



**Fall 2022**

**Course Syllabus**

**Course Information**

Course Title:	Interpersonal Communication
Course Prefix & Number:	Com110
Section Number:	31847
Credit Hours:	3.0

**Course Format**

Online (October 24 - December 16, 2022)

**Instructor Information**

Instructor:	Dr. Joseph Ortiz
Email:	<a href="mailto:joseph.ortiz@scottsdalecc.edu">joseph.ortiz@scottsdalecc.edu</a>
Phone:	480.423.6330 (This is a voice phone number only)
Office Location:	Language & Communication (LC) 330
Office Hours:	Monday - Wednesday - 12:30-1:30 pm Thursday - 10:30-11:30 am

**Texts, Course Materials and Technologies**

Wrench, J.S., Punyanunt-Carter, N.M., & Thweatt, K.S. *Interpersonal Communication: A mindful approach to relationships*. Milne Publishing. Open Educational Resource (ACCESS) @:

<https://milnepublishing.geneseo.edu/interpersonalcommunication/>

## MCCCD Official Description and Course Competencies

### Com 110- Interpersonal Communication

#### Description

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships.

#### Course Competencies

1. Describe the process of interpersonal communication in terms of models and principles.
2. Explain how perception affects communication and interaction.
3. Trace the development of self-concept and its influences on communication.
4. Demonstrate the ability to observe and express emotions effectively and responsibly in a variety of communication situations.
5. Identify and describe the influences of attitudes, beliefs, and values on communication.
6. Identify and describe the purposes, elements, risks, and impact of self-disclosure.
7. Describe the relationship between language and communication.
8. Utilize effective listening and response skills in interpersonal communication settings.
9. Identify and explain the elements and characteristics of nonverbal communication.
10. Contrast effective and ineffective types of conflict management and problem solving strategies.
11. Demonstrate effective conflict management and problem solving strategies.
12. Describe elements involved in relationship development, maintenance, and repair.
13. Compare and contrast passive, assertive, and aggressive response styles.
14. Use assertive verbal and nonverbal behaviors in a variety of interpersonal communication situations.
15. Explain the impact of cultural and gender variables on interpersonal interactions.
16. Examine the impact of interpersonal communication in the workplace and in the family unit.
17. Describe the role of ethics and civility in interpersonal communication.
18. Explain the impact of technology on interpersonal communication.

## Graded Assignments

1. Reading/lecture quizzes & written responses (12-20 @ 5 to 15 points each)
2. Class discussion posts & replies (4-5 @ 15 points each)
3. Engagement activity assignments (4-5 @ 25 points)
4. Personal learning reflections (75 points)

Final grades are determined on a 100% scale, where 90-100 = A; 80-89 = B; and so forth.

## Course Policies

Students are responsible for the college policies included in the [General Catalog & Student Handbook](#). The policies listed below are specific to this course.

## Office Hours & Other Forms of Course Communication

I will be available via Google Meet or in person (office location- LC 330) on Monday thru Wednesdays from 12:30-1:30 pm. or Thursday 10:30-11:30 am Appointments to meet online must be made one-day in advance. This is an opportunity for you to touch base via video or phone to discuss assignments, topics, etc.

You can contact me via CANVAS message or email ([joseph.ortiz@scottsdalecc.edu](mailto:joseph.ortiz@scottsdalecc.edu)). I reply to messages by 4:00 pm on Monday through Friday. On weekends, I will usually respond to messages during the early morning only. Finally, I will only discuss grades or other disputes by phone or video meeting.

## Assignment Policies

1. Assignment due dates are based on Scottsdale, Arizona local time. It is your responsibility to be aware of time differences if you're submitting assignments from outside this location.
2. Online discussion postings and replies must be submitted on time. No excuses. Don't wait until the last minute to post. Your group members need you to post on time so they can meet the online discussion requirements.
3. For all other assignments, you may ask in advance for a 24 hour extension of a due date up to two times. Once you have used the two extensions, no other late assignment will be accepted. No extension of the due date will be provided for submission of the final learning reflection.

4. All submitted assignments must be typed, double spaced. Your submissions should reflect college level writing. Take advantage of the virtual meet sessions, the communication tutor, or the SCC writing center if you need help with written assignments.
5. You may be administratively withdrawn from the course once you have a total of four missing assignments.

### **Assignment Grading Response Time**

You can expect major assignments to be graded within seven days of the assignment's due date.

### **Instructional Contact Hours (Seat Time)**

This is a three (3) credit-hour course. Plan to spend at least three hours reading/watching course content, and six hours on assignments weekly.

### **Responsibility for Syllabus Content**

Students are responsible for all the information, expectations, and policies in this syllabus. Although I anticipate no changes to the course policies, assignments or schedule, I reserve the right to make changes when necessary. Any such changes will be communicated to you through Canvas announcements.