"The way we communicate with others and with ourselves ultimately determines the quality of our lives."
- Anthony Robbins (Life Coach, Business Strategist and Author)

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Office: INST 1012
Office Hours: 6:25-6:50 pm; 10:00-10:10 pm; and by Appt.

Course: COMM 121 – Interpersonal Comm.
Section #: 3318
Meeting Day/Time: Thursdays 6:50 – 10:00 pm
Location: INST 1012
Website: http://www.lamission.edu/~fup

Course Description: Designed to provide skills and fuller understanding of how individuals cope with social interactions that build, maintain or dissolve interpersonal relationships with friends, significant others, family members and coworkers.

Course Objective: To provide students with the knowledge and skills needed to effectively build, maintain and dissolve interpersonal relationships by understanding the interpersonal communication process, dynamics of interpersonal communication, intercultural communication, self-concept, influences on perception, verbal and non-verbal communication, listening, communication climates, managing conflict and effectively communicating in intimate, familial and work-related interpersonal relationships.

Student Learning Outcomes:
Upon completion of this course Students will be able to complete the following:

Outcome	Means of Assessment
Analyze how their self-concept impacts communication in their interpersonal relationships.	Case Study Analysis, Self Reflection Essay
Assess how cultural values and norms affect communication behavior.	Case Study Analysis, Debate(Discussion), Oral Presentation/Group Presentation, Self Reflection Essay
Predict how the various influences on perception affect how messages are interpreted.	Case Study Analysis, Demonstration/Role Play, Oral Presentation/Group Presentation, Self Reflection Essay
Hypothesize how non-verbal communication affects how content and relational messages are interpreted.	Case Study Analysis, Demonstration/Role Play, Oral Presentation/Group Presentation, Self Reflection Essay
Generate effective perception checking statements.	Case Study Analysis, Demonstration/Role Play, Exam
Recommend appropriate listening styles/responses.	Case Study Analysis, Demonstration/Role Play, Debate (Discussion), Self Reflection Essay, Exam
Discover the dialectical tensions that impact their interpersonal relationships.	Case Study Analysis, Self Reflection Essay

Required Text: Wood, J.T., & Duck, S. (Eds.). (2006). *Composing Relationships: Communication in Everyday Life.* Boston, MA: Wadsworth Cengage Learning.

Method of Instruction:
I hear and I forget. I see and I remember. I do and I understand. – Confucius
This quote is the driving force behind the method of instruction for this course. Being able to communicate in interpersonal relationships is a skill therefore this course requires thoughtful preparation and active engagement!

Teaching Philosophy:
My door is always open. If you have questions, doubts, or concerns you can always contact me via email or phone. If you would like to meet in person, we can meet during my office hours or by appointment. Teaching is a partnership. You do your part and I will do mine to help you. The earlier you ask for help, the more likely you will be able to get back on track. I am here if you need help but you need to let me know you need it!

Grading Procedure:

Grade	Percentage	Points	How many points can I miss for a ___ grade?
A	90 – 100%	360 - 400	You can only miss 40 points for an "A".
B	80 – 89%	320 - 359	You can only miss 80 points for a "B".
C	70 – 79%	280 - 319	You can only miss 120 points for a "C".
D	60 – 69%	240 - 279	You can only miss 160 points for a "D".
F	0 – 50%	0 - 239	F = Retaking this Course.

Course Assignments:

Assignments/Exam	Points Received	Points Possible
Participation (per class) & Homework (per class assignment)		100
Communicator Self Assessment Assignment – Part 1		25
Self-Concept Investigation Paper		30
Reflection Dialogue (Family) Paper [1]		35
Reflection Dialogue (Intimate/Personal Relationships) Paper [2]		35
Exam 1		40
Reflection Dialogue (Work-Experience) Paper [3]		35
Case Study Group Presentation Assignment		30
Exam 2		40
Communicator Self Assessment Assignment – Part 2		30
Total Points		400

Course Assignment Overview: (All Assignments will be emailed to you and posted on my website.)

