendocino Coast - Telephone (707) 962-2638
- College of the Redwoods DSPS, Eureka Campus - Telephone (707) 476-4280

In compliance with equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Students are encouraged to contact Disabled Students Programs and Services (DSP&S) for disability verification and for determination of reasonable academic accommodations.

## **OUTCOMES AND OBJECTIVES**

**Student Learning Outcomes: A student learning outcome is what you should know and be able to do by the end of this course.**

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

**Course Objectives: Course objectives generally describe what an instructor or program aims to do.**

- Describe ways that communication creates, develops, and changes personal identities including variables such as culture, gender, ethnicity, and race.
- Explain the effect of communication on personal identities.
- Demonstrate an understanding of ethical interpersonal communication founded on current communication theory and research.
- Recognize conflict in interpersonal relationships and demonstrate appropriate ethical conflict resolution methods.
- Demonstrate effective listening skills.
- Adapt communication strategies to meet the needs of the situation, the relational partner, and individual goals.
- Identify communication skills that contribute to effective interpersonal relationships.
- Describe the effects of communication on interpersonal relationships and social and cultural realities.

## **CLASSROOM CULTURE**

### **Course Credo**

#### **Courtesy**

Practice being polite, active, helping, learning and teaching others

#### **Integrity**

In all circumstances, we tell the truth so that we can be relied on in class.

#### **Perseverance**

We strive to do better with each class. We never give up; we push ourselves to do better continuously,  
and so when we do achieve results or pass the test, we value our results

#### **Self-Control**

Everyone can become frustrated; we practice directing our bodies, minds, and emotions in positive ways to deal with challenges calmly and effectively.

#### **Indomitable Spirit**

Facing one's fears and finding strength from within is one of the best ways to build confidence and prepare us for the next challenge.

**Nondiscrimination Statement:** The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**General Expectations:** An online classroom is a place of open expression and discussion. Everyone's comments are essential. The diversity of experience among members of the class serves to enhance learning. In this class, it is essential to:

- Actively participate in online classroom discussions and groups.
- Present all assignments on time.
- Demonstrate respect for each other

**Commitment: I am committed to your learning experience. I provide responsive and personalized instruction. My goal is to support your educational and career needs. As part of this commitment I will:**

- Facilitate ongoing discussions to help further learning and understanding of the subject.
- Answer questions.
- Provide direction to work throughout the course.
- Treat each of you equally.

**Regular Effective Contact: I dedicate as much or more time to this class compared to a traditional class. I access the course between 9 am – 4:30 pm. I respond questions, emails, posts, and messages within 48 hours business. I read every discussion forum and may take part in the conversation. I post announcements, lectures, feedback, and email students who fall behind.**

## **GRADES**

### **Components of your grade**

We will watch videos, use collaborative learning methods, read, discuss, and apply concepts that deal with how to communicate effectively and how to avoid ineffective communication. You can connect to the Components of Your Grade page under the 'Knowledge is Power' module.

### **General Overview of Assignments**

Assignments are designed to help you integrate knowledge gained from this course into your lived experience. Assignments reinforce retention and understanding of human communication processes and skills. Please plan to schedule adequate time to ensure you can complete the tasks.

### **Overview of Grading**

Presence in Class\_12 points (1 @12 points)  
Lab Partner Project\_26 points (3 parts @ varying value)  
Group Research\_102 points (5 parts @ varying value)  
Discussion Questions on Academic Journals\_48 points (4 @12 points)  
Knowledge Checks\_90 points (9 @ 10 points)  
Interpersonal Communication in Action\_36 points (3 @12 points)

Senses of Relationships\_12 Points (1 @12 points)  
Final Paper\_30 points (1 @30 points)

**TOTAL COURSE VALUE: 356 points**

320+ points = A - to A  
285 - 319 points = B - to B+  
250 - 284 points = C to C+  
214 - 249 = D to D+  
213 or lower = F

**Grading Scale**

93 – 100 A	90 – 92 A	
87 – 89 B+	83 – 86 B	80 – 82 B -
77 – 79 C+	73 – 76 C	70 – 72 C -
67 – 69 D+	63 – 66 D	60 – 62 D -
59 and below F		

**P** Pass – C or better. Units awarded not counted in GPA

**NP** No Pass – Less than satisfactory or failing. Units not counted in GPA.

**S** Satisfactory – (Noncredit)

**I** Incomplete – if not completed, the final grade will be an “F”

**W** Withdrawal

**A** = Exceptionally well prepared and executed completion of assigned work indicating effort, individualized style, and demonstrating a thorough grasp of large portions of the course material.

