



UNIVERSITY of HAWAII  
**WINDWARD COMMUNITY COLLEGE**

Ke Kulanui Kaiāulu o ke Ko'olau

## **SP181, Interpersonal Communication**

Fall 2024

3 Credits | CRN 64418

### **Windward Community College Mission Statement**

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'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāulu o ke Ko'olau nā papahana hou o nā 'ike 'akeakamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau ākea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāulu – hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

*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*

### **Instructor Information**

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#### **How to Contact Your Instructor**



Colleen Ka'imina'auao  
(Kah-ee-me-nah-ah-oo-wow)

Office: Online on Zoom Help Room

Zoom Help Hours: Wednesdays, from 11:00am - 12:00pm, or as scheduled

Email: [ckaimi@hawaii.edu](mailto:ckaimi@hawaii.edu)

ZOOM: <https://hawaii.zoom.us/j/98137153514>

#### **About**

Welcome to Interpersonal Communication! My name is Colleen or Ms. K. This is the syllabus for the class, which is a document that describes the course, introduces the instructor, and provides all sorts of policy information and helpful resources. Please refer to this document throughout the semester.

I am really looking forward to learning and growing together this semester, and helping you see how communication skills can make a difference in your everyday lives. I am here to both challenge you and help you be successful in this course. I believe in you and your ability to do well in this class and in life!

You can expect that I will do my best to facilitate an enjoyable and respectful learning environment. Please know my course policies and expectations are here to help you succeed in this course and reach your current and future goals!

Our course is considered “online and asynchronous,” which means that we do not have a mandatory meeting time. Instead, you complete the assigned work each week at your own pace throughout the week. This is an 8 week, condensed course though, so we move VERY quickly through the material. We have to cover the same amount of material that I cover in my regular 16-week course, in only 8 weeks. We will get through this together. Please reach out to me (or one of your classmates), whenever you have questions.

Student hours: Student help hours will be held online via Zoom. We will start with Wednesdays from 11:00am-12:00pm. These hours may shift once we find out what works best.

Feel free to drop by my Zoom help hours to discuss assignments, readings, questions, and any problems that may arise. We can also make an appointment if you would like to meet outside office hours.

My goal is to respond to your emails within 48 hours. If I do not, feel free to email me again or use the student help hours to get questions answered much more quickly!

### **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: Alaka'i 121
- Phone: (808) 235-7422

### **Course Information**

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#### **Catalog Description**

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

Prerequisite(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

## Required Materials

We will be using an Open Education Resource (OER) for this class, so you do not need to purchase a printed copy of our textbook. You will be able to access our text on our Lualima site online using a computer, tablet, or mobile device.

Materials posted on Lualima: Syllabus, assignments, class materials, and announcements will be distributed to the class via Lualima. It is your responsibility to regularly check your Lualima 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 Lualima is: <https://lualima.hawaii.edu/portal/site/WIN.64418.202510>

Last day to add this class: 08/27/2024

Last day to drop for full refund: 08/27/2024

Last date to withdraw: 09/26/2024

## Student Responsibilities

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### Classroom Expectations:

#### What do I need to do while I'm in this class?

Each week you will be expected to participate in our online class. Your general participation on our class Lualima site, completion of activities and assignments, and interaction with your classmates via groupwork and/or discussions will earn you points toward a participation grade.

#### How do I use Zoom?

You can use Zoom on your computer, iPad, cell phone, etc. You do not need to set up an account to accept a Zoom invitation from me for our conferencing purposes. If you want to "Zoom" with another student, you can set up a meeting through the hawaii.zoom login process.

#### Do I need to be here every week?

Per the Last Date of Attendance policy, I may remove any student from the class who does not participate during the first week of class or who misses any two-week span during the semester without communicating the reason for their absences with me. Please note you are responsible for your attendance and removing you from the course is a final action unless you talk to me about re-enrolling. Please talk to me before dropping or withdrawing from the class.

## Will I need to use my college email for this course?

- Yes! After admittance to UH, you received an official college email account. This is the official communication method used by the college to contact students.
- If you have an email that you prefer to use instead of your UH email, you can set up your UH email to forward to it.

## What do I need for my online classes?

- Access to the internet. High-speed is best for watching videos.
- Webcam with a microphone for Zoom sessions.
- You may also use the computer labs on either campus for working on your courses or printing materials.

## Respect

My expectation is that we all are enthusiastic, supportive, and respectful to each other as we learn and grow. I will share with you my lived experiences, and I ask that you do the same. I will not tolerate disrespect toward other students, or to myself as your instructor. Per the student conduct code, there will be no disrespectful or inappropriate language, threats, or negative personal comments. We are here to learn about life, each other, and ourselves, in a professional setting. Please keep it professional at all times.

This includes being respectful when contacting your instructor and peers by email or messaging. Please plan for 48 hours for a response and do not assume we will be checking our messages late at night. If you do email, please include the course name and section number in your email subject heading. I teach over 200 students in several classes, so it really helps me to identify you and the appropriate class as quickly as possible. Please include a greeting, writing full and detailed sentences, an overall respectful tone, and a formal closing with your full name.

