SP 181: Intro to Interpersonal Communication  
Spring 2015

| Instructor: Dr. Linda Shkreli | CRN: 63067 |
| Office: Hale Manaleo 108 | Time: TR 10-11:15am |
| Phone: (808) 236-9234 | Location: Hale Palanakila 211 |
| E-mail: lshkreli@hawaii.edu | |
| Office Hours: Mon/Weds noon-1pm, 4-5pm; Tues/Thurs 2:30-3:30pm, and by appointment |

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT
Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O`ahu’s Ko`olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment – inspiring students to excellence.

COURSE DESCRIPTION
This course is designed to introduce students to the basic theories, concepts and principles of interpersonal communication. You will participate in various communication activities to become a more effective and confident communicator in a variety of interpersonal contexts. Prerequisite: placement in English 21 or higher.

LEARNING RESOURCES
- There are three copies on reserve at the Circulation Desk at the library (LLC).
- You will also be required to access course documents via Laulima. Syllabus and schedule updates, assignments, class materials, and announcements will be distributed via Laulima throughout the semester. The address for accessing Laulima is: [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal). Log in using your UH username and password.

STUDENT LEARNING OUTCOMES
Upon completion of SP 181, the student will be able to:

- Analyze situations through communication models, identifying perspective and perception.
- Demonstrate improvement in listening skills through tests and critical analysis of other students by avoiding listening problems and practicing guidelines for listener feedback.
- Determine the source of individual values and development in understanding and analyzing self-image as the communicator.
- Recognize nonverbal communication identifying body language, gesture, facial expression, and posture.
- Apply effectively specific skills to improve assertiveness.
- Define conflict/stress and identify steps in reaching a mutually acceptable decision.
- Trace the development of relationships, identifying major steps of each level, and analyzing the progression of these levels.
To provide flexibility to adapt to particular needs or circumstances, the instructor reserves the right to deviate from the course outcomes, to add or omit tasks, and to adjust grades or points as the circumstances of the particular situation justify.

**COURSE CONTENT**

*Concepts or Topics*  
- Process of Communication  
- Self  
- Perception  
- Verbal Communication  
- Nonverbal Communication  
- Listening  
- Emotions  
- Relational Dynamics  
- Interpersonal Communication in Close Relationships  
- Communication Climate  
- Interpersonal Conflicts

*Skills or Competencies*  
- See Class Schedule and Class Handouts

**STUDENT CONTRIBUTIONS AND COURSE POLICIES**

*Academic Integrity*: The Code of Student Conduct states that academic dishonesty includes both cheating and plagiarism. Plagiarism is, but is not limited to, “the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” Word-for-word copying of another’s work without the use of quotation marks and the citation of the source, paraphrasing another person's ideas without proper citation of the source, lack of reference to the sources (i.e., reference pages) from which the information was obtained, and misleading citations are all considered plagiarism.

**DISABILITIES ACCOMMODATION STATEMENT**

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.

*Attendance Policy*: Regular and prompt attendance is necessary for students to achieve the goals of this course. Most activities build upon one another so attendance and adequate preparation for each class period are essential. Students are responsible for material covered in classes in which they were absent (whether the absence was excused or unexcused) or late to class.

*Unexcused Absences*: Absolutely no make-ups will be given for unexcused (“no show”) absences resulting in a missed presentation, quiz or in-class activity, etc. If there is a prior engagement or schedule conflict, notify me and discuss your situation.
Deductions for unexcused absences. Attendance will be regularly recorded. Students are allotted two unexcused absences for any emergencies arising during the semester. For every unexcused absence beyond two, your overall grade will be lowered by one point per absence.

Deductions for tardiness. Students are marked as late if they arrive after attendance has been taken at the beginning of class. **Every three classes that a student is marked late will equal one unexcused absence.** It is encouraged that students come to class on time.

**Assignments:** Assignments and presentations are due as assigned. The course schedule is subject to change – however changes will only allow MORE time to do work. **Due dates are firm.** Make sure you are prepared on your assigned day. There are **no make-ups** of unexcused missed presentations or other in-class work. **E-mailed assignments are not permitted.** Graded work will be reduced one full grade point for each day—not class day, any day—late. Exceptions will be granted only in unanticipated or extreme situations (e.g., medical emergency) with documentation.

