SPCH 1318: Interpersonal Communication
Course Syllabus

SPCH 1318: Interpersonal Communication (3-3-0)
A broad overview of the communication process and a specified focus on the theory and practice of communication between two people. This course increases understanding of the process of interpersonal communications, knowledge of the factors involved with interpersonal communication, and skills and strategies for managing problems of interpersonal communication. Prerequisites: Successful completion of THEA reading or eligibility to enroll in READ 0308 and eligibility to enroll in ENGL 0306. Recommendation: The speech faculty strongly recommends that the student be eligible to enroll in ENGL 0308. F, Sp, Su (2310015312)

INSTRUCTORS:

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COURSE RATIONALE:

This course meets the requirement that all institutions of higher education in Texas certify their graduates as competent in oral communications, as mandated by the Texas Higher Education Coordinating Board. In addition, the course prepares the student for the increasing need for cultural awareness and conflict management required in modern society and business. This preparation includes analysis of various cultures and subcultures, preparation for and presentation of speeches and group projects, analysis and presentation of the interviewing process, conflict management exercises, and identification and analysis of personal core values.

EDUCATIONAL MATERIALS:


In addition to the required textbook and Interviewing workbook, the students are required to purchase the SPCH 1318 Interpersonal Packet. This packet contains various handouts and exercises students will use during the semester.

EVALUATION:

Grading for SPCH 1318 is divided into seven different units:

1. the “Unit Tests” unit, valued at 35% of the semester grade;
2. the “Cultural Project Presentation” unit, valued at 15%;
3. the “Class Exercises Work” unit, valued at 10%;
4. the “Mock Interviews” unit, valued at 10%;
5. the “Group Video Presentation” unit, valued at 15%;
6. the “Written Final Examination” unit, valued at 15%.

Evaluation of the Instructor and the Course: Near the end of each fall semester, students are given the opportunity to evaluate both the instructor and the course. Approved evaluation forms are provided by the
Kilgore College Office of Institutional Research, which is also responsible for the analysis of these evaluations.

ASSIGNMENT DESCRIPTIONS:

EXAMINATIONS:
Numerous exams will be administered throughout the semester. All exams will cover material from the text, lectures and handouts. Most tests will require mini essay scan trons.

CLASS EXERCISES:
Numerous communication situations and scenarios will be introduced throughout the semester. Students will be expected to participate in the exercises. Some exercises will require role playing during mock scenarios while others will include completing worksheets on self awareness, perception and nonverbal observations. Thoroughness of completion as well as attitude and productive class participation will be the main criteria for this subjective grade. Pop tests will be factored into class exercise credit.

CULTURAL PROJECT: (further instructions will be given during the semester)
Students will choose either one or two fellow classmates to work with during this project. The students will choose an international culture to study in order to share with the class the differences and/or similarities to a Western culture. The groups may choose to focus on the different foods, styles of dress, customs, language, artifacts, nonverbal differences, music, etc. Visual Aids must be used in the presentation to the class. Two sources or references must be used during the 7-10 minute presentation.

INTERVIEWING:
Students will study the process of interviewing from the perspective of the interviewee and the interviewer. Each student will participate in two mock interviews. Each student should prepare a typed resume for the interviewing process. This resume should be one page only and list an objective, work experience/history, special skills, activities and awards, etc.

GROUP VIDEO PROJECT: (further/detailed instructions are in the packet)
Students will be assigned groups for the video project. Groups will choose a video from selected lists to view, analyze and apply principles of interpersonal communication. The group will compile a notebook and present a report to the class complete with powerpoint and video clips.

FINAL EXAM:
A written final exam will be given on the day assigned by the Registrar's Office. This will be a written, comprehensive exam covering material from the text, lectures and handouts.

CLASSROOM POLICIES:
A. Attendance and punctuality: On the first day of class, SPCH 1318 students are advised on the “Kilgore College Attendance Policy,” which states in part:

KC requires punctuality and regular class attendance. An absence is defined as a student’s not being in class. An instructor may either drop a student when his lack of attendance prohibits him from meeting the course objectives or when a student accumulates excessive absences. “Excessive absences” is defined as two weeks of instruction in a 16-week semester or no more than 12.5% of the total hours of instruction in any term. (Kilgore College Catalog, p. 48)

Because of the limited amount of time available for students to complete the work required in the course, speech instructors strictly adhere to the course attendance and punctuality policy. Two tardies count as one absence, and students may be withdrawn from the course for excessive tardiness as well as for excessive absences.

B. Make-Up Policy: Students MUST contact the instructor (email or phone) BEFORE returning to class to receive ANY consideration in making up work. Failure to contact the instructor before
**returning to class will result in a “0” for any missed work.** Students must have a valid reason for missing work. If contact is made with the instructor in advance, students are permitted to make up a speech, project or test missed because of absences only under the following conditions:

1. the student misses as the result of a Kilgore College-approved trip;
2. the student misses because of illness and presents medical verification of the illness and the date missed;
3. the student misses because of a verifiable family emergency, such as a death in the family.

*Projects involving groups or partners or specific “in-class” presentations may not be made-up. The instructor will make that determination on a case-by-case basis.*

Responsibility for arranging an appointment for a make-up test or for scheduling a make-up speech and for presenting the required documentation for his/her absence rests entirely with the student. If the student fails to accept this responsibility, the missed work will be assigned a grade of “0.”

