



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

**SP-181, INTRODUCTION TO INTERPERSONAL COMMUNICATION**  
3 Credits (CRN 61043)

**Live Zoom Sessions:**

Tuesdays - 11:30am to 12:45pm - SP-251  
Wednesdays - 10:00am to 11:15am - SP-151  
**Thursdays - 10:00am to 11:15am - SP-181**

INSTRUCTOR: Jeffrey Ho

OFFICE: Hale Manaleo 106

OFFICE HOURS (times students may drop in for help): Live assistance available immediately before and after classes and online by appointment; please email me to set up an appointment.

TELEPHONE: 236-9292 (*email preferred*)      EMAIL: [jbho@hawaii.edu](mailto:jbho@hawaii.edu)

EFFECTIVE DATE: Spring 2021

**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 the Ko‘olau region of O‘ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.*

**CATALOG DESCRIPTION**

Introduction to basic principles of interaction between two people. Emphasis is on enhancement of skills in a variety of interpersonal contexts. (3 hours lecture)

Pre-Requisite(s): Placement in ENG 21 or ENG 23 or higher.

**STUDENT LEARNING OUTCOMES**

As a result of taking this course, students can expect to attain the following outcomes:

1. Analyze situations in terms of 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.

## COURSE CONTENT

### *Concepts or Topics*

- Process of Communication
- Self-Perception
- Verbal Communication
- Nonverbal Communication
- Listening
- Emotions
- Relational Dynamics
- Interpersonal Communication in Close Relationships
- Communication Climates
- Interpersonal Conflicts

### *Skills or Competencies*

*See class schedule and handouts*

## ASSESSMENT TASKS AND GRADING

The table below lists the tasks required in order to succeed in this class.

<b><u>Oral Presentations &amp; Writing Assignment Options:</u></b> <i>choose from any of the following ways to earn points</i>	<b><u>Requirements:</u></b>	<b>Points</b>
<b><i>Oral Presentation Options:</i></b>		
1	<b>One word, one minute.</b> <i>(About anything related to our class. Can be presented live in class or recorded and posted on Laulima for credit.)</i>	1
1 x 1 x 1	<b>One slide, one word, one minute.</b> <i>(About anything related to our class. Can be presented live in class or recorded and posted on Laulima for credit.)</i>	2
3 x 3 x 3	<b>Three slides. three words per slide, three minutes total.</b> <i>(About anything related to our class. Includes at least one term/concept from the text. Can be presented live in class or recorded and posted on Laulima for credit.)</i>	5

Group Presentation	<b>Minimum three students, three slides, three terms/concepts from the course, 9-10 min.</b> <i>(About anything related to our class. Includes at least <b>THREE</b> terms/concepts from the text. Can be presented live in class or recorded and posted on Laulima for credit. ALL three [or more] group members must participate to earn credit--you must form your own groups).</i>	10
The Listener	Attends regularly, listens actively, and <b>provides feedback to at least TWO classmates per session</b> --feedback includes a question, comment, and/or quote from/for the speaker.	2
<b>Writing Assignment Options:</b>		
Analyze situations in terms of communication models, identifying perspective and perception.	<b>Chapter 1 Thinkpiece</b> (min. 300 word)	3
	<b>Chapter 4 Thinkpiece</b> (min. 300 word)	3
Demonstrate improvement in listening skills through tests and critical analysis of other students by avoiding listening problems and practicing guidelines for listener feedback.	<b>Chapter 8 Thinkpiece</b> (min. 300 word)	3
Determine the source of individual values and development in understanding and analyzing self-image as the communicator.	<b>Chapter 3 Thinkpiece</b> (min. 300 word)	3
	<b>Chapter 2 Thinkpiece</b> (min. 300 word)	3
Recognize nonverbal communication identifying body language, gesture, facial expression, and posture.	<b>Chapter 5 Thinkpiece</b> (min. 300 word)	3
	<b>Chapter 7 Thinkpiece</b> (min. 300 word)	3
Apply effectively specific skills to improve assertiveness.	<b>Chapter 6 Thinkpiece</b> (min. 300 word)	3
	<b>Chapter 11 Thinkpiece</b> (min. 300 word)	3

Define conflict/stress and identify steps in reaching a mutually acceptable decision.	<b>Chapter 12 Thinkpiece</b> (min. 300 word)	3
Trace the development of relationships, identifying major steps of each level, and analyzing the progression of these levels.	<b>Chapter 9 Thinkpiece</b> (min. 300 word)	3
	<b>Chapter 10 Thinkpiece</b> (min. 300 word)	3
<b>Quizzes (48%)</b>	<b>Requirements</b>	<b>Points</b>
Chapter Quiz	<b>12 quizzes</b> in Laulima (see “Tests & Quizzes” tab) covering material from the course textbook (4pts each)	48

Your grade will be based on the total number of points you earn as outlined directly below. You may find it useful to use the assignment chart below to keep track of your points through the semester.

