

Skyline College
Speech 120 Interpersonal Communication AB CRN: 80779
Fall Semester 2009
(Monday-Wednesday-Friday 12:10 pm – 1:00 pm)

Professor: Fermin Irigoyen

Office Location: 1-1133

Telephone: 650.738.4276

Office Hours: M&W 11:10-12:00pm

T&TH 2:00-3:00pm

F 11:10-12pm and by appointment

E-mail: irigoyen@smccd.net

Web-Site <http://www.smccd.net/accounts/irigoyen/index9.html>

Textbook:

Looking Out Looking In, Ronald Adler and Russell Proctor- Twelfth Edition

Scantrons: Six half-sheet green scantrons, Form No. 882-E.

COURSE DESCRIPTION AND OBJECTIVES

Recommended: Eligibility for ENGL 836. Study and practice of interpersonal relationships. Analysis of the verbal and non-verbal modes of communication. Investigation of communication conflicts in interpersonal relationships and methods of conflict resolution. Transfer: UC; CSU (A1)

Students should be able to:

1. Identify key components to the varied communication models.
2. Understand the aspects that make up a self-concept.
3. Demonstrate the perception checking process.
4. Distinguish between debilitating and facilitative emotions.
5. Comprehend the influences of language in a communication climate.
6. Detect the nuances of nonverbal communication in everyday interaction.
7. Acquire the necessary skills to become an active listener.
8. Distinguish between different relationship models.
9. Identify the dynamics of a communication climate.
10. Effectively manage conflict.

Grading (Final Grading is on a straight scale and percentages are rounded down.)

A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (Below 59%)

Attendance/Participation 10%

Part One Exam 20%

Part Two Exam 20%

Part Three Exam 25%

Quizzes 25%

Class Schedule

Week	Date (Week of)	Topics
Week 1	August 17	Introductions/Course Overview
Week 2	August 24	Chapter 1 First Look at Interpersonal Relationships
Week 3	August 31	Chapter 1 First Look at Interpersonal Relationships
Week 4	September 7	Chapter 2 Communication and the Self
Week 5	September 14	Chapter 2 Communication and the Self
Week 6	September 21	Chapter 3 Perceptions: What You See is What You Get
Week 7	September 28	Chapter 3 Perceptions: What You See is What You Get
Week 8	October 5	Chapter 4 Emotions: Thinking, Feeling, and Acting
Week 9	October 12	Part One Exam Friday 10/16/09
Week 10	October 19	Chapter 5 Language: Barrier and Bridge
Week 11	October 26	Chapter 6 Nonverbal Communication
Week 12	November 2	Chapter 7 Listening: More than Meets the Ear
Week 13	November 9	Part Two Exam Monday 11/9/09
Week 14	November 16	Chapter 8 Communication and Relational Dynamics
Week 15	November 23	Chapter 9 Intimacy and Distance in Relational Dynamics
Week 16	November 30	Chapter 10 Improving Communication Climates
Week 17	December 7	Chapter 11 Managing Interpersonal Conflicts
Week 18	December 14, 2009	Monday 11:10 am –1:40 p.m. Part Three Exam

* The above schedule and procedures in the course are subject to change in the event of extenuating circumstances.

Instructor: Fermin Irigoyen

Discipline: Speech 120- Interpersonal Communication

Assignment Title: Empathy Skills Assignment

Purpose: This assignment will allow you to demonstrate your ability to build common ground and empathy. Note: As you write your description, remember that you are not required to agree with the other person's position-only to understand it SO LISTEN!

The Assignment:

Instructions

1. Choose an interpersonal issue with a person who is important to you. This person may be a friend, family member, fellow student or worker, instructor, or any other person who matters to you. This person must be available to you for feedback during the time you are completing this assignment.
2. Compose a paper describing the issue from the other's point of view. Write your description in the *first person* as if you were the other person. (You may choose to meet with the other person before writing your description to understand his or her perspective better.)
3. Show your completed draft to the other person to verify its accuracy. Based on the comments you receive, revise your description.
4. Show your revised description to your partner. If you have represented his or her thoughts feelings accurately, have this person verify its correctness by signing the paper. If your description is still not accurate, keep revising it until the other person is willing to sign it.
5. Add a written summary to your paper describing the following dimensions of the issue:
 - ❑ There are understandable reasons for the behavior of both parties in the issue.
 - ❑ Both parties have engaged in at least some erroneous thinking and behavior with regard to this issue.
 - ❑ In at least one way the issue may be seen as less important than the parties have perceived it to be.

Interactivity: This exercise requires the students to listen to a relational concern with someone important to them. This process taps into the skills learned during the semester in the area of interpersonal communication.

Class Procedures

I will lecture only on selected materials, but you are responsible for all concepts and definitions covered in the assigned readings. You should complete assigned readings and exercises BEFORE coming to class and ask questions about anything you do not understand. To facilitate discussion of course materials and exercises, you should bring your text and workbook to class each day.

