

COM 101: INTERPERSONAL COMMUNICATIONS

Nassau Community College • Fall 2014

Instructor: Professor Mark J. Grossman, M.A. (Adjunct)

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Office Hours: Upon request, as well as before and after class. (Mailbox in H Building, Room 203)

Days/Location: Section 16677 (Honors) Tuesdays and Thursdays, 8:30am-9:45am, G Building, Room 201

Section 16628, Tuesdays and Thursdays, 2:30pm-3:45pm, North Annex, 500 Endo Blvd., Room 201

Textbook: Inter-Act: Interpersonal Communication Concepts, Skills, and Contexts, Verderber, Verderber, 13th Edition

COURSE DESCRIPTION AND OBJECTIVES

COM 101 covers the historical and contemporary principles and concepts of human communication. The objective is to examine the interpersonal communication process so students gain an awareness of the elements which both aid and hinder communication. Skills which will increase communication effectiveness will be studied, including verbal and nonverbal behavior, listening, assertiveness, and conflict resolution.

1. To understand the communication process.
2. To understand the perception process.
3. To understand effective listening and response skills as well as poor listening and response behaviors.
4. To understand elements of verbal and non-verbal communication.
5. To develop skills in listening, language usage, appropriate responses, conflict management, and compliance-gaining strategies.
6. To better understand the role culture plays in communication, including race and gender stereotyping.

PROCEDURES

1. Lectures, class discussions, exercises.
2. Group and individual oral and written assignments.
3. Quizzes and tests.

REQUIREMENTS OF THE COURSE

Attendance:

1. Attendance is mandatory and will be taken at the start of each class. Students are expected to arrive on time and stay for the entire class.
2. Students are allowed two unexcused absences for any reason. Additional unexcused absences will result in a 3-point reduction per absence in the final grade rubric. For an absence to be considered "excused," students must provide valid written documentation regarding an urgent need such as a serious illness or injury, a job interview, a significant family event such as a funeral, a sudden childcare need, an officially sanctioned college activity, or a military obligation.
3. Every third time late (or early departure) will be considered the equivalent of one absence.
4. No matter what the reason, students are required to make up all class content and homework by the subsequent class. Therefore, getting notes from a classmate is highly recommended. In addition, all PowerPoint presentations and hand-outs will be available on www.ProfessorGrossman.com.
5. Student arriving to class late must inform the instructor of their attendance at the end of class, otherwise the student may be counted as absent. Students who need to leave early must provide notification at the beginning of the class.

Exams:

There will be two exams given. These exams may include multiple choice, short answer, short essay, and/or definition questions. The exams will be based on all class content including the text, online learning, lecture, and in-class activities/discussions. The final exam will be comprehensive of the entire semester. Make-up exams may be allowed only with written documentation, which may be verified for authenticity.

Participation:

The nature of this course requires students to make an earnest effort to participate in class discussions. Students are expected to contribute questions, personal insights, observations, and/or personal/professional experiences. Remember, you can't participate if you are absent, late, or asleep. Due to the importance of class participation, it accounts for 15 percent of the final grade.

Written Assignments

1. Late assignments will be accepted at the discretion of the instructor. If accepted no valid documentation is provided, the grade will be reduced.
2. All written assignments must be typed (not hand-written), double-spaced, and are expected to meet basic college-level stylistic and grammatical standards. Failure to meet these standards will influence your grade. Yes, even though this is not an English class, spelling and punctuation count!
3. All assignments must include a standard header with your name, the date, the name of the course, the section number, the title of the assignment, and the word count (if applicable).
4. Multiple-page submissions must be stapled, not paper-clipped nor handed-in unfastened.

ADDITIONAL CLASSROOM/COURSE PROTOCOL:

1. Please silence cell phones before class begins.
2. This is a web-enhanced class and the instructor's website, www.ProfessorGrossman.com will be used extensively. Students must regularly check this website as well as their college email account to ensure receipt of important class information and updates in a timely fashion.
3. If something isn't clear, ask! It's likely that others have the same question, so speak up right away. Students can also speak with the instructor privately before or after class, or via email and cell phone. If there is something a student does not understand and they do not ask for help, they risk their work will be marked incomplete or unacceptable and their grade may suffer.
4. ADA Statement: Any student who, because of a disability, requires a special arrangement or accommodation must contact the instructor before the second class.
5. Plagiarism and cheating in any form will not be tolerated and may result in an automatic "F" for the assignment, and possibly the course.
6. If the opportunity for extra credit is given, it will be offered to all students.