## Course Format

Intensive, 8-week, asynchronous, online course

## Course Technology (Optional)

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### Laulima Learning Management System

- [Laulima \(Sakai\) Accessibility](#)
- Laulima will be unavailable daily from 3:00 am-4:00 am HST for server backup and maintenance.
- Laulima automatically logs you out *if it does not detect activity for two hours*. A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Laulima, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

## Regular Substantive Interaction

Online courses at Windward Community College follow these guidelines for ensuring quality instruction: [RSI Definition-WCC](#).

## Other Technology

Review the privacy/security policies before using the technologies we will be using in this class. Contact me if you would like to discuss the use of alternate options or technologies.

- [Google Docs](#) is used to create the Course Design Document and rubrics ([accessibility statement](#), [privacy policy](#))
- [Kahoot!](#) is used for review activities ([accessibility statement](#), [privacy policy](#))
- [Loom](#) is used for screen recording (accessibility statement not provided, [privacy policy](#))
- [Padlet](#) is used for some of the discussion activities ([Padlet Accessibility Statement](#), [Padlet privacy policy](#))
- [YouTube](#) is used for delivering some of the course content ([accessibility statement](#), [privacy policy](#))
- [Zoom](#) is used for the Synchronous Sessions and virtual office ([accessibility statement](#), [privacy policy](#))

## Participation Verification

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Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with [Executive Policy 7.209](#), all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

## Grading Policy

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Reading the online text (plus other assigned materials) and being an active participant in class are necessary and expected. All assignments, projects, presentations, and quizzes must be completed by the due date. I recognize emergencies do occur. Please talk to me if you find that you are facing a conflict with completing an assignment. If a documented excuse is presented, make up work may be considered. Assignments turned in within 2 weeks after the deadline will be allowed but will not be given full points – 50% of the total points possible will automatically be deducted for late assignments. After 2 weeks past the due date, no points will be given. Please note: make up work may be different than the work the rest of the class does.

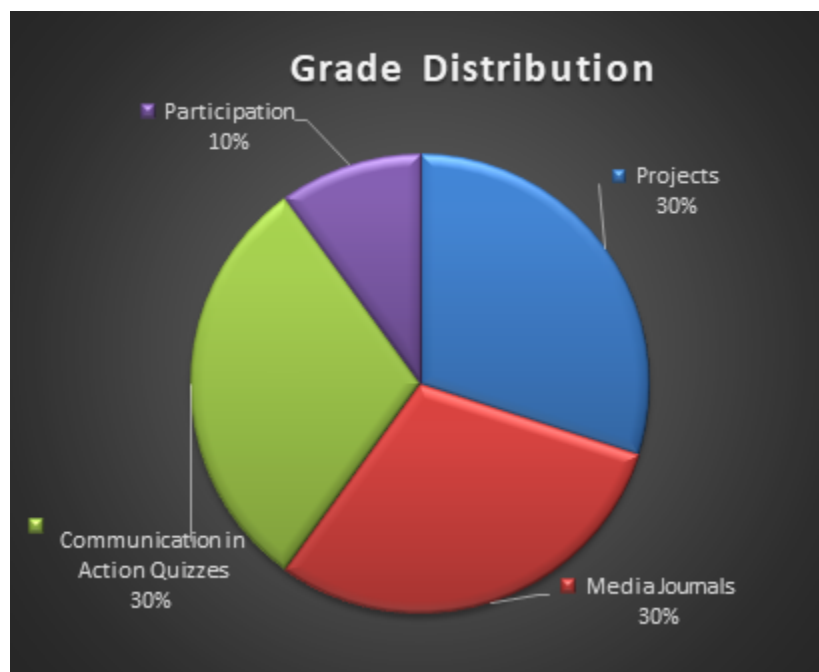
## Assessment Tasks and Grading

**Grading:** Grades are determined on a percentage of the total points possible. There are 300 points possible for this class.

**Communication in Action Quizzes:** Each week you will complete a short quiz to assess your retention and application of the reading material for the class. The quizzes will be multiple choice, along with one short answer question on how you witnessed the communication concepts that we explored that week in action in your everyday life. Each quiz will be worth 10 points total, for a maximum of 100 points for the semester.

**Media Journals:** For most chapters you will watch a short video segment and write a short paper applying at least three concepts from the chapter we are covering at that time in the semester. In your paper, you must clearly highlight its relevance to three or more specific theories, key concepts, or strategies being discussed by the class at that time. Please do not just describe what is happening in the clip. Instead, show me that you can apply what you are learning by giving examples of how the theories or concepts are exhibited by the characters. To receive credit for the item, you must submit an original, word-processed (minimum of 1 page double-spaced) document. Please format the papers using 12pt. Times New Roman font. Place your media journals in the assignment dropbox on Lulima before our class meeting time on the due date. Don't forget to cite the video using APA or MLA style. Each journal will be worth 10 points total, for a maximum of 100 points for the semester.

