

Communication Studies 130AF & AN
Sections 82999 & 82996
Interpersonal Communication

Life is a constant process of relating. It is living in relationships that we grow. --Bruce Lee

Instructor:	George P. Kramm	Office:	15-105
E Mail:	kramm@smccd.edu	Office Phone:	574-6679
Comm Center:	10-220	Comm Center Phone:	574-6257
Meeting Place:	16-143		
Communication Center Website:	http://collegeofsanmateo.edu/communicationstudies/		

Student Learning Outcomes (SLO's)/Course Description

At the end of this semester, you should be able to do the following:

1. Explain the basic elements of the communication process in interpersonal settings
2. Recognize the self-concept development process, its multidimensional identity and its role in communication
3. Analyze physiological, social, and cultural factors that affect perception and misunderstandings
4. Apply learned skills and communication theories in individual and teamwork activities

One hour by arrangement Requirement

Interpersonal Communication has a TBA (To Be Arranged Hours) requirement that you must fulfill as part of your enrollment in this course. These TBA hours are not homework but are instructional activities designed to augment the lecture portion of the course. You are required to complete the activities shown below in the Communication Center and you must document that you have attended the Communication Center for at least 50 minutes prior to Thursday September 5. Be sure to log in and out of the SARS system every time you work on one of the activities in the Communication Center. The TBA requirement must be completed for the number of hours per week indicated in the Schedule of Classes through video recording rehearsals of your speeches or presentations, viewing in-class recordings of your speeches, consulting with Center faculty, doing research, completing modules, or collaborating with classmates on assignments.

My Office Hours / My Communication Center (CC) Hours

9:10-10:00 in CC, 10-11 in office, 12:10-2:00 in CC, 2-3 in office

Tuesday 12:35–2:30 in office

Wednesday 9:10-10:00 in CC, 10-11 in office, 12:10-1:00 in CC, 1-3 in office

Thursday 12:35–1:30 in office

Friday 9:10-10:00 in CC, 10-11 in office, 1-2 in office

Communication Center Hours in 10-220

Learning Late work policy:

Unless specified otherwise, late work is not accepted past the next class after the due date. The penalty is 10% off the eventual grade.

Expectations:

Everyone is expected to participate actively in class and group discussions. Learning will take place through discussions, role-playing, group activities, and student talks.

Textbook:

- Looking Out Looking In (13th edition soft cover edition) by Adler & Proctor II
(Note: 1 copy available in library for 2-hour loan)
- Assignment Packet to be emailed and on the Communication Center website

Assignments:

Quizzes: On the day that a reading is due, I will give a 5-point quiz that tests your familiarity with the material and hopefully motivates you to keep up with the reading. There are no make-ups for

missed quizzes. I drop the one lowest score at the end of the semester. *So be prepared by reading before a quiz day!*

Skillbuilders: Skillbuilders are homework assignments that have specific due dates listed in this syllabus. They are very important for your personal growth. With this in mind, I allow one make-up opportunity for you in case you do the skillbuilder wrong or don't earn all the points (with 1 exception being the role-play skillbuilder). Essentially, I want you to know the material so that you can improve your communication. *Students tell me they really work!* (SLO 4)

Self-concept Presentation: This is a 5-7 minute presentation that you share to the class about who you are. A visual aid (V.A) is required. *This is probably the single most interesting assignment in this class!* (SLO 2,4)

Self-concept Presentation Rehearsal: There is 1 rehearsal for the Self-concept presentation that you'll need to complete in the Communication Center. (SLO 2, 4)

Oral Final: Given in the final week of the semester, you will need to show oral proficiency in using 2 of the 3 skillbuilders given in class—my choice! (SLO 4)

Exams: Two large exams will be given worth 100 points each. You will need to be in class, take notes and read the text, as information covered on the exams will come from my notes and the book. Making up an exam is not guaranteed. If you miss class on an exam day, contact me as soon as you can to reschedule the make-up. There is also a small team taken exam based on the family group presentations. (SLOs 1-4)

Family Group Project: This assignment will be made as the semester progresses. It is created in large part based on the student learning outcomes for this course. (SLO 3)

Family Group Survey Assignment: Your family group will create a survey to give you data to help you with your Family Group Project. (SLO 4)

Communication Principles Group Project: Communication, like the physical sciences, has certain laws that we are not consciously aware of. This short-term group project requires that you examine one of these principles closely. (SLO 4)

Gender Communication Module: This assignment gets at some of the major ideas presented by John Gray, author of the book Men are from Mars, Women are from Venus, and may help you to think in new ways about romantic relationships. (SLO 3, 4)

Early Communication Center Assignment: To be completed by Thursday 9/5, you will videotape a speech where you discuss a communication role model. Points for this assignment are regressive which means that the earlier you do the assignment, the more points you earn.

Participation: This means getting involved in class activities, asking questions in class, giving your opinion from time to time, doing small homework assignments, and generally being supportive. It also means following the Classroom Rules and Suggestions that come next.

Classroom Rules and Suggestions:

1. Be prompt. A tardy equals one check and three tardies equals one absence. If you can't get here on time because of a job or something else, don't take this class.
2. If you come to class late, find a seat near the door. Sometimes people (including me) have a hard time concentrating. Please don't walk in front of us.
3. When we're in discussion, don't hog the floor. Give others a chance to speak up!
4. Bring the book and the assignment packet to every class.
5. Read the syllabus frequently to keep up with due dates.
6. Contact me if you miss class.