**E-mails:** The University of Hawaii e-mail has been declared an official means for communication with students. Executive Policy E2.213 reads: “Students are responsible for checking their email account frequently and consistently to remain current with University communications. They are expected to monitor and manage their email storage quota to insure that their mailboxes are not saturated and are able to receive new messages.”

**Writing – Mechanical & Stylistic Competence:** Students are responsible for proper spelling, grammar, usage and syntax in all written assignments. If you need help in these areas, I urge you to use the services of Brainfuse and the Writing Resource Center located in Hale La’akea 222 (LLC). Workshops, an online writing lab and individual tutoring are available free to all WCC students. Written assignments will be graded on mechanics. Papers and presentations should be typed and in appropriate format [double-spaced, with one-inch margins, numbered pages and standard 12 point Times New Roman font].

**Use full and correct citations:** For this class, use Modern Languages Association [MLA] style manual format. Located below are a few websites to help with research, MLA format and citations, and library resources.

- **UH Manoa’s Communicology Research Page for Students:**

- **UC Berkeley’s Resource Page for Citing Resources [Print & Electronic]:**
  [http://www.lib.berkeley.edu/instruct/guides/citations.html](http://www.lib.berkeley.edu/instruct/guides/citations.html).

WebPages generally have authors, titles, dates, etc. All the proper information may not be there but you must cite the information that is available rather than just the URL.

**NO TECHNOLOGY USE DURING THE CLASS PERIOD.** Turn off all electronic devices during class. No cell phones, no texting, no laptops. If you use electronic devices, or disrupt the class in others ways, you will forfeit participation points or be asked to leave. Transcribe notes to your computer outside of class. During examinations, using or the act of looking at your phone will be considered cheating and appropriate disciplinary action will be taken.
Additional course help is always available. Please make use of my office hours or schedule an appointment with me if you need help with any assignments, readings, or concepts of the course before you fall behind. This also includes scheduling one-on-one meetings to help you turn your ideas into presentations, whether you need help getting started or want to run through a prepared presentation before your scheduled presentation date. I urge you to connect with me outside of class. Don’t wait until the last minute or hesitate; just come see me.

**COURSE TASKS**

**Participation:** Due to the nature of this course, participation is necessary. Class discussions, student involvement, in-class activities, quizzes, critique reflection essays assignments are regarded as participation.

**Grade Summary:** Your grade will be based on the total number of points you earn as outlined directly below. While I keep updated records of your course grades, students are also responsible for keeping track of their grades when they are returned. You may find it useful to use the assignment chart below to record your points throughout the semester.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>PERCENTAGE POINTS POSSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>30</td>
</tr>
<tr>
<td>Quizzes and Activities</td>
<td>__10</td>
</tr>
<tr>
<td>Intrapersonal HW</td>
<td>__20</td>
</tr>
<tr>
<td>Collage; Poetry writing; Self reflections</td>
<td></td>
</tr>
<tr>
<td>Autoethnography Presentation</td>
<td>15</td>
</tr>
<tr>
<td>Nonverbal Presentation</td>
<td>15</td>
</tr>
<tr>
<td>Character Contests</td>
<td>10</td>
</tr>
<tr>
<td>Character Contests Transformed</td>
<td>10</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>20</td>
</tr>
<tr>
<td>*Unexcused Absences/Late Arrivals</td>
<td>__</td>
</tr>
<tr>
<td><em>minus 1 point each day in excess of 2</em></td>
<td></td>
</tr>
<tr>
<td><em>minus 1 point for each 3 late arrivals</em></td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>100 points</td>
</tr>
</tbody>
</table>

**Grading scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89.99-80</td>
</tr>
<tr>
<td>C</td>
<td>79.99-70</td>
</tr>
<tr>
<td>D</td>
<td>69.99-60</td>
</tr>
<tr>
<td>F</td>
<td>59.99-0</td>
</tr>
</tbody>
</table>

**Determining Criteria**

A 100-90: Distinguished mastery, exceptionally well prepared, creative and engaged
B 89.99-80: Good mastery, strong preparation, original application
C 79.99-70: Acceptable mastery, basic preparation, correct technique
D 69.99-60: Unsatisfactory grasp, incomplete assignments, unprepared
F 59.99-0: Failure to complete the assignments during the scheduled time
Course Schedule

The course schedule is subject to revision. All readings listed below are due on the dates assigned. They should be read and prepped for discussion on those dates. Assignment due dates are also noted.