- Participation and Homework (25%):
  - Participation is a key component of this course. To receive participation points, students must be present, on-time, and ready to engage in classroom discussion and activities. To effectively participate in classroom discussion students should complete homework assignments and course reading materials. Students who are not prepared and who do not actively engage in classroom discussion or activities will not receive full participation points. Note that points are not just given for showing up. You must participate in discussion and in-class activities. Absences, being tardy or leaving class early will result in lower participation points. Each incident will result in a five point deduction.
  - Each week you will receive homework in the form of a reading assignment, discussion questions or other type of activity. *YOU MUST CHECK YOUR EMAIL ON A WEEKLY BASIS TO CHECK FOR HOMEWORK ASSIGNMENTS!* Homework on average should take you between 30-60 minutes to complete. Failure to complete or turn in homework will result in lost points. Be sure to keep track of the points missed and received.
- Communicator Self Assessment Assignment Part 1 (6%): This assignment will require you to analyze your current communication skills and determine what level you want your skills to eventually be.
- Self- Concept Investigation Paper (7%): This assignment will require you to investigate how you perceive yourself and how others perceive you. You will examine your self-concept and see how your self-concept affects your perception and ultimately how you interpret communication on how you communicate with others.
- Reflection Dialogue Papers (26%): You will be asked to complete three Reflection Dialogue papers, worth 35 points each. Each Reflection Dialogue will focus on a different interaction and different type of relationship. You will provide an overview of the dialogue that occurred and dissect what is going on in the dialogue. You will provide examples and explanations to demonstrate your understanding of the communication concepts learned in class. The first Reflection Dialogue will be on a familial relationship (parent-child, sibling-sibling, etc.). The second Reflection Dialogue will be on an intimate or personal relationship (significant other or close friendship). The third Reflection Dialogue will be on a work type of relationship (boss-employee, peer to peer, etc.). Your Reflection Dialogues will be similar to the Reflection Dialogues found in your textbook.

- Exams (20%): You will have two exams on course lecture and assigned readings. The exams will contain multiple choice and short answer essay questions.
- Case Study Group Presentation (7%): This assignment will require you to work with 3-4 classmates on a group presentation. Each group will be given a case study in which your team will need to analyze the case study data, explain possible communication issues, provide a recommendation of your findings and demonstrate the recommendations you prescribe for the given case scenario.
- Communicator Self Assessment Part 2 (7%): This assignment will require you to analyze what level your communication skills were at the beginning of the semester and compare them to where you are now. You will discuss what you learned and what skills you plan to work on in the future.

NOTE: *Late assignments are not accepted. All assignments need to be turned in class and on time.*

Los Angeles Mission College Policies:

LA Mission College Attendance Policy (p. 46):

- The student is expected to attend every meeting of all classes for which he or she is registered. A student absent from classes for emergency reasons must inform his or her instructor of the reason for the absence.
- Students who have pre-registered for a class and who do not attend the first meeting of the class may forfeit their right to a place in the class. Students should call the instructor's office to inform the instructor of the circumstances related to the absence. The instructor will then decide if the reasons provided for the absence are appropriate for allowing the student to remain in class. Mitigating circumstances may be considered by the instructor. Whenever absences "in hours" exceed the number of hours the class meets per week, the student may be excluded from class by the instructor. *(This means you can be dropped after three absences).*
- It is the student's responsibility to officially drop from any class he/she does not plan to continue to attend. Any drops or exclusions that occur between the end of the 4th week and the end of the 14th week will result in a "W" on the student's record. Drops are not permitted beyond the end of the 14th week. An evaluative grade ("A", "B", "C", "D", "F", "CR", or "NC") will be assigned to students who are enrolled past the end of the 14th week. After the last day of the 14th week (or 75% of the time the class is scheduled, whichever is less) the student may petition to withdraw from class demonstrating extenuating circumstances.

*Incompletes are only given when *all requirements* are met.

Standards of Student Conduct: Academic dishonesty and disobedience will not be tolerated. Any Violations of the Standards of Student Conduct will result in penalties to be determined by College Authorities. To learn more about the standards of student conduct review the Standards of Student Conduct and Disciplinary Action located on page 61-63 of the LA Mission College 2012-2013 Catalog. Additional classroom guidelines will be determined as a class.

