SPEECH 181:
INTERPERSONAL COMMUNICATION
Distance Education (DE) Course Syllabus
University of Hawaii System
Honolulu Community College

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Course Website: https://laulima.hawaii.edu
Office Hours: Online by appointment

MyCommunication Lab
Website: http://pearsonmylabandmastering.com
Instructor Course ID: kam-kalani07464
Pearson Tech Support: 1-800-677-6337
Tech Support: Click on the ‘24/7 Support’ link in MyCommunication Lab

Instruction Period: January 13, 2013 – May 16, 2014

This is a distance delivery course with no face-to-face class meetings. You must be self-motivated and follow all directions carefully to succeed in this course. You must also make a commitment to check in to the course website on Laulima DAILY.

This syllabus is a legal contract between the professor and the student. Continuing in this course means that you agree to the terms set forth in this contract.

COURSE DESCRIPTION

This course introduces students to the basic principles of interpersonal communication. Students will gain an understanding of the various stages of a relationship, how to deal with conflict in a relationship and various assertive communication strategies. Students will research and write about interpersonal communication in a clear, logical, and inventive manner.

Note: This course fulfills the Speech requirement for graduation with the AA degree at HCC as well as the Diversification-Social Science (DS) requirement for UH Manoa. Many programs at UH Manoa require Speech 151 as a degree program requirement. Check with your specific program for degree program requirements.

STUDENT LEARNING OUTCOMES

Upon successful completion of SP 181, the student will be able to:

1. Explain how the behavior and the interactions of people can be described by interpersonal communication theories.
2. Demonstrate an understanding of the qualitative and quantitative social science research techniques used to study interpersonal communication.
3. Explain how self-concept, perception, culture, and gender can influence one’s communication.
4. Explain the process of overcoming barriers to effective interpersonal communication.
5. Explain how interviews, observations, surveys, and experiments can be used to better understand how verbal and nonverbal behaviors affect interpersonal communication.
6. Use models to describe how humans interact during the various stages of relationships.
7. Explain and demonstrate effective conflict management and assertive communication strategies.
REQUIRED COURSE TEXTS AND MATERIALS


Looking to go paperless? A highly convenient, fully searchable, digital eText is available for purchase on Pearson’s MyCommunication Lab website. Access to the digital eText on the MyCommunication Lab website is $75, and includes access to Media Share, a required tool for uploading speech video assignments.

2. **Access Code to Media Share in MyCommunication Lab for Speech Video Uploads.** Students who purchase a new hard copy textbook from the HCC Bookstore will receive an access code granting free access to Media Share in MyCommunication Lab and the digital eText. Students who purchase the text “used” or from another source will be required to pay $55 for access to Media Share in MyComm Lab for speech video uploading. Note that this option does not include access to the digital eText. Access to Media Share and the digital eText is available for $75 on the MyComm Lab website. Go to: pearsonmylabandmastering.com. A 14 DAY FREE TRIAL is also available with full access to the digital eText. Click on the Temporary Access link when prompted.

3. **Laulima (https://laulima.hawaii.edu).** For this course, you are required to log in to the course website on Laulima at least once daily. Being too busy with other classes or work, going out of town, or simply neglecting to log in is not an acceptable excuse for not checking Laulima everyday. You will also be required to download course materials regularly as well as upload all assignments to Laulima. The address for accessing Laulima is: https://laulima.hawaii.edu. Log in using your MyUH Portal username and password.

4. **Digital recorder.** A digital recording device with adequate video-recording capability will be required to complete the major speaking assignments in this course. There are three major presentations in the course that will need to be video-recorded and uploaded to Media Share for instructor evaluation. The quality of the recording must be clear enough that the instructor can clearly see the speaker’s facial expressions as well as the full head to fingertip view of the speaker’s body. The recordings will be used as a learning tool for you as well as for your instructor to view and evaluate your presentations. If you do not own a digital device with video recording capabilities that enables clear audio/video output of your presentation, you might explore the option of borrowing one from a family member or friend.

