McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS & INSTRUCTOR PLAN

NOTE: This is a 16-week course.

Interpersonal Communication

SPCH 1318.086

Professor Leslie A. Henderson

SP 2021

Course Description:

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

Prerequisites and/or Corequisites:

There are no official course prerequisites at this time. However, you will need college level writing skills for completing assignments, college level reading skills for reading a college text and responding to tests and discussion questions. The student will also be expected to apply critical thinking skills including comparison and contrast, analysis, and synthesis.

Course Notes and Instructor Recommendations:

All students will need to check their MCC email, Brightspace announcements, and Brightspace assignments daily. All communication between student and instructor will be sent through the MCC email. No outside emails are accepted. Each student will need to have a USB drive (or equivalent) that must be used to save all class work submitted. This will help ensure your assignments are saved and that you have a copy in the event the assignment is lost.

Instructor Information:

Instructor:	**Professor Leslie A. Henderson**
MCC E-mail:	**lahenderson@mclennan.edu**
Office Phone #:	**(254) 299-8936**
Office Location:	**FB 102**
Conference Hours:	**Online or by appointment**

Required Text & Materials: *You must purchase this textbook for successful course completion.*

Title: Interplay: The Process of Interpersonal Communication
Author: Ronald B. Adler, Lawrence B. Rosenfeld, & Russell F. Proctor II
Edition: 14th edition
Publisher: Oxford University Press
Paperback ISBN: 9780190646257
Loose leaf ISBN: 9780190646356
*eBook ISBN: 9780190646271

MCC Bookstore Website: MCC Bookstore - http://www.mclennan.edu/bookstore/

Sending your instructor emails:

How you email me your questions is very important. I welcome your emails and questions - I really, really don't mind! I would rather you ask than guess at something and have that effect your grade. Following these simple rules will help me respond to you more quickly and effectively. It is a win-win situation!

1. **Always send emails through your MCC student email account**. MCC has a strong filter that often throws outside emails to the junk folder. MCC student emails do, however get in. (If you don't know how to use your student email address, just ask).

2. **In the subject heading always put your class and your section number and your full name.** For example, if you were in section 00 you would put: **SPCH_1318_88_John Doe** in the subject heading. This is absolutely necessary to be able to respond to you in a timely manner.

3. If I don't acknowledge your email within 24 hours then resend it to make sure it was received. Emails sent after 8:00pm are likely not to be returned until the next day.

Methods of Teaching and Learning:

This online course will use chapter readings from the text, augmented with online readings and/or videos. Students will participate in weekly discussion boards and worksheets centered on their readings, as well as chapter quizzes. This course also has 4 unit exams and a research paper.

Course Objectives and/or Competencies:

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking (CT) --** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

- **Communications Skill (COM) --** to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.

- **Teamwork (TW) --** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions, and consequences to ethical decision-making.

Online Student Technology Requirements:

The online student should have knowledge of using a web browser, computer, a MCC student email account, the ability to create, copy, and save documents, the ability to send and receive electronic documents (attachments), and the basic use of internet and search skills. The course uses the Brightspace Learning platform and the student is required to become proficient in these skills through the course orientation. The student should also have a general understanding of online technologies and appropriate online behavior.

Hardware requirements:

1. You need an Internet connection (at least 56k, but High Speed connection is recommended).
2. Brightspace recommends using a monitor that supports resolution of 1024x768 or higher.
3. **Students are expected to maintain regular & reliable access to a computer with a stable broadband Internet connection.** If your computer is older than 4 years old, it may not have the processing power to work with Brightspace or current versions of the required software.