**B** = Creative, well-prepared work, demonstrating great effort, talent, or grasp of material that is distinctly superior to an "average" or "C" effort.

**C** = Satisfactory completion of assigned work at a level of effort and competency customarily expected of the majority of students (basic completion, average performance, and reasonable effort).

**D** = Unsatisfactory completion of work indicating misperceived objectives or failure to grasp key concepts but with reasonable effort.

**F** = Failure to complete assignments through a lack of reasonable effort, or failure to attain a passing average on either exams or assignments.

**Late Work**

To be accepted, late work requires prior approval. Please reach out to me *before* you miss the assignment.

**Extra Credit**

Only grades equaling X9% or higher will be rounded up. In other words, 89% will become 90% - but not 88%. There is one extra credit assignment at the end of the semester during the final week.

**Response Time**

Grading time assignments is 48-72 hrs business hours after the due date. I read everyone's discussion posts and will comment in your gradebook feedback box. I have been known to hit the 'like' feature on Canvas :). The instructions to the assignments and grading rubric can be found directly in Canvas under the corresponding week. The exact due dates can be found later on in this syllabus or within the relevant Canvas Module Action page.

## ASSIGNMENTS

### **Discussion Questions on Academic Journals\_48 points (4 @12 points)**

You have four discussion questions that link what you learn to your lived experience. You will apply lessons from this course to your understanding of interpersonal relationships. Then you share your findings with the class. Responses will average 4-6 paragraphs and include APA cited sources. One source can be the textbook. The other sources must be credible and academic. Both the in-text citation and the reference citation will use APA as the format. Feedback for classmates is also required.

### **Knowledge Checks\_90 points (9 @ 10 points)**

We do not have long exams, but we do have comprehensive knowledge checks. The proctored knowledge checks overview your learning about the instructional methods. Knowledge Checks questions come from the textbook's quiz banks. Each proctored knowledge check gives you two attempts. You do not need to use both attempts. Canvas records the highest score. Questions are randomly chosen from a larger bank. Each attempt picks its questions. The questions and answers are scrambled. Attempts will not be identical.

You will have 45 mins per attempt. There will be 20 questions per attempt, worth .5 points per question. The proctoring for the Knowledge Check can happen from the comfort of your living room. To take your Knowledge Checks that way you will need a webcam and must download the app Proctorio. There are instructions and videos on how to use Proctorio under the "Knowledge is Power" tab. You will also be able to take a "zero-point" practice tests until you feel comfortable with the process. If you choose Proctorio, you do not need an access code. Access codes are only for when you are not using the Proctorio app. The access code is not given to you. The third-party proctor gets the access code. A third-party proctor is someone other than Proctorio. You are not obligated to use Proctorio.

**There are other options for proctoring besides using Proctorio.**

[CR testing site](#)

**Main Campus:** 7351 Tompkins Hill Rd. South of Eureka: (707-476-4106 or 707-476-4154)  
Academic Support Center (ASC) in the Learning Resources Center. Contact:  
Tina-Vaughan@redwoods.edu, 707-476-4168 or Su-Harrington@redwoods.edu,  
707-476-4309; Testing hours: See <http://www.redwoods.edu/asc/>

**Klamath-Trinity:** Please contact Melissa Ruiz, Melissa-Ruiz@Redwoods.edu to make an appointment, 530-625-4821. Testing hours: <http://www.redwoods.edu/klamath-trinity>

**Del Norte Education Center:** 883 W. Washington Blvd., Crescent City. Please contact:  
DN-LRC-Staff@redwoods.edu to make an appointment or call 707-465-2330. Testing hours:  
<http://www.redwoods.edu/delnorte/Library>

- Locate a remote proctoring service

Students distant from a College of the Redwoods location may use a proctor not affiliated with the College who meets any of the following criteria:

Librarian, testing coordinator, administrator, or teacher at an elementary or secondary school, community college, or university. Also, military chaplains, testing administrators, education services officers, or prison officials are acceptable. The instructor must approve these or other alternatives and supervising administrator. It is the student's responsibility to make arrangements with the proctor using Form B: "Student/Proctor Agreement Form" and to pay all costs for proctoring.

