

## **SYLLABUS**

### **COMMUNICATION 120 — ELEMENTS OF HUMAN COMMUNICATION**

**CUYAMACA COLLEGE, COMMUNICATION ARTS DEPARTMENT**

**SPRING 2002**

#### **COURSE INFORMATION**

Course: COMM 120

Section numbers: 1854

Units: 3.0

Semester length: 16 weeks

Day/Time: TTH 11:00 – 12:15 p.m.

Room: D104

Prerequisites: None

**INSTRUCTOR:** Nanette Wier

Phone: (619) 660-4265

Office Hours: MW 11:00-12 noon, TTH 9:30 – 11:00a.m.

Office: D109

#### **COURSE MATERIAL**

Required Text: None

#### **COURSE DESCRIPTION**

This course offers an opportunity to learn and apply, in daily life, practical principles of interpersonal communication. Emphasis is placed on psychological, social, cultural, and linguistic factors, which affect person-to-person interaction. This course is designed to help students improve their communication in both personal and professional contexts. Attention is given to human perceptions, interpersonal dynamics, patterns of inference, listening, and verbal and visual symbols.

#### **COURSE OBJECTIVES**

1. To increase the student's ability to improve and utilize the skills necessary to be a competent interpersonal communicator.
2. To increase the student's understanding of his or her own communication behavior.
3. To increase the student's understanding of others communication behaviors.
4. To improve the student's communication skills in both social and professional contexts.
5. To improve the student's ability to demonstrate effective conflict resolution skills.

## MAJOR COURSE CONCEPTS COVERED

The process of communication. Communication competence. Communication and the self-concept. Elements of human perception. Role of emotion in communication. Nature and impact of language. Types of nonverbal communication. Improving listening skills. Intimacy and distance in relationships. Supportive and defensive communication climates. Intercultural and gender differences in communication. Managing interpersonal conflicts.

## CLASS FORMAT

This is a participation class. You may be expected to communicate in the following contexts:

1. Large group discussions
2. Small group discussion
3. Diads
4. Individual presentations to your classmates

## IMPORTANT POLICIES

### ATTENDANCE:

Your attendance is extremely important in this course; therefore, students may miss only TWO (2) class meetings without penalty if the class meets MW.

Students begin the semester with an automatic **25** attendance points toward their final grade. Students will lose **5** points for each absence after his or her allotted free absences (see paragraph above). (Example: 3 absences you receive 20 points, 4 absences you receive 15 points and so on in a MWF class.) Complete the semester with only two absences in a MW class and receive your 25 points.

When you use up your 25 attendance points, I reserve the right to drop you from the course. Please use your absences wisely. Also, please note **you are responsible for obtaining material covered in class during your absence.**

### ASSIGNMENTS

Each assignment (except journal entries) must be typed, double-spaced and turned in **ON THE DUE DATE**. (To be accepted, assignments must be turned in on due date in class or in my mailbox with a date/time stamp.) **NO LATE ASSIGNMENTS WILL BE ACCEPTED**. Examinations cannot be rescheduled. If you have an emergency, you must contact me **before** the exam and I will do my best to accommodate you. If you simply don't show up on the exam date, you will receive a zero.

### PLAGIARISM

Any attempt to pass off another's work as your own will constitute an "F" in the course. Using part of, or the entire work, prepared by another or turning in a homework assignment prepared by another student are examples of plagiarism.

## **SPECIAL ACCOMMODATIONS**

Students with disabilities who may need academic accommodations should discuss their options with me during the first week of class.

## **ATTITUDE**

I will absolutely not tolerate abusive or unsupportive behavior by any student toward any other student. I will not tolerate discrimination of any kind (racial, gender, religious, political affiliation, age, sexual orientation, etc.). We can have fun as long as it isn't at anyone's expense! You will be dropped from the course if, in any way, you hinder another student from learning or accomplishing a class assignment.

**NOTE:** This course adheres to policies outlined in the Cuyamaca College catalog. For further information, consult "Academic Policies" in the catalog.

## **GRADING POLICY**

Final grades are based on an accumulated point system:

585 – 650 (90%) + 20 journal entries = A

520 – 584 (80%) + 15 journal entries = B

455 – 519 (70%) = C

390 – 454 (60%) = D

389 or less = F

**NOTE:** Journal assignments are not graded but may be returned for revisions until they are satisfactory. Journals designed to reflect how topics under study apply to students' personal lives.

