

COM 101: INTERPERSONAL COMMUNICATIONS

Nassau Community College • Fall 2015

Instructor: Professor Mark J. Grossman, M.A.

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

Days/Location: Section 12569, Tues/Thurs 4:00pm-5:15pm, North Hall 121

Textbook: Inter-Act: Interpersonal Communication Concepts, Skills, and Contexts, 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 and/or true/false 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, via email, or by scheduling a phone call. 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

Grading Rubric

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| Written Assignment #1 (3 Truths) | 5% |
| Quiz #1 | 10% |
| Quiz #2 | 10% |
| Exam #1: Midterm | 20% |
| Exam #2: Final | 25% |
| Attendance: | 15% |
| Class Participation | 15% |
| Total | 100% |

Scale

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