**Please note the following:** The following may NOT proctor this exam for you: An immediate work supervisor, relative, significant other, CR student, or anyone living in your home. Fees, if any, charged by your proctor are your responsibility; CR will not reimburse you for such expenses.

Once you've identified a person who agrees to be your proctor, you must complete and return to your instructor the Form B: "Student/Proctor Agreement Form" **NO LATER THAN one week before the due date of the Knowledge Check.**

### **Interpersonal Communication in Action\_36 points (3 @12 points)**

There are three action exercises (Johari Window Profile, Film Journal, and Dear Comm Expert). These exercises make connections between an artifact and the course lessons. These exercises help you develop attitudes, opinions, values, and self-awareness. Responses will average 500-700 words and cite sources. One source can be the textbook. The other sources must be credible and academic. Both the in-text citation and the reference citation will use APA as the format. Feedback for classmates is also required.

### **Senses of Relationships\_12 Points (1 @12 points)**

There is one performative piece, Senses of Interpersonal. These assignments explore the world around us through music or photography. You will locate music or take pictures of your environment and interpersonal communication. Visual literacy a core part of information literacy. Visual literacy also connects to critical thinking. The quality of nonverbal communication plays a vital role in these two assignments. You will take pictures or finding music that relates the course. You examine your surroundings and analysis how your surroundings connect with interpersonal communication.

### **Group Research\_102 points (5 parts @ varying value)**

You will work in groups. There are five steps to this assignment. The focus is on gathering academic journal articles, annotating the literature, and applying what you have collected to the production of a paper. You will work on this over ten weeks. The group research will require you to understand how to use Canvas Conference, and People feature. Instructions and tutorials will be available in the directions.

### **Lab Partner Project\_26 points (3 parts @ varying value)**

You will work in yads, or teams of two. There are three phases to this assignment. The topics covered are first impressions and conflict management. The group research will require you to understand how to use Canvas Conference, and People feature. Instructions and tutorials will be available in the

directions. For a detailed breakdown of Assignments click on 'Components of your Grade' under the 'Knowledge is Power' module.

### **Feedback For Peers**

For many assignments, you will leave feedback for classmates. The feedback is worth points and skipping this step lowers your grade. The average length will be 7-9 sentences. The content will acknowledge, excite, and promote dialogue. The standards of grammar, punctuation, complete sentences and proper APA citation methods apply. The quality of your responses will be graded.

Below are examples of great pieces of A+ feedback. They earn the A+ because they:

- Describe what has been read/reviewed.
- Interpret the meaning of the information as it pertains to public speaking.
- Evaluate the interpretation.
- Theorize on how key ideas impact person, community, and global public speaking.

(1). Jason, Your speech was excellent. Your voice was steady and even. You did not seem scripted and had credible information. The reference established you're credible on the topic. You are correct in saying critical listening is critical in day-to-day interactions. Without critical listening, the messages individuals are trying to get across get lost. Individuals interpret the messages, as they want. It is essential to listen to what someone is saying. Then, to paraphrase their thoughts to be sure you heard the correct message. Great! Leslie

(2). Linda, I like your examples of modern speech styles. I also love how you referenced the "after dinner speech." Your examples were simple and to the point. I feel this allows the reader to have a better understanding of your explanation. I think that you did a good job on your assignment and that you will have no problem in this class. I look forward to learning more about speaking. I have had no prior issues with job interviews, but I do see my future interviews being more formal. I am pursuing a different career path. Nice work! Leslie

Below are pieces of feedback considered incomplete. They fall short of full points. These pieces of feedback:

- Forget to elaborate, providing only one sentence responses.
- Focus on "like/dislike" or "good/bad" without explaining why.
- Fall short of demonstrating an understanding of the lesson and how it was applied.