- If you choose to work for a "D" you must meet the following requirements:
  1. Earn a minimum of **390** points from a possible point total of **650**.
- If you choose to work for a "C" you must meet the following requirements:
  1. Earn a minimum of **455** points from a possible point total of **650**.
- If you choose to work for a "B" you must meet the following requirements:
  1. Earn a minimum of **520** points from a possible point total of **650**.
  2. Keep a journal with **15** entries required.
- If you choose to work for a "A" you must meet the following requirements:
  1. Earn a minimum of **585** points from a possible point total of **650**.
  2. Keep a journal with **20** entries required.

## Explanation of Assignments and Point System

<b>Assignment</b>	<b>Point Total</b>
1. <b>Questionnaires/Surveys:</b> (4 worth 25 points each) You will be asked to complete questionnaires on yourself and a significant other. Questionnaires are designed to assess you communication skills. You will be asked to write a review on each questionnaire assignment.	100 Points
2. <b>Midterm</b> True/False and multiple choice Questions on Units 1 through 5	100 Points
3. <b>Final</b> True/False and multiple choice Questions on Units 6 through 10	100 Points
4. <b>Self Concept Paper</b> A paper to assess your self concept (approximate length 5 pages)	50 Points
5. <b>Improving Interpersonal Communication Paper</b> A research paper investigating an interpersonal communication with a person of your choosing (approximate length 5 pages)	100 Points
6. <b>Peer Project</b> You and a classmate will be given class time to deliver your interpersonal communication paper and dialogue.	100 Points
7. <b>Participation</b> Based on my and your peers evaluation of your class participation	25 Points
8. <b>Attendance</b> See Syllabus for explanation on attendance points	25 Points
9. <b>Quizzes</b> (10 quizzes worth 5 points each)	50 Points
	<hr/>
	Maximum Point Total <u>650 Points</u>
9. <b>Extra Credit</b> If you choose to do extra credit, see me for options available	10 Points

**SCHEDULE**  
**COMM 120 Interpersonal Communication**  
**SPRING 2002**  
**Section 1854**

<b>Day</b>	<b>Date</b>	<b>Units/Topics</b>
T	1/29	Course Overview/Introductions
TH	1/31	Communication Model
T	2/5	<b>Unit One</b> (Communication Principles) Exploring the Communication Process
TH	2/7	Communication Competence
T	2/12	Unit Two (Self Concept) Characteristics of Self Concept
TH	2/14	Self-fulfilling Prophecies Changing the Self Concept
T	2/19	Managing Impressions <b>Unit Three</b> (Perception)
TH	2/21	The Process of Perception Accuracy and Inaccuracy of Perception
T	2/26	Role of Culture & Society in Perception <b>Unit Four</b> (Emotion)
TH	2/28	Role of Emotion in Communication
T	3/5	Managing Difficult Emotions
TH	3/7	<b>Unit Five</b> (Language) The Nature and Impact of Language
T	3/12	The Uses and Abuses of Language
TH	3/14	Language Principles continued
<b>T</b>	<b>3/19</b>	<b>MIDTERM EXAM (UNITS 1-5)</b>
TH	3/21	<b>Unit Six</b> (Nonverbal) Characteristics of Nonverbal Communication
<b>T</b>	<b>3/26</b>	<b>HOLIDAY</b>
<b>TH</b>	<b>3/28</b>	<b>HOLIDAY</b>
T	4/2	Types of Nonverbal Communication
TH	4/4	<b>Unit Seven</b> (Listening) Elements of the Listening Process
T	4/9	Types of Non Listening Information Listening/Listening to Help

<b>Day</b>	<b>Date</b>	<b>Units/Topics</b>
TH	4/11	<b>Unit Eight</b> (Intimacy) Intimacy and Distance in Relationships
T	4/16	Self Disclosure and Alternatives to Self Disclosure
TH	4/18	<b>Unit Nine</b> (Communication Climates) Confirming and Disconfirming Communication
T	4/23	Defensiveness: Causes and Remedies
TH	4/25	<b>Unit Ten</b> (Conflict Resolution) Conflict in Relational Systems
T	4/30	Methods of Conflict Resolutions Healthy versus Unhealthy Conflict Resolution
TH	5/2	Group Projects Healthy versus Unhealthy Conflict Resolution
T	5/7	Healthy versus unhealthy continued
TH	5/9	Group Projects
T	5/14	Group Projects
TH	5/16	Group Projects
T	5/21	Group Projects
TH	5/23	Group Projects
<b>T</b>	<b>5/28</b>	<b>FINAL 11:00 – 1:00 p.m</b>

**Please Note Following Important Dates:**

- Feb 9 Last day to add semester-length classes
- Feb 9 Last day to drop semester-length classes without a “W” appearing on your record
- April 27 Last day to drop semester length classes