COMPUTING REQUIREMENTS

This course will be conducted online and will require the following:

- Basic computing skills and knowledge
- Basic knowledge of uploading and downloading files (including video files) from the internet
- Internet connection
- Java capable web browser (such as Internet Explorer or Firefox)
- Windows Operating System, Macintosh OS, or Linux operating system
- Word Processing Program (Microsoft Word/Works or Open Office Writer)
- Adobe Acrobat Reader
- UH E-mail Account

Specific information regarding computer skills, system requirements, and support services can be found at: [http://honolulu.hawaii.edu/distance/index.html](http://honolulu.hawaii.edu/distance/index.html)

*All e-mails will be sent to your UH e-mail account. Be sure that you know how to access your UH e-mail account and **CHECK YOUR ACCOUNT DAILY**.* E-mail sent to the instructor should be sent to: kamkara@hawaii.edu
COURSE POLICIES

ATTENDANCE
It is IMPERATIVE that you check in to Laulima DAILY. This is not a course where you can drop in whenever you feel like it. You will have weekly assignments that are due each week. Therefore, your success in this course depends on your ability to stay connected and engaged. Laulima provides a detailed report of dates/times that each student checks in to the site. Failing to check in daily to complete assignments will have a negative effect on your grade in this course. If you cannot make the commitment to check in daily, you should reconsider whether or not distance learning is for you. Students who made it a habit to check in regularly had a significantly greater success rate in the course than those who failed to check in consistently.

OFFICIAL USE OF E-MAIL (EXECUTIVE POLICY E2.213)
The Office of the Vice President of Student Affairs has recently instated a policy wherein: “Students are responsible for checking their email account frequently and consistently to remain current with University communications. They are expected to monitor and manage their email storage quota to insure that their mailboxes are not saturated and are able to receive new messages.” Hence, for the purposes of this course, you are required to check your e-mail EVERYDAY to keep up to date on important correspondence related to the course. A copy of the policy can be viewed online at: http://www.hawaii.edu/svpa/ep/e2/e2213.pdf

STUDENT CODE OF CONDUCT
All students at Honolulu Community College must adhere to the Student Code of Conduct. Impermissible behavior includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning and/or the administration of those processes. Violations of this code also include but are not limited to: use of inappropriate or offensive language in videos or on Laulima, plagiarism, and/or cheating. If you violate the Student Code of Conduct in Speech 151, an official report will be filed with the Office of the Dean of Students.

Plagiarism on any assignment is a serious offense. Plagiarism can assume many different forms. An increasing number of students have been found guilty of “cut and paste” plagiarism in which information is copied directly from one or more websites and pasted directly into the student’s own document without giving proper credit to the source. Global plagiarism occurs when an entire speech is lifted from a single source and credit is not properly attributed to the source. Incremental plagiarism occurs when the student fails to mention the source of particular quotes or paraphrases. If you are caught plagiarizing on any course assignment, you will receive a failing grade for the course and a report will be filed with the Dean of Students. It is important to keep in mind that plagiarism beyond the classroom can often result in permanent damage to one’s reputation, loss of one’s career, and/or significant financial losses if involved in an intellectual property or copyright lawsuit. Start early on your assignments so that you do not succumb to the temptation to plagiarize at the very last minute, and be sure to properly acknowledge the ideas or words of a source whenever they are not your own.

This online classroom is a Safe Zone: Students will be sharing their ideas, their questions, their points of view, and their own experiences both in their presentations and on Laulima, the course website. You may not agree with some of the ideas, but you must receive their communication with respect and patience, and learn how to communicate your own opinions in an organized, professional, and respectful manner. These are the skills of an effective communicator, whether at school, at work, at home, or anywhere.

Penalty for violations to the Student Code of Conduct may include academic probation, suspension, or expulsion from the university. Read the Student Code of Conduct online at: http://honolulu.hawaii.edu/policies/conduct.html

ASSIGNMENTS
Guidelines for all assignments can be downloaded at any time from Laulima using the ‘Resources’ link. Assignments must be submitted electronically via Laulima and MyComm Lab. Do NOT send any assignments to your instructor via e-mail, unless your assignment is late and access to Laulima is closed. Assignments submitted via e-mail are automatically marked LATE and will be subject to a 20% penalty.
Assignments include all major speeches, speech preparation outlines, the team PowerPoint, self-evaluations, and peer-evaluations. ONLY Microsoft Word or compatible word processing software (i.e., Microsoft Works, Open Office Writer) should be used to type up assignments that are uploaded for the instructor to view and evaluate.

