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.

CATALOG 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.

Activities Required at Scheduled Times Other Than Class Times: TBA

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Analyze situations through communication models, identifying perspective and perception.
2. Demonstrate improvement in listening skills through tests and critical analysis of other students by avoiding listening problems and practicing guidelines for listener feedback.
3. Determine the source of individual values and development in understanding and analyzing self-image as the communicator.
4. Recognize nonverbal communication identifying body language, gesture, facial expression, and posture.
5. Apply effectively specific skills to improve assertiveness.
6. Define conflict/stress and identify steps in reaching a mutually acceptable decision.
7. 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.
LEARNING RESOURCES


- 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. Log in using your UH username and password.

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts or Topics</th>
<th>Skills or Competencies</th>
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</thead>
<tbody>
<tr>
<td>Process of Communication</td>
<td>See Class Schedule and Class Handouts</td>
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<tr>
<td>Self Perception</td>
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<tr>
<td>Verbal Communication</td>
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<td>Nonverbal Communication</td>
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<td>Listening</td>
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<td>Emotions</td>
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<td>Relational Dynamics</td>
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<td>Interpersonal Communication in Close</td>
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<td>Relationships</td>
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<td>Communication Climate</td>
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<td>Interpersonal Conflicts</td>
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COURSE TASKS

Exams: Exams are used to reflect your knowledge of course content based on participation in class, presentations, and homework assignments. There are no make-up examinations. If you are not able to take the exam on the assigned date, you must make arrangements with the instructor prior to the exam date.

Exam Policy: If the first student leaves upon finishing an exam, every student who enters the classroom after receives a zero. Come to class on time.
ASSESSMENT TASKS AND GRADING

Grading Scale
90-100% = A  80-89% = B  70-79% = C  60-69% = D

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
<th>Points Gained</th>
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<tbody>
<tr>
<td>Individual Analysis Assignment</td>
<td>100</td>
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<tr>
<td>Getting Acquainted Interview</td>
<td>50</td>
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<tr>
<td>Midterm Exam</td>
<td>100</td>
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<tr>
<td>Laulima Discussions</td>
<td>150</td>
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<tr>
<td>- Verbal/Nonverbal (50)</td>
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<tr>
<td>- Relational Research (50)</td>
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<tr>
<td>- Personal Interest (50)</td>
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<tr>
<td>Verbal/Nonverbal Presentation</td>
<td>200</td>
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<tr>
<td>- Presentation (100)</td>
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<tr>
<td>- Group Outline (50)</td>
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<td>- Self-Evaluation (25)</td>
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<td>- Group Member Evaluation (25)</td>
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<tr>
<td>Group Panel Discussion</td>
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<tr>
<td>- Presentation (75)</td>
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<td>- Outline (50)</td>
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<tr>
<td>- Self-Evaluation (25)</td>
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<tr>
<td>Final Exam</td>
<td>100</td>
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<tr>
<td>In-Class Assignments &amp; Participation</td>
<td>50</td>
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<td>Extra Credit</td>
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<tr>
<td>Total</td>
<td>900</td>
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ASSIGNMENT SUBMISSIONS

Assignments: All assignments must be typed and double-spaced with one-inch margins on the left, right, top, and bottom of each page to receive credit. Please use Times New Roman as a standard font type. A hard copy of assignments is required. Emailed assignments and handwritten assignments will NOT be accepted unless stated by the instructor.

Laulima: Major resources and assignments can be found on Laulima. The gradebook on Laulima is regularly updated. Please keep track of your progress in the class.

STUDENT CONTRIBUTIONS

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.
IMPORTANT POLICIES AND PROCEDURES

Class Policies:
1. Do not be afraid to ask for help or assistance, the instructor is always happy to assist.
2. Be attentive to all speakers (instructor, a peer, or a guest speaker).
3. Assignments: All written assignments should be:
   a. Typed, double-spaced
   b. One inch margins on the left, right, top, & bottom of each page
   c. Times New Roman 12 pt font
   d. MLA format
4. Early exams will not be given unless approved by the instructor for extreme or unforeseen circumstances. The instructor will prepare exams accordingly for those with a valid excuse.
5. LATE WORK WILL NOT BE ACCEPTED, unless approved by the instructor.

Presentation Policies:
1. Students who are tardy on their assigned presentation day will not be able to present.
2. Make up presentations & assignments will not be given except for EXTREME circumstances.
3. Do NOT walk in during another student's presentation!

Attendance Policies:
1. Be prepared, present, and punctual.
2. Attendance will be taken each class period.
3. Tardiness in excess of 15 minutes is equal to an absence.
4. THREE absences free (But NOT on a PRESENTATION DAYS).
5. Each absence after 3 absences will result in a 10 POINT REDUCTION in overall point total.
6. Every class has an assignment, discussion, or activity. Absences will cause a deduction in points.
7. Respect classmates work and be a punctual and attentive audience member when not speaking. Laptops during class are allowed for assignments, but cellphone use is prohibited.

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.
Spring 2015 Schedule *subject to change

Week 1
Jan 11 – Syllabus & Understanding Meta-Communication
Jan 13 – Meta-Communication >> Read Ch. 1

Week 2
Jan 18 – NO SCHOOL
Jan 20 – Self-Concept & Self-Identity >> Read Ch. 2

Week 3
Jan 25 – Impression Management & Individual Analysis Assignment >> Read Ch. 3
Jan 27 – Emotions >> Read Ch. 4

Week 4
Feb 1 – Listening & Getting Acquainted Interview DUE: Individual Analysis Assignment >> Read Ch. 7
Feb 3 – Presentation Getting Acquainted Interview >> Read Ch. 6

Week 5
Feb 8 – The Basics of Nonverbal Communication DUE: Post to Verbal/Nonverbal Discussion >> Read Ch. 5
Feb 10 – Verbal Communication/Language

Week 6
Feb 15 – NO SCHOOL DUE: Response to Verbal/Nonverbal Discussion
Feb 17 – Verbal or Nonverbal Research Discussion & Verbal/Nonverbal Analysis Presentation

Week 7
Feb 22 – Relational Dynamics DUE: Post to Relational Research Discussion >> Read Ch. 8
Feb 24 – Interpersonal Communication >> Read Ch. 9

Week 8
Feb 29 – Relational Research Discussion DUE: Response to Relational Research Discussion
Mar 2 – Verbal/Nonverbal Workshop

Week 9
Mar 7 – Verbal/Nonverbal Presentation DUE: Verbal/Nonverbal Outline
Mar 9 – Verbal/Nonverbal Presentation

Week 10
Mar 14 – Midterm Exam Review
Mar 16 – Midterm Exam

Week 11
Mar 21 – NO SCHOOL – SPRING BREAK
Mar 23 – NO SCHOOL – SPRING BREAK

Week 12
Mar 28 – Communication Climate DUE: Post to Personal Interest Discussion >> Read Ch. 10
Mar 30 – Conflict Management >> Read Ch. 11

Week 13
Apr 4 – Deception DUE: Response to Personal Interest Discussion
Apr 6 – Personal Interest Discussion & Assignment

Week 14
Apr 11 – Persuasion
Apr 13 – Personal Interest Workshop

Week 15
Apr 18 – Personal Interest Presentation DUE: Personal Interest Outline
Apr 20 – Personal Interest Presentation

Week 16
Apr 25 – Personal Interest Presentation
Apr 27 – Final Exam Review

Week 17
May 2 – Final Exam