(1). Kim, I agree. Good work.

(2). Brenda, I would have to agree with you. My friend webcams with other friends from all over the world. It's incredible how much power the internet gives us.

### **OTHER DETAILS**

**Language: This class must be a comfortable and fair environment. Language that is racist, sexist, or that discriminates will not be tolerated. Such communication will result in an**

**automatic “F.” The occurrence will be documented in case further disciplinary actions are warranted.**

**Policy on Plagiarism: Academic integrity means honesty and responsibility in scholarship. Unless collaboration is authorized, academic work should result from individual efforts. Intellectual contributions from others must be acknowledged. Students accused of violating the academic integrity policy will face judicial action. They also face the possibility of suspension from the college.**

**Plagiarism is a serious academic offense:** Students should be aware that the institution reserves the right to suspend or terminate any student who copies or otherwise plagiarizes assignments/projects of other students or professionals. Please carefully review the details of plagiarism.

**Academic dishonesty will result in one of the following disciplinary measures to be decided by the course instructor:**

1. Verbal/written warning
2. **Conference with the department chair or dean**
3. **Reduction of test/course grade to an F.**

A student may subsequently be placed on probation or suspended or expelled and forced to withdraw as a result of academic dishonesty.

***Course Calendar***  
***Jan 19 - May 16, 2019***

***Week 1***

**Topics** Course Overview and Principles of Relational Communication

**Read** Chp. 1

**Get Inspired** 11min video <https://youtu.be/KlI2qDO0J6s>

**Do by Monday** Watch W1 Opening Video

**Submit by midnight on Thursday** Action Item1\_Presence In Class Videos

**Submit by midnight on Sunday** Action Item2\_Knowledge Check on Syllabus and Feedback for 2 classmates

## **Week 2**

**Topics** Communicating Identity

**Read** Ch. 2

**Get Inspired** 5 min. Video <https://youtu.be/ikGVWEvUzNM>

**Do by Monday** Watch W2 Opening Video

**Due by midnight on Thursday** Action Item1\_Discussion Question on Academic Journal\_Article 1

**Due by midnight on Sunday** Action Item2\_Knowledge Check Chp 1 - 2 (Remotely Proctored) and Feedback for 2 classmates

## **Week 3**

**Topics** Forces of Social Attraction

**Read** Ch. 3

**Get Inspired** 6 min video <https://youtu.be/Tvne48F0Eqw>

**Do by Monday** Watch W3 Opening Video

**Due by midnight on Thursday** Action Item 1\_Group Research Project\_Step 1: The Meet and Greet

**Due by midnight on Sunday** Action Item 2\_Interpersonal Communication in Action\_1 and Feedback to group member's posts