Classroom Rules:

- Be respectful to everyone. Disrespectful behavior such as name calling, intimidation, or any other aggressive behavior will result in appropriate disciplinary action.
- Stand by your commitment to attend every class for the time specified each week. Participation in this class is crucial and required. You will receive a five point deduction every time you are absent, tardy (coming into class after 6:50 pm) or leave class early (before 10 pm).
- Do your part and read all emails and assignment sheets *thoroughly*. You are responsible to read through the instructions and try your best to understand them. If you do not understand, I will gladly answer questions.
- Complete your assignments and keep track of your grade. Each assignment can have a big impact on your grade! Be sure to complete each one! Page 2 of this syllabus can be used to keep track of your points.
- Late assignments will not be accepted. Exceptions may be granted, only if you have a legitimate and documented excuse (for example: a verifiable doctor's note with date and time stamp).

Student with Special Needs: If you are a student with a disability and require classroom accommodations, please see me to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the quicker I will be able to provide them. If you have not done so already, you may also wish to contact the DSP&S Office in Instruction Building 1018 (Phone: 818-364-7732/ TTD 818-364-7861) and bring a letter stating the accommodations that are needed.

Tentative Course Schedule *(Note: Dates and assignments are subject to change).*

Week	What is due?	Class Activities/Topic	Reading Assignments
1	Print the syllabus, read it and come prepared with questions. Purchase the textbook.	COMM 121 Overview - Introductions and Syllabus Review What is communication? What is the communication process? What are the different types of Interpersonal Relationships? How are Interpersonal Relationships formed, maintained and dissolved? How does communication impact our relationships?	Introduction/Part 1 Chapter 1 Chapter 2 Chapter 18 Online Reading Assignment
2	**Communicator Self Assessment Part 1** Homework Assignment – Check Email for Details		
3	Homework Assignment – Check Email for Details	What is the self concept? What affects our self-concept? How does the self-concept impact how we communicate and interpret messages? What are we really communicating?	Chapter 3 Chapter 4 Chapter 5 Chapter 6 Chapter 11 Online Reading Assignment
4	Homework Assignment – Check Email for Details		
5	**Self-Concept Investigation Assignment**	How can we be better communicators? How do we send the right verbal and non-verbal messages? How can we build and maintain our Interpersonal Relationships? How do we handle conflict? When should we dissolve an Interpersonal Relationship? How do we dissolve an Interpersonal Relationship?	Chapter 7 Chapter 8 Chapter 9 Chapter 10 Chapter 12 Online Reading Assignment
6	Homework Assignment – Check Email for Details		
7	Homework Assignment – Check Email for Details **Exam 1**		
8	**Reflection Dialogue #1 - Family**		
9	Homework Assignment – Check Email for Details		
10	Homework Assignment – Check Email for Details		
11	**Reflection Dialogue #2 - Intimate**		
12	**Exam 2**	What impacts communication at work? How can we build and maintain our work-related Interpersonal Relationships? How can we be better communicators at work?	Chapter 13 Chapter 14 Chapter 15 Chapter 16 Chapter 17 Online Reading Assignment
13	Homework Assignment – Check Email for Details		
14	**Reflection Dialogue #3 - Work**		
15	**Case Study Group Presentation Assignment**		
16	**Communicator Self Assessment Part 2**	Communicator Self Assessment Presentations (8:00-10:00 pm)	

Late Assignments are NOT Accepted:
All assignments need to be turned in class and on time. If you have a legitimate and documented excuse, you can turn in your assignment *before the due date*.

Student's Responsibility:
If you miss a session, are late or leave early, you will need to contact a fellow student to find out what you missed. Keep in mind that absences, being tardy or leaving class early will affect your participation scores.

EMERGENCY PROCEDURE: *If a campus emergency that poses risk to students occurs, please be prepared to immediately follow the instructions of your Professor or Instructor. Do not exit the classroom until instructed to do so. If building evacuation is required, you will be asked to leave* ***all*** *of your non-essential personal belongings in the classroom and quickly, yet orderly and safely, exit the classroom and the building, preferably through the main doors on the north end of Building 29. Proceed to a safe location near the walkway intersection. As the last person to exit, I will lock the classroom door behind me and meet you outside of the building in order to account for your presence and safety.*