Assignments	Points
Oral Presentations & Writing Assignments	52
Quizzes (12 x 4pts)	48
<b>Total Points =</b>	<b>100</b>

Excellent	A (90-100)
Above Average	B (80-89)
Average	C (70-79)
Minimal Passing	D (60-69)
Failure	F (0-59)

## LEARNING RESOURCES

Required Textbook: Adler, Ronald B., and Russell F. Proctor. Looking Out Looking In. 15th ed. Boston: Wadsworth, 2017. *(The text will be delivered via the Laulima learning platform. We will discuss how to access the text rental on the first day of class).*

*This course will be participating in the bookstore’s Interactive Digital Access Program (IDAP). Through this program, you will access your course material digitally, and it will be available to you by the first day of class.*

*A charge for the digital course material through IDAP will be added to your MyUH account.*

Windward Community College is an equal opportunity, affirmative action institution.

*You have the option to opt-out of receiving your course material through IDAP. By opting-out, you will lose access to the course material and the charge will be refunded on your MyUH account. If you do not opt-out, the charge will stay on your MyUH account. Any unpaid charges on your MyUH account will turn into a hold. Holds on your account will prevent you from accessing various services within the University.*

*You may opt-out by visiting your unique Inclusive Access Student Portal, which can be found in your IDAP welcome email (Subject Line: "IMPORTANT: You have enrolled in an IDAP Course"). For more information regarding IDAP, please contact your campus bookstore.*

Materials posted on Laulima: Syllabus, assignments, class materials, and announcements will be distributed to the class via Laulima. It is your responsibility to regularly check your Laulima account. Log in using your UH username and password. Please check your email frequently as the instructor often sends information via email. The address for accessing Laulima is: <https://laulima.hawaii.edu/portal>

**CLASS SCHEDULE:**

<b>DATE</b>	<b>TOPIC</b>	<b>ASSIGNMENT</b>	
1/14	Course Introduction	<b>Complete at least 22 pts in Oral Presentation and Writing Assignments</b>  <b>-AND-</b> <b>Complete at least 7 Quizzes</b>	
1/21	<b>Analyze situations in terms of communication models, identifying perspective and perception.</b> Process of Communication (Ch. 1)		
1/28	Perception (Ch. 4)		
2/4	<b>Demonstrate improvement in listening skills through tests and critical analysis of other students by avoiding listening problems and practicing guidelines for listener feedback.</b> Listening (Ch. 8)		
2/11	<b>Determine the source of individual values and development in understanding and analyzing self-image as the communicator.</b> Communication and Identity (Ch 3)		
2/18	Interpersonal Communication and Social Media (Ch 2)		
2/25	<b>Recognize nonverbal communication identifying body language, gesture, facial expression, and posture.</b> Nonverbal Communication (Ch. 7)		
3/4	Emotions (Ch. 5)		
3/11	Oral Presentations and Individual Conferences		<b>MIDTERM GRADE CHECK</b>
3/18	<b>SPRING RECESS</b>		
3/25	<b>Apply effectively specific skills to improve assertiveness.</b> Language (Ch. 6)	<b>Complete at least 30 pts in Oral Presentation and Writing Assignments</b>  <b>-AND-</b> <b>Complete at least 5 Quizzes</b>	
4/1	Communication Climates (Ch. 11)		
4/8	<b>Define conflict/stress and identify steps in reaching a mutually acceptable decision.</b> Interpersonal Conflicts (Ch. 12)		
4/15	<b>Trace the development of relationships, identifying major steps of each level, and analyzing the progression of these levels.</b> Relational Dynamics (Ch. 9)		
4/22	Interpersonal Communication in Relationships (Ch. 10)		
4/29	Oral Presentations and Individual Conferences		
5/13	<b>FINALS WEEK - Last day to submit assignments</b>		

## **DISABILITIES ACCOMMODATIONS**

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Roy Inouye can be reached at (808) 235-7448, [royinouy@hawaii.edu](mailto:royinouy@hawaii.edu), or you may stop by Hale Kāko‘o 106 for more information.

## **SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)**

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Kaahu Alo, Student Life Counselor & Designated Confidential\* Advocate for Students  
 Phone: (808) 235-7354  
 Email: [kaahualo@hawaii.edu](mailto:kaahualo@hawaii.edu)  
 Office: Hale ‘Ākoakoa 232  
*\*confidentiality is limited*

Desrae Kahale, Mental Health Counselor & Confidential Resource  
 Phone: (808) 235-7393  
 Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)  
 Office: Hale Kāko‘o 101

Karla K. Silva-Park, Title IX Coordinator  
 Phone: (808) 235-7468  
 Email: [karlas@hawaii.edu](mailto:karlas@hawaii.edu)  
 Office: Hale ‘Ākoakoa 220

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University’s Title IX resources and the University’s Policy, Interim EP 1.204, go to [manoa.hawaii.edu/titleix/](http://manoa.hawaii.edu/titleix/)

## **ACADEMIC INTEGRITY**

Work submitted by a student must be the student’s own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

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In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

#### **ALTERNATE CONTACT INFORMATION**

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakai 121
- Phone: (808)235-7422