**Projects:** You will complete two projects in this course. One project will be an interview project/presentation, while the other is a reflection on a group that you have either been a part of in the past or are currently a part of. We will discuss this much more in depth when we get to that point in the semester. Together the two projects are worth 100 points for the semester.



A: 90-100%  
 B: 80-89.99%  
 C: 70-79.99%  
 D: 60-69.99%  
 F: 0-59.9%

## Weekly Assignments

Week	Date	Topic	Due Dates
1	8/26/24	Course Intro Chapter 1: What is Interpersonal Communication and Why Does it Matter?	Module 1 Activities Due 9/1 by midnight
2	9/02/24	Intercultural Communication Module Chapter 2: Perceiving, Creating, & Presenting the Self	Module 2 Activities Due 9/8 by midnight
3	9/09/24	Chapter 3: Perceiving and Receiving Others Chapter 4: Emotions and Communication	Module 3 Activities Due 9/15 by midnight
4	9/16/24	Chapter 5: Language and Communication Interview Projects Due	Module 4 Activities Due 9/22 by midnight
5	9/23/24	Chapter 6: Nonverbal Communication Chapter 7: Listening and Communication	Module 5 Activities Due 9/29 by midnight
6	9/30/24	Chapter 8: Relational Dynamics and Communication Assign Group Reflection Project Concept Application Paper #1	Module 6 Activities Due 10/6 by midnight
7	10/07/24	Chapter 9: Communication in Close Relationships Concept Application Paper #2	Module 7 Activities Due 10/13 by midnight
8	10/14/24	Chapter 10: Improving Interpersonal Communication Final: Concept Application Paper #3	Module 8 Activities Due 10/18 by midnight

**\*\* Course Calendar is tentative and subject to change to meet the needs of the course.**

## 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 the use of quotes or summarizing with reference to the original author.

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.

[Windward CC Student Conduct Information](#)

## [UH System Student Conduct Policy EO 7.208](#)

In this course, students are not permitted to use generative AI applications such as ChatGPT, Bard, or Bing, in whole or in part, to generate course materials or assignments. Grammar and spell checking tools such as those integrated into MS Word may be used. If you have any questions about whether a particular tool or specific use is permitted, check with the professor.

## How to Seek Academic or Technical Support

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### Academic Support

- [Windward Community College Library](#)
- [Library eResources](#)
- [Ka Piko Writing Lab](#)
- [Ka Piko Speech Lab](#)
- [Ka Piko Math Lab](#)
- [Evening and Online Learning at Windward Community College](#)
- [STAR Balance](#)

### Technical Support

- [UH ITS Help Desk](#) – email [help@hawaii.edu](mailto:help@hawaii.edu) or call 956-8883 (or 1-800-558-2669) for Lulima and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email [winhelp@hawaii.edu](mailto:winhelp@hawaii.edu), call 808-235-7437, or stop by in person at Hale La'akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lulima – Click on the [Request Assistance](#) link at the bottom of any Lulima Page to fill out and submit a question and get your answer via email.
- [Information Security for Students](#)

## College Policies & Support Services

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### Disabilities Accommodations Statement

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, [wccdsso@hawaii.edu](mailto:wccdsso@hawaii.edu), or stop by the office (Hale Kako'o 105) for more information.



## Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the [UH System Basic Needs website](#).

## Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the [WCC Mental Health & Wellness website](#).

## UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit [UH Alerts website](#) for more information.

## Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at [wccfao@hawaii.edu](mailto:wccfao@hawaii.edu) to discuss the impact this decision may have on your financial aid eligibility.

## Student Conduct Code

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or [online](#).

## Title IX - Sex Discrimination And Gender-Based Violence Resources

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:

Leslie Cabingabang, UH System Confidential Advocate  
Phone/Text: (808) 348-0432 or (808) 341-4952  
Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)  
Office: Hale Kāko'o 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator  
Phone: (808) 235-7468  
Email: [mozoa@hawaii.edu](mailto:mozoa@hawaii.edu)  
Office: Hale Kāko'o 109

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

Karen Cho, Deputy Title IX Coordinator  
Phone: (808) 235-7404  
Email: [kcho@hawaii.edu](mailto:kcho@hawaii.edu)  
Office: Hale 'Alaka'i 120

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 <https://www.hawaii.edu/titleix/>

## Syllabus Contract for SP181

I have received a copy of our course syllabus via Lulima. I have read it and understand the expectations and policies. I understand that by staying enrolled in this course I am agreeing to follow all policies. Furthermore, I understand that success in this class requires my:

- 1) Completion of each assignment on time and as outlined in the assignment instructions.
- 2) Respect for everyone in the class.
- 3) Use of my UH email and Lulima.
- 4) Full commitment to participating in class. Per the college drop policy, I understand that if I do not participate in the class for 2 consecutive weeks without communicating with my instructor, I may be dropped from the class.

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Printed Name

Signature

Date