Week 1
- Tues 1/13: Course introduction
- Thurs 1/15: Chapter 1: “A First Look at Interpersonal Communication”
  Discussion of Self-Portrait Collage

Week 2
- Tues 1/20: Chapter 1 cont’d; Discussion of Self-Portrait Collage and Collage Workshop
- Thurs 1/22: Chapter 2: “Communication and Identity”
  Autoethnography Presentation Discussion

Week 3
- Tues 1/27: Chapter 2 cont’d; **Self-Portrait Collage Presentations**
- Thurs 1/29: Chapter 3: “Perception” and Poetry Writing Workshop

Week 4
- Tues 2/3: Chapter 4: “Emotions”; **Poetry HW DUE**
- Thurs 2/5: **Autoethnography Presentations**

Week 5
- Tues 2/10: Chapter 6: “Nonverbal Communication”
  Nonverbal Presentation Discussion
- Thurs 2/12: Chapter 6 cont’d

Week 6
- Tues 2/17: Chapter 5: “Language”
- Thurs 2/19: Chapter 5 cont’d and Character Contest Discussion

Week 7
- Tues 2/24: **Nonverbal Presentations**; review Character Contests
- Thurs 2/26: Chapter 8: “Communication and Relational Dynamics”
  **Character Contests DUE**; in-class rehearsal time

Week 8
- Tues 3/3: Chapter 9: “Close Relationships”; in-class rehearsal time
- Thurs 3/5: **Character Contest Presentations**

Week 9
- Tues 3/10: Chapter 9 cont’d and Character Contest Transformation exercise
- Thurs 3/12: Chapter 7: “Listening”; **Transformed scripts DUE** and Character Contest Transformation workshop
Week 10
Tues 3/17: Guest Lecture
Thurs 3/19: Artist Date [class time given to see the on-campus exhibit
“Into View: An Exhibition of ‘Narcissists’” at Gallery ‘Iolani]

Week 11
Tues 3/24: Spring Break
Thurs 3/26: Spring Break

Week 12
Tues 3/31: Guest Lecture
Thurs 4/2: Character Contest Transformation Rehearsal Day
Artist Date Self Reflections DUE

Week 13
Tues 4/7: Character Contest Transformation Presentations
Thurs 4/9: Character Contest Transformation Presentations

Week 14
Tues 4/14: Chapter 10: “Improving Communication Climates”
Group Presentations Discussion
Thurs 4/16: Chapter 10 cont’d; Character Contest Self Reflections DUE

Week 15
Tues 4/21: Chapter 11: “Managing Interpersonal Conflicts”
Thurs 4/23: Group Presentations Workshop Day

Week 16
Tues 4/28: Group Presentations
Thurs 4/30: Group Presentations

Week 17
Tues 5/5: Group Presentation debrief; Class wrap-up
SP 181: Intro to Interpersonal Communication
Spring 2015

Instructor: Dr. Linda Shkreli
Office: Hale Manaleo 108
Phone: (808) 236-9234
E-mail: lshkreli@hawaii.edu
Office Hours: Mon/Weds noon-1pm, 4-5pm; Tues/Thurs 2:30-3:30pm, and by appointment

CRN: 63067
Time: TR 10-11:15am
Location: Hale Palanakila 211

COURSE POLICIES CONTRACT
I have read and reviewed my Speech 181 syllabus and course policies. By signing this document, I acknowledge not only that I understand the policies and requirements of this course, but also that I understand the consequences of not following these policies. By not signing this document, I have not read the syllabus.

______________________________ _______________________
Print Name Date: ______________

______________________________
Signature