Software requirements:

1. You need a web browser to access Brightspace. We recommend an up-to-date version of Mozilla Firefox. I strongly recommend Brightspace students use the latest version of Mozilla Firefox for Windows and Mac because it is the browser that Brightspace supports.
2. The word processing software of MS Office is required. If you don't own a copy of MS Word, as a matriculated MCC student you can use Office 365 for free which will give you the most used tools.
   a. To view a video tutorial for signing up for and installing Office 365 Click here.
   b. To sign up and get started now Click here.
   c. Please do not hesitate to contact the MCC Help Desk by calling 254-299-8077 or emailing helpdesk@mclennan.edu if you require further assistance.
3. Many Brightspace functions require Java Run Time Environment. Java technology allows you to work and play in a secure computing environment. Upgrading to the latest Java version improves the security of your system, as older versions do not include the latest security updates. Java may be downloaded using the link found at Free Java Download at http://java.com/en/download/.
4. Here are some additional helpful links for the new Brightspace Learning Platform:
   a. D2L System Check D2L System Check at https://community.desire2learn.com/d2l/systemCheck
   b. Browser Support for desktop, tablet, and mobile devices Browswer support at https://documentation.brightspace.com/EN/brightspace/requirements/all/browsersupport.htm
   c. Brightspace Technical Assistance at MCC MCC Technical Assistance at http://www.mclennan.edu/brightspace-students/

5. **Chromebook Users Beware**
   a. If you are using a Chromebook please send me an email telling me this. I must configure exams differently.
   b. Most every worksheet or written assignment to be downloaded is in an rtf format (Rich Text File). You will need to student download/save the RTF file, rather than just double click to open it. You should then be able to open it (using a TXT app) or can open it using Google Drive.

Other Technology Requirements:

1. Microsoft Office 365 or 2013
2. Adobe Reader DC
3. Flash browser plug-in
4. Mozilla Firefox browser
5. Respondus LockDown Browser
   a. To download the software, which is specific to MCC, click this download link.
   b. I you are using an **iPad** to take the quizzes and examples, you will need to download that app from **iTunes.** Click here to read instructions on how to do this.
   c. If you have a Chromebook you must email me immediately and let me know. Chromebook is incompatible with Respondus Lockdown Browser.
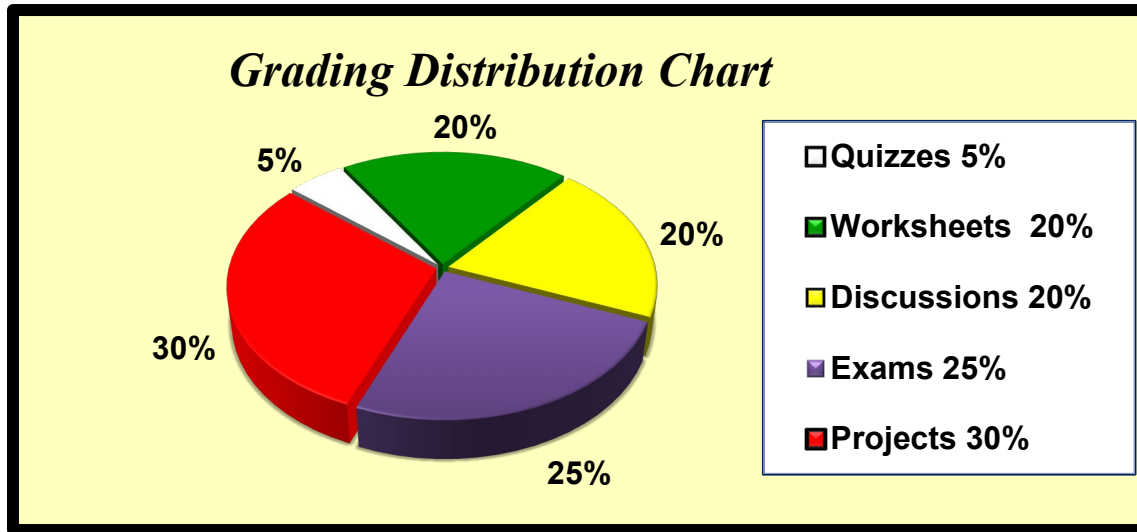
Weekly Course Outline/Schedule:

*Tentative Weekly Agenda for FA 2019

Week	Materials Covered
Week 1	Orientation Material
Week 2	Chapter 1: Interpersonal Process
Week 3	Chapter 2: Culture and Interpersonal Communication
Week 4	*Unit #1 Exam & Individual Paper topic due*
Week 5	Chapter 3: Interpersonal Communication & the Self
Week 6	Chapter 4: Perceiving Others
Week 7	Chapter 5: Language
Week 8	*Unit Exam #2 & Individual Paper Due*
Week 9	Chapter 6: Nonverbal Communication
Week 10	Chapter 7: Listening: receiving and Responding
Week 11	Chapter 8: Emotions
Week 12	*Unit Exam #3: & Group Topic Due*
Week 13	Chapter 9: Dynamics of Interpersonal Communication
Week 14	Chapter 10: Relational Communication: Friends, Family, & Romantic Partners
Week 15	Chapter 11: Managing Conflict
Week 16	*Unit Exam #4 & Group Project Due*

* I reserve the right to change the schedule at any time. Any changes will be announced on Brightspace.

Course Grading Information:

Grading Distribution Chart

20%

5%

20%

30%

25%

- ☐ **Quizzes 5%**
- ■ **Worksheets 20%**
- ☐ **Discussions 20%**
- ▨ **Exams 25%**
- ■ **Projects 30%**

Chapter Quizzes: 5% of Grade

- Chapter quizzes are due at the end of every chapter. These quizzes will use Respondus Lockdown Browser and also serve as a preview/pretest to the unit exams.
- Students may take each quiz up to three times until the deadline and *I will record the highest score only.* You will be allowed 30 minutes for each quiz attempt. Each quiz has a total of 20 questions each. The answers to all quizzes will not be available until after the deadline for each quiz and requires the use of Respondus Lockdown Browser.
- I recommend that you take the quizzes 3 times even if you make a high score. You will be exposed to more of the question pools that are used for the Unit Exams.

Response Worksheets: Total of 20% of Grade

- Worksheet assignments, in the form of chapter worksheets, are due for most chapters.
- **All documents must be saved and attached in a <u>Rich Text Format</u> or a <u>Microsoft Word format.</u>**
- The worksheet strives for self-assessment and application of chapter principles.

Discussion Board Participation: Total of 20% of Grade

- Participation in discussion board activities are worth a maximum of 100 points. You are responsible for an original thread posting (worth 70 points) and at least 2 replies to other student's posts (worth 15 points each).
- **Your original post is always due before the 2 replies. Most of the time (check your daily calendar for specific deadlines.** Your original post must be **a minimum of at least <u>300</u> words**.
- Your Discussion Boards be graded according to the **DB Grading Rubric on the next page**.

Criteria: DB Rubric	**Excellent (100-90)**	**Good (89-80)**	**Satisfactory (79-70)**	**Unsatisfactory (69-60)**	**Failing (59-0)**
Critical Thinking of DB Questions	Shows original thought & analysis & applies their answer to previous course materials	Shows thought & analysis & applies their answer to previous course materials	Answers all of the questions adequately.	Answers some, but not all of the questions.	Repeats the answers in other's posts
Timeliness	Original post & response are made early	Original post is made early & responses are on time	Original post & responses are made on time	Original post & responses are late	No post or responses are made
Responses to classmate's posts	Detailed feedback that specifically addresses your classmate's posts	Detailed feedback that discusses their classmate's posts	Some feedback is given, but it is relatively superficial	Little feedback & uncreative responses such as "I agree with …" statement"	Does not respond to any classmate's posts
Mechanics	Free of all spelling & grammar errors and meets min., 300 word requirement	Free of most spelling & grammar errors and meets min., 300 word requirement	Has a few spelling & grammar errors and meets min, 300 word requirement	Has numerous spelling & grammar error and/or does not meet min. 300 word requirements	Has too many spelling & grammar errors & is way below the min. word requirement.