C. Academic Honesty Statement: The *Kilgore College Catalog* states:

It is the responsibility of students and faculty to help maintain scholastic integrity at the college by refusing to participate in or tolerate scholastic dishonesty. Plagiarism and other forms of academic dishonesty undermine the very purpose of the college and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in the *Kilgore College Student Handbook* available in the office of the Vice-President of Student Development, located in the Duvall Student Center. Phone (903)983-8189.

In Speech 1318, students are advised of this policy on the first class day.

D. Withdrawal Policy: The official Kilgore College calendar, published in the *Kilgore College Catalog* includes the last possible date for student-initiated withdrawals from individual courses and from the college overall. Students are advised to the KC withdrawal policy on the first day of class.

All withdrawals, whether student-initiated or instructor-initiated, result in a grade of “W” during the first twelve weeks of the semester or the first twenty-one days of a summer session. During the thirteenth or fourteenth weeks of a semester or from the twenty-second through the twenty-fourth day of a summer session, students are assigned a grade of “W” if they are passing the course or a grade of “F” if they are failing the course. Students may not drop individual classes or withdraw from school during the last two weeks of a semester or following the twenty-fourth class day of a summer session.

Prior to dropping a class, students are encouraged to have a conference with their instructor.

**DISCLAIMER:**

The Speech 1318 faculty reserves the right to make necessary modifications in the course content and schedule as necessary to promote the best education possible within the prevailing conditions affecting this course.

**EXEMPLARY EDUCATIONAL OBJECTIVES**

The student must be able to:

1) To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2) To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3) To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4) To participate effectively in groups with emphasis on listening, critical and reflective thinking and responding.
5) To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6) To develop the ability to research and write a documented paper and/or to give an oral presentation.

STUDENT LEARNING OUTCOMES:

A. Students will develop and improve their ability to identify potential problems when trying to communicate.
   Activities: text readings, class lecture and discussion, group work and presentations
   Assessment: Unit tests, final examination, written assignments, and group projects and presentations.
   (Meets EEO # 5)

B. Students will recognize differences among various cultures and subcultures.
   Activities: text readings, class lecture and discussion, cultural project research, and international student activity participation
   Assessment: Unit tests, final examination, written assignments, evaluated presentation
   (Meets EEO # 4)

C. Students will recognize the broad scope and importance of nonverbal communication
   Activities: text readings, class lecture and discussion, movie analysis, presentations
   Assessment: Unit tests, final examination, written assignments, evaluated presentations
   (Meets EEO # 3)

D. Students will identify different conflict management approaches and engage in communication accommodation.
   Activities: text readings, class lecture and discussion, class exercises, video analysis and group work
   Assessment: Unit tests, final examination, written assignments
   (Meets EEO # 4, 5)

E. Students will develop appropriate interviewing strategies and techniques.
   Activities: text readings, class lecture, discussion and video, mock interviews
   Assessment: Unit tests, final examination, written assignments and evaluated mock interview presentation
   (Meets EEO # 1, 3)

F. Students will apply critical thinking methodology to develop the central idea of a speech, based upon the general purpose and the specific purpose
   Activities: text readings, class lecture and discussion, and listening experiences
   Assessment: Unit tests, final examination, written assignments, and evaluated presentations
   (Meets EEO # 1, 2)

G. Students will locate, understand, and interpret written research materials supporting the above-referenced concept for in-class presentations
   Activities: text readings, class lecture and discussion, internet search and/or library research
   Assessment: Unit tests, final examination, and written assignments
   (Meets EEO # 1, 5, 6)

H. Students will organize material logically and develop material adequately, providing a written outline for each Speech and comprehensive essay’s in group notebook
   Activities: text readings, class lectures and discussion, speeches and group notebook
   Assessment: Unit tests, final examination, and written assignments
   (Meets EEO # 1, 5, 6)
I. Students will demonstrate effective oral presentation skills through a series of in-class speeches, presentations and projects
   Activities: text readings, class lectures and discussion, listening experiences, and in-class presentations
   Assessment: Evaluated speeches
   (Meets EEO # 1, 2, 3, 5, 6)

J. Students will evaluate in-class presentations, either through videotape or by using their classmate’s speeches, according to defined criteria.
   Activities: text readings, class lectures and discussion, listening experiences, and in-class exercises
   Assessment: written assignments
   (Meets EEO # 4)

K. Students will recall the elements of effective oral communication and the elements of effective presentation.
   Activities: text readings, class lectures and discussion, and listening experiences
   Assessment: Unit tests and final examination
   (Meets EEO # 1, 2, 4)

L. Students will discover effective methods to control stage fright
   Activities: text readings, class lectures and discussion, listening experiences, and in-class exercises
   Assessment: Unit tests, final examination, written assignments, evaluated presentations
   (Meets EEO # 1, 2, 3)

M. Students will distinguish between hearing and listening
   Activities: text readings, class lectures and discussion, in-class exercises
   Assessment: Unit tests, final examination, listening experiences, written assignments
   (Meets EEO # 4)

The class calendar is posted on the course website each semester.