In coordination with the DSPS office, reasonable accommodations will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DSPS office at 650.738.4280

Professionalism/Etiquette

In-Class Conduct

As a Professor at Skyline College, I am dedicated to providing the best possible learning environment to prepare my students for a positive educational experience. In order to facilitate this goal, students will be expected to conform to generally accepted notions of professionalism that typically would be observed in the academic/professional world. The following represents an illustrative, but certainly not exhaustive, list of appropriate/inappropriate conduct in my classes, to which you explicitly agree upon remaining enrolled in the class. Failure to conform will be grounds for appropriate action, including but not limited to expulsion from the classroom and a failing grade in the course.

Homework and any other graded work are due at the beginning of class on the due date. Homework not turned in within 5 minutes of the scheduled start of class will not be accepted. All homework and other work shall be typed or word-processed double-spaced on 8&1/2 x 11" paper using 12 point font and 1" margins all around (you would not turn in hand-scribbled notes at work, nor would you turn in reports or projects late or incomplete; the same will be true here). Work that is not typed will not be graded. It is recommended that you make copies of all assignments, including homework exercise, before submitting them. It protects you from accidental loss on my part and allows you to continue working while the assignment is being graded.

In the spirit of helping you succeed, please remember that you are not alone in your academic endeavors. Skyline College has numerous support services such as the Computer Writing Center, the English Assistance Lab, the Library, and numerous other student services for you!

Students shall refrain from any and all disruptive conduct, such as carrying on private sidebar conversations with classmates, during class. Please refrain from reading materials or doing homework unrelated to class during our sessions. **Students shall turn off all electronic devices before entering class.**

There are no make-ups for missed or late quizzes, exams, papers, or other class exercises. In addition, there are no extra credit opportunities in my class. If you expect outside obligations to keep you from engaging fully in all class activities, you should drop the course and take it some other time.

Students are expected to communicate with the instructor on individual matters outside of class primarily during scheduled office hours, through email, by phone, or by appointment as necessary. Students should refrain from distracting the instructor with individual matters immediately before class while the instructor is setting up, or from slamming closed books and notebooks just before the announced end of class, as this detracts from the instructor's ability to function effectively for the class as a whole, and to begin and end class in a timely manner.

Attendance/ Participation

Please bear in mind that merely *attending* class does NOT mean that you are *participating*. Participating means that you are actively talking and actively listening.

Attendance means you are expected to attend all class sessions, arrive on time, and stay for the full class period. You are responsible for all lessons, cases, group work, and class discussions that occur during each class day. Students shall arrive in class on time, prepared to begin promptly at the appointed hour. I take attendance at the beginning of the appointed hour. If I call you and you do not respond, I will consider you absent from the session. Students should plan ahead with regard to traffic, parking, etc., to do so.

Absences are considered excessive when the student has been absent twice the number of clock hours that the class meets during a week and may be dropped by the instructor.

If you decide that this class is not for you, it is your responsibility to drop yourself from the class with admissions and records. If you do not handle your responsibility you will receive an "F" in the class.

Participation means that you honor your classmates and professor, by listening respectfully as another talks, and by behaving in a professional manner. Your active involvement in class and group discussions is also part of your participation grade, as well as part of your educational growth. Here are some criteria for positive participation: raising good questions during class discussions; effectively answering questions raised by students or the professor during class discussions; facilitating during in-class exercises (encouraging less active members to participate); and actively participating during in-class exercises (for example, contributing ideas, explaining why your analysis applies course concepts appropriately, etc.).

Voluntary participation is encouraged; however, I will randomly call on students as well, especially those who do not participated voluntarily. It's your choice. Volunteer and choose when to contribute (i.e., when you know the material or have something of value

to share), or let me choose for you! In either case, thoughtful study of assigned readings and preparation of homework exercises before coming to class will ensure that you are ready to contribute.

Exams

Examinations have 40 to 100 questions and are based on the textbook. Many questions are about terms/concepts and the application of those terms and concepts. Exams will be of the true/false, matching, multiple-choice and essay type. The multiple choice type, where you will select the *one best answer* from the alternatives. The correct answer will be judged according to the information given in your textbook. Think of multiple choice questions as a process of eliminating wrong answers and then choosing the one best answer. All examinations will be closed book.

NO MAKE-UP EXAMS WILL BE GIVEN/NO LATE WORK WILL BE ACCEPTED WITHOUT PRIOR APPROVAL OF THE INSTRUCTOR

Bring a half-sheet green scantrons, Form No. 882-ES, and number two pencils with erasers to each exam.

Quizzes

There may be quizzes randomly given, during the semester. The quizzes will cover the material presented in the text.

Academic Integrity

Do not cheat! Do your own work. Examples of dishonest cheating include: handing in plagiarized work done by someone else as if it was your own, talking to another student during an exam or quiz, looking at another student's paper in an exam, showing your paper to someone else in an exam, trading exam papers, or using unauthorized books or notes in an exam. Cheating is a serious offense and is not tolerated in this class. If you are found cheating it is my policy to immediately assign you an "F" for the entire class, and to attach a dishonesty report to your file. If one of your classmates asks you to cheat, do not do it. Helping another student to cheat is a very serious offense. A person asking you to cheat is not your friend-tell your instructor immediately, before they get *you* into trouble.

Please refer to the Skyline College catalogue regarding academic integrity.

Late Work

No late work will be accepted. Students are expected to have completed their assignments before coming to class. All assignments are due at the beginning of class. If you are going to be absent you may turn in any work EARLY with my consent.