## **Week 4**

**Topics** Managing Uncertainty & EVT

**Read** Ch. 4

**Get inspired** 9 min video [https://youtu.be/k\\_d2Vxc6No8](https://youtu.be/k_d2Vxc6No8)

**Do by Monday** Watch W4 Opening Video

**Due by midnight on Thursday** Action Item 1\_Knowledge Check Chp 3-4

**Due by midnight on Sunday** Action Item 2\_Senses of Interpersonal 1 (no feedback required)

## **Week 5**

**Topics** Stages of Relational Development

**Read** Ch. 5

**Get inspired** 11 min video <https://youtu.be/oDmTGn3tZis>

**Do by Monday** Watch W5 Opening Video

**Due by Midnight on Sunday** Action Item 1\_Group Research Project Step 2: The Recorded Conference

## **Week 6**

**Topics** Self Disclosure, Privacy, and Secrets

**Read** Ch. 6

**Get inspired** 8 min video <https://youtu.be/aVgeJ5eqISM>

**Do by Monday** Watch W6 Opening Video

**Due by Midnight on Thursday** Action Item 1\_Discussion Question on Academic Journal\_Article 2

**Due by Midnight on Sunday** Action Item 2\_Knowledge Check Chp. 5 - 6 (Remotely Proctored) and Feedback to Classmates

## **Week 7**

**Topics** Affection, Immediacy, Social Support

**Read** Ch. 7

**Get inspired** 6 min video [https://youtu.be/b7Au\\_4k5Q4A](https://youtu.be/b7Au_4k5Q4A)

**Do by Monday** Watch W7 Opening Video

**Due by midnight on Sunday** Action Item 1\_Group Research Project Step 3: Gathering the Literature Review

## **Week 8**

**Topics** Love Styles & Attachment

**Read** Ch. 8

**Get inspired** 6 min video <https://youtu.be/2s9ACDMcpjA>

**Do by Monday** Watch W8 Opening Video

**Due by midnight on Thursday** Action Item 1\_Discussion Question on Academic Journal\_Article 3

**Due by midnight on Sunday** Action Item 2\_Proctored Knowledge Check Chp. 7 - 8 and Feedback for classmates

## **Week 9 Spring Break**

### **Week 10**

**Topics** Communicating Sexually

**Read** Ch. 9

**Get inspired** 17 min video <https://youtu.be/B4uUgdh3pmY>

**Do by Monday** Watch W10 Opening Video

**Due by midnight on Sunday** Action Item 1\_Group Research Project Step 4: Annotated Bibliography

### **Week 11**

**Topics** Relational Maintenance & Group Work

**Read** Ch. 10

**Get inspired** 9 min. Video <https://youtu.be/XsFJFfegkj4>

**Do by Monday** Watch W11 Opening Video

**Due by midnight on Thursday** Action Item 1\_Proctored Knowledge Check Chp. 9 - 10

**Due by midnight on Sunday** Action Item 2\_Lab Partner\_Phase 1: Meet and Greet Set-Up

## **Week 12**

**Topics** Dominance and Power

**Read** Ch. 12

**Get inspired** 9 min. Video <https://youtu.be/q5qqJdE4vgc>

**Do by Monday** Watch W12 Opening Video

**Due by midnight on Thursday** Action Item 1\_Discussion Question on Academic Journal\_Article 4

**Due by midnight on Sunday** Action Item 2\_Lab Partner\_Phase 2: Make Me a Bio and Feedback for classmates

## **Week 13**

**Topics** Relational Transgressions

**Read** Ch. 13

**Get inspired** 5 min. Video <https://youtu.be/yPmMbykacF0>

**Do by Monday** Watch W13 Opening Video

**Due by midnight on Thursday** Action Item 1\_Knowledge Check Chp. 11 - 12 (Remotely Proctored)

**Due by midnight on Sunday** Action Item 2\_Lab Partner\_Phase 3: Who Gets Time Off

## **Week 14**

**Topics** Healing Hurt

**Read** Ch. 14

**Get inspired** 19 min. Video <https://youtu.be/gyPoqFcvt9w>

**Do by Monday** Watch W14 Opening Video

**Due by midnight on Sunday** Action Item 1\_Group Research Project\_Step 5: Application of Information

## **Week 15**

**Topics** Interpersonal Communication

**Read** [Nelson, D. W. \(2016\). Enhancing Interpersonal Communication: Positive Mood Effects. \*Social Behavior & Personality: An International Journal\*, 44\(9\), 1535–1539.](#)

**Get Inspired** 12 min. Video <https://youtu.be/z-WwsALhH04>

**Do by Monday** Watch W15 Opening Video

**Due by midnight on Thursday** Action Item 1\_Interpersonal Communication in\_Action 2: Advice

**Due by midnight on Sunday** Action Item 2\_Knowledge Check Chp. 13 - 14 (Remotely Proctored) and Feedback for classmates

## **Week 16**

**Topics** Ending Relationships

**Read** Ch. 15

**Get inspired** 5 min. Video <https://youtu.be/1fF1Ny4s5CI>

**Do by Monday** Watch W16 Opening Video

**Due by midnight on Thursday** Action Item 1\_Interpersonal Communication in\_Action 3: Johari Window

**Due by midnight on Sunday** Action Item 2\_IKnowledge Check Chp. 15 (Remotely Proctored)

## **Week 17**

**To-Do Date:** May 12 at 11:59pm

**Interpersonal Communication Final Paper Due by midnight on THURSDAY**