"Only mediocre people are always at their best" – William Somerset Maugham

The final grade for the course is based on the following standards:

- A Exceptionally well-prepared and executed completion of assigned work indicating effort, individualized style, and a thorough grasp of the course material.
- B/B+ Creative, well-prepared work, demonstrating a significant effort and grasp of the material that is distinctly superior to a "satisfactory" or "average" effort.
- C/C+ Satisfactory completion of assigned work at a level of effort and competency normally expected of the majority of students (basic completion, average performance, and reasonable effort).
- D/D+ Unsatisfactory completion of work indicating a misperceived objective or failure to grasp key concepts, but with reasonable effort.
- F Failure to complete assigned work and/or responsibilities through lack of reasonable effort, or failure to attain a passing average on exams and/or assignments.

Grading Rubric

Written Assignment #1 (3 Truths)	5%
Written Assignment #2	5%
Exam #1: Midterm	15%
Exam #2: Final	15%
Quiz #1	7.5%
Quiz #2	7.5%
Analysis Essay	15%
Attendance:	15%
Class Participation:	15%
Total	100%

Scale

90 - 100 = A
85 - 89 = B+
80 - 84 = B
75 - 79 = C+
70 - 74 = C
65 - 69 = D+
60 - 64 = D
Below 60 = F

Tentative Course Schedule • COM-101 • Fall 2014

NCC, COM-101, Fall 2014, Sec 16677 (Honors) and Sec 16628 (Tu+Th)			
	Date	Day	In-Class Activity
1	09/02/14	Tues	Course Introduction and Syllabus Review
2	09/04/14	Thurs	Icebreaker: Three Truths and a Lie
3	09/09/14	Tues	Chapter 1 - An Orientation to Interpersonal Communication
4	09/11/14	Thurs	Chapter 2 - Forming and Using Social Perceptions
5	09/16/14	Tues	Chapter 3 - Intercultural Communication
6	09/18/14	Thurs	Intercultural Communication (cont.)
7	09/23/14	Tues	Chapter 4 - Verbal Messages
	09/25/14	Thurs	NO CLASS: Rosh Hashanah
8	09/30/14	Tues	Chapter 5 - Nonverbal Messages
9	10/02/14	Thurs	Nonverbal Messages (cont.)
10	10/07/14	Tues	Chapter 6 - Communication in the Life Cycle of Relationships
11	10/09/14	Thurs	Chapter 7 - Listening Effectively
12	10/14/14	Tues	Chapter 8 - Holding Effective Conversations
13	10/16/14	Thurs	Chapter 9 - Supporting Others
14	10/21/14	Tues	Stage Fright and Speech Anxiety (No chapter)
15	10/23/14	Thurs	MID-TERM EXAM - Bring #2 pencil
16	10/28/14	Tues	Mid Term Review
17	10/30/14	Thurs	Chapter 10 - Communicating Personal Information
18	11/04/14	Tues	Communication Ethics (No chapter)
19	11/06/14	Thurs	Chapter 11 - Using Interpersonal Influence
	11/11/14	Tues	NO CLASS: Veterans' Day
20	11/13/14	Thurs	Class Project (No chapter)
21	11/18/14	Tues	Class Project (No chapter)
22	11/20/14	Thurs	Chapter 12 - Managing Conflict
23	11/25/14	Tues	Managing Conflict (cont.)
	11/27/14	Thurs	NO CLASS: Thanksgiving
24	12/02/14	Tues	Chapter 13 - Communicating in Intimate Relationships
25	12/04/14	Thurs	Communicating in Intimate Relationships (cont.)
26	12/09/14	Tues	Chapter 14 - Communicating in the Workplace
27	12/11/14	Thurs	Communicating in the Workplace (cont.)
28	12/16/14	Tues	Review for Final Exam
29	12/18/14	Thurs	FINAL EXAM: Bring #2 pencil

Notes

- This schedule is tentative and subject to revision. Please check your email and the class website for changes and updates.
- In the event of an official school closure, the college may designate make-up date(s).