7. Participate (no private conversations).
8. Be ready to work when class is scheduled to begin.
9. Turn off cell phones and put away. If you are checking your phone during class, you will be automatically charged with a ½ absence.

Policies:

Attendance: Students must be in class in order to participate and learn effectively. Thus, you may miss only 3 class meetings without penalty. After 3, your final grade is reduced 3% for every class missed. **If you reach 6 absences and the last drop deadline has not passed, you will be dropped from the class.** *So come to class. Have fun with us!*

Attitude: I will absolutely not tolerate abusive or unsupportive behavior from any student toward anyone else. I will not tolerate discrimination of any kind (racial, gender, religious, sexual orientation, age, political association, etc.). *We can have fun in this class as long as it isn't at anyone else's expense!*

Disability: If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact the Disability Resource Center (DRC) for assistance. The DRC is located in Bldg. 10 First Floor (650) 574-6438

Plagiarism: Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials is prohibited and may lead to appropriate disciplinary action.

Grade Scale: 700-630 = A, 629-560 = B, 559-490 = C, 489-420 = D, 419 and less = F
(10-15 points of extra credit available during the semester)

Your Grades	Assignments	Point Values
1.	Participation	20 points total
2.	Quizzes (5 of 6 @ 5 points each)	25 points total
3.	Four Skillbuilders @ 20 points each (1 of these skillbuilders is a Comm Center activity)	80 points total
4.	Self-concept Presentation	100 points
5.	Self-concept Presentation Rehearsal (Comm Center Activity)	15 points
6.	Communication Principles Group Project (Comm Center Activity)	30 points
7.	Family Group Communication Project	100 points
8.	Family Group Survey	20 points
9.	Family Group Test	20 points
10.	2 Exams @ 100 points each	200 points
11.	Oral Final	20 points
12.	Gender Communication Module (partial Comm Center Activity)	50 points
13.	Comm Role-Model Speech (in Comm Center)	20 points
		Total: 700 points

DATE	DISCUSSION TOPIC	READING DUE	ASSIGNMENT DUE
T 8/20	Syllabus/Packet Introductions		

Th 8/22	Self-concept Assign Early Communication Center Assignment Visit Communication Center		

T 8/27	Self-concept Assign Self-concept Presentation, Rehearsal Critiques	Ch 2 (40-64)	
Th 8/29	Self-concept Assign Perception Checking skillbuilder		
T 9/3	Self-concept Communication Process		• Perception Checking skb
Th 9/5	Communication Process Assign Communication Principles Group Project	Ch. 1 (9-16, 25-35)	• Early Communication Center Assignment
T 9/10	Communication Process		• Perc.Check skb make-up • Grp 1 Rehearsal Critiques in Communication Center
Th 9/12	Group 1 S.C. Presentations		• Grp 2 Rehearsal Critiques in Communication Center
T 9/17	Group 2 S.C. Presentations		• Grp 3 Rehearsal Critiques In Communication Center
Th 9/19	Group 3 S.C. Presentations		
T 9/24	Relationships Assign DESC skillbuilder		• Comm Principles Grp Project
Th 9/26	Relationships Study Guide	Ch. 8 (270-275, 282-297)	• DESC skb
T 10/1	Relationships	Ch. 9 (304-323)	
Th 10/3	Review for Exam #1 Relationships		• DESC skb make-up
T 10/8	Exam #1 (covers chapters 1, 2, 8, 9 and notes)		
Th 10/10	Assign DESC/PC Role-play skillbuilder Assign Family Group Assignment		
T 10/15	Family Group Time		
Th 10/17	Listening Assign Paraphrasing skillbuilder	Ch. 7 (236-239, 241-264)	
DATE	DISCUSSION TOPIC	READING DUE	ASSIGNMENT DUE
T 10/22	Listening		• Paraphrasing skb
Th 10/24	Family Group Time		
T 10/29	Family Group Time Assign Gender Communication Module		• DESC/PC Role-play skb in Communication Center
Th 10/31	View 20/20 Film		• Paraphrasing skb make-up

Family Group Time

T 11/5	View 20/20 Film Family Group Time	
Th 11/7	Family Group Time	
T 11/12	Family Group Presentation	
Th 11/14	Family Group Presentation Note: Tomorrow is drop deadline for semester length courses	
T 11/19	Family Group Presentation	
Th 11/21	<i>Thanksgiving Holiday</i>	
T 11/26	Family Group Presentation	
Th 11/28	Handling Conflict Explain Family Group Grading	Ch. 11 (378-389, 393-406)
T 12/3	Family Group Test Handling Conflict	<ul style="list-style-type: none">• Family Grp Individ. Grades• Family Group Test
Th 12/5	Defense Mechanisms Study Guide	<ul style="list-style-type: none">• Gender Module
T 12/10	Review for Final Exam Closing Ceremonies	<ul style="list-style-type: none">• Extra Credit

Final Examination covers Info since 1st Exam
9:45 Class: Tuesday, December 17, 8:10-10:40
11:10 Class: Thursday, December 12, 11:10-1:40

What can you put on your resume that you learned in Communication Studies 130?