

Interpersonal Communication (SPCH 16)
De Anza College – Spring Quarter 2010
T/Th: 6:30 – 8:15pm

Instructor Information

Name: Anu Khanna, Ph.D.

Office Hours: T/Th: 5:00-6:00pm
And by appointment

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Course Description

This course is designed as an introduction to the basic concepts, principles, and skills for improving communication in your interpersonal relationships.

Learning Outcomes

- Develop increasing communication competence in building and maintaining relationships by adapting to other people, the goals of the speaker, and the requirements of the interpersonal communication context (e.g., cultural, social, and business).
- Demonstrate increasing confidence in the ability to use a range of speaking, listening, and collaboration skills.
- Evaluate and assess the effectiveness of interpersonal communication through self-reflection and shared feedback.

Required Materials

Beebe, S.A., Beebe, S.J., & Redmond, M.V. (2010, 6th Ed). Interpersonal communication: Relating to others.
Boston: Allyn & Bacon.

Note: A copy of this text is also on reserve at the De Anza Library and is available for student checkout.

Student Responsibilities - As a student in my class, you are required to do the following:

- Attend class regularly, have readings completed prior to coming to class, and be prepared to participate in discussions.
- Be open to other people and be willing to respond to ideas that are different from what you believe is "normal". Respect, value, and appreciate differences.
- Do not be afraid to share your ideas with others. Your ideas are as important as everyone else's.
- Treat learning as a chance to grow. Understand that education is never given to you; it is earned.

Attendance - Attendance is required and will be recorded each class session. Three or more absences (whether explained or not) can result in a loss of all of your participation points. Arriving to class more than 20 minutes late will count as an absence. It is your responsibility to see me to find out what you missed. If you are going to be absent from class more than three consecutive days, please contact me for an explanation otherwise I reserve the right to drop you from the class.

Participation/Professionalism (40 points) - Active participation in group exercises and discussion that complement the textbook material is essential to the learning process. This includes behaviors such as: showing respect for the instructor and other class members, actively participating in classroom exercises and discussions, coming on time to class, and not leaving class early. Out of respect for the instructor and classmates, please **turn off or place on silent mode all cell phones and pagers. Please, NO texting.**

Academic Dishonesty - Anyone found cheating on an exam will receive an "F" for the course. Any evidence of plagiarizing (representing somebody else's work as your own, whether another student's work or a published source) will result in 0 points for the assignment. All cases of academic dishonesty will also be reported to the appropriate college officials.

COURSE ASSIGNMENTS:

Quizzes (Total= 100 points) - There will be three quizzes throughout the quarter. Each quiz may include multiple choice, fill in the blank, true/false, and short answer questions.

Application/Position Papers (4 @ 35 points each) - You will write and submit a 2-3 page paper on a topic related to in-class discussions and activities. Additional details for each application paper will be provided in class.

Homework Portfolio (40 points) - You will periodically be given discussion/reflective questions or exercises to be completed as homework. Each student should keep a separate folder to collect and compile these homework assignments. I will periodically collect your folders. Most homework will be graded on a check plus (complete and thorough), check (completed), check minus (incomplete or hastily/poorly done). At the end of the quarter I will assign your portfolio a grade out of 40 points based on overall quality and completeness of all the homework assignments.

“Dear Anu” Letter (10 points) – You will assume you are writing an *anonymous* letter to an advice columnist and write a letter that describes some communication challenge that exists in your life. Additional details will be provided in class.

Book Review (35 points) You are to read one book, in addition to the class textbook that deals with some aspect of Interpersonal Communication and prepare a report that reviews, critiques and applies information from the book to your interpersonal life. Additional details, as well as a reading list, will be provided in class.

Grading

The total amount of points for this course = 365. Final grades are determined by the final point total and assigned according to the following scale:

93-100%=A	77-79%=C+
90-92%=A-	70-76%= C
87-89%=B+	67-69%=D+
83-86%=B	63-66%=D
80-82%=B-	60-62%=D-
	<60%=F

*Scores (of .5 or more) that fall between grades will be rounded up to the nearest percentage point (i.e. 92.6% would be rounded to 93% for an A).

Late Work/Make-up Work - Assignments are due at the beginning of the class period on the due date. A late assignment will receive a 10% penalty for each weekday that it is late. Late assignments should be handed in to me during my office hours or emailed to me (with a follow-up hard copy of the assignment at the next class meeting). Late assignments will not be accepted one week after the due date has passed.

Quizzes will be administered only on the days scheduled. No quiz can be made up without a valid and legitimate excuse. **Late work will be accepted without penalty only if arrangements have been made with me before the assignment is due.**

Writing your assignments well

Good writing skills are extremely valuable. Since this class requires a significant amount of writing, you have an excellent chance to develop these skills. My expectations for writing assignments are that:

- Papers are proofread. This means they are free from spelling, punctuation, and grammar mistakes.
- Ideas are organized in a clear fashion.
- A reasonable amount of effort is put into developing ideas and supporting claims.
- Other people's ideas are distinguished from your own (see the college academic integrity policy).