Exams: Total of 25% of Grade

- There are 4 unit exams. You will have one opportunity to take each of the four exams.
- Each unit exam will have 50 questions (multiple-choice and true/false). You will be allowed 2 hours to complete the exam.
  - *I will reset for technical reasons one time only during the semester.*
  - *No make-up exams without a documented excuse.*
- **Using Respondus LockDown Browser:** All of you quizzes and all of your unit exams will be taken using the Respondus Lockdown Brower.

o Ensure that you have installed the browser. There is the link to <u>Respondus Lockdown Browser.</u> It is also always located in the Orientation. To access it Brightspace click on Table of Contents (in your Brightspace). Then select Unit 1: Laying the Ground Work > Course Orientation > Respondus LockDown Browser.

o You only need to do this ONCE. If you are using an iOS device, download LockDown Browser then log into Brightspace, then Navigate to the test and begin.

Group Projects: 30 % of Grade

You will have 2 special projects this semester:
- A 3-page Individual Research Paper on an approved Interpersonal topic worth **10%.**
- A Group Project worth **20%** over an Interpersonal approved area of study that involves both a group paper (with sources) and a group PowerPoint with voice over.
- Both projects will be in an APA format and will have use of a class librarian.

> ### The percentage breakdown of the final grade is as follows:
>
> - **Quizzes (5%)**
> - **Worksheets (20%)**
> - **Discussions (20%)**
> - **Unit Exams (25%)**
> - **Projects (30%)**
>
> **Grading Scale: A = 100-90   B = 89-80   C = 79-70   D = 69-60   F = 59-0**

Late Work, Attendance, and Make-up Work Policies:

- **<u>Late work is generally NOT accepted.</u>** It is due by midnight on the date listed for each assignment. *Only in the case of exceptional circumstances and with proper verifiable documentation for an emergency will late work be considered.*
  - o Please contact me immediately if there is a conflict. I will **not** constantly change deadlines, for students. If you behave responsibly with your work by meeting deadlines and keeping me informed, you will find me full of grace should dire circumstances arise.
  - o If you know you will have a conflict meeting a deadline, it is always better to complete it <u>early</u> or discuss this with me ahead of time.
- Please read the <u>College Attendance Policy</u>.

- Because this is an online class, attendance will be gauged by participation in the weekly

discussion board activities, worksheets, and quizzes.
- o **Failure to successfully complete 6 consecutive assignments will be taken as evidence that you do not intend to complete this course and will result in your being dropped from the course**.
- Please note that per policy, students will not be dropped after the last day for student initiated drops **(Monday, March 8, 2021)** without a compelling reason. A failing grade in the course is NOT a compelling reason.

Student Behavioral Expectations or Conduct Policy:

- Students are to engage in appropriate online behavior according to Online Rules of Netiquette.pdf.
- Students are responsible for all due dates. When in question, work ahead in the course.
  - o I believe in protecting students grades who turn their work in on time and have already sacrificed time with family/friends/work to reach their due dates.
  - o ***Forgetting that an assignment is due, is not a documented excuse. Print your calendar and place it where you can see it daily***.
  - o **I am a stickler about this!!!**
- Students are responsible not only for their work and due dates, but for their technology as well. In taking an online class, it is your responsibility to have all of the hardware and software listed above. Always have a backup plan.
- Students are expected to communicate in a polite and respectful manner with both the instructor and classmates at all times.

* Click Here for the MCC Academic Integrity Statement
(www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

* Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

* You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.

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ACADEMIC RESOURCES/POLICIES

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*** Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace
(https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:
You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Accommodations/ADA Statement
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:
> disabilities@mclennan.edu
> 254-299-8122
> Room 319, Student Services Center

* Click Here for more information about Title IX
(www.mclennan.edu/titleix)
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at

titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

*   *You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*