It is MANDATORY that you keep a back-up copy of your assignments. If I do not receive a copy of your assignment, you will be required to provide me with another copy in an expedient and timely manner. You should retain a copy of all assignments until you receive your final course grade.

LATE SUBMISSIONS

All late work will receive a 20% deduction off of the total point value of the specific assignment. Additional points may also be subtracted according to the quality of the work submitted. You will have up to five (5) days from the assignment due date to submit late work. Thereafter, late work will not be accepted.

All written assignments must be submitted via the ‘Assignments’ link on Laulima. Access to Laulima will shut down at the exact due date and time and the system will not allow you to upload or submit any files past the due date. Late work must therefore be submitted to your instructor via e-mail. Any assignment(s) submitted to your instructor via e-mail will be subject to the 20% deduction off of the total point value of the specific assignment.

In addition, any assignment that is submitted late will be placed at the end of the grading queue and forfeits the opportunity to receive timely feedback from the instructor.

GRADE APPEALS

To appeal a grade on an assignment, speech, or exam, you must do so by providing a written (typed) argument as to why you feel the grade is in error. All typed appeals must be submitted via e-mail within one week of receiving the grade.

‘INCOMPLETE’ AND ‘N’ GRADES

The grade of ‘I’ or ‘Incomplete’ will be assigned ONLY in cases where a majority of the coursework has been completed and all but a single assignment or project remains to be submitted for credit. Arrangements for an ‘I’ grade need to be made with the instructor well beforehand and prior to the deadline for submitting an ‘I’ grade. Similarly, the grade of ‘N’ or ‘No Grade’ is reserved for extreme circumstances beyond one’s reasonable control. These circumstances need to be communicated to the instructor as early as possible and with the appropriate documentation or evidence of hardship. ‘N’ grades will NOT be given in place of a failing grade for the course. Ex post facto claims of hardship (i.e., claims of personal hardship after the fact, or once the semester is over or nearly over) will not be considered for the ‘N’ grade.

REQUIRED COURSE ASSIGNMENTS

CHAPTER QUIZZES

Chapter quizzes will be administered on Laulima using the ‘Tasks, Tests, and Surveys’ link. Each chapter quiz will consist of 10 multiple-choice questions covering content from the assigned chapter reading. You will have access to your textbook and notes while taking the quizzes. However, it is important to note that quizzes will be timed so you will not have an inordinate amount of time to search for the answers in your textbook or notes. It is highly recommended that you keep up with your readings throughout the semester so that you need not rely on your textbook when taking the quizzes.

MAJOR SPEECH PRESENTATIONS

Three major speech presentations are required in this course: the Intercultural Presentation, the Nonverbal Communication Presentation, and the Relationship Presentation.

Each speech must be delivered extemporaneously. This means that the speech is delivered conversationally with minimal use of 4 x 6 index cards as hand held speaker notes. Sneakers must present the speech as if he
**or she were speaking before a live audience.** This means that you may NOT hide your speech notes out of the view of the camera and read from them as if you were delivering the speech without them. Examples of unacceptable forms of delivery include: reading your speech from your computer screen into a computer webcam, having a friend hold a flip chart hidden from the view of the camera for you to read your speech off of, reading your posted speech where you can see it but the audience cannot. Using any of these unacceptable forms of delivering your speech produces marked differences in physical and vocal delivery. If it is determined that you have used an unacceptable form of speech delivery, you will not receive credit for the speech assignment.

Speech videos must be uploaded in unedited or “raw” form. Video editing to correct for errors or latencies in speech is strictly prohibited. Videos that have been edited before submission will receive a grade of zero. These guidelines have been put in place to ensure parity and integrity of the distance education Speech course with the face-to-face classroom course.

Each speech must be video-recorded in a quiet location and uploaded to Media Share in MyComm Lab by the due date. It is highly recommended that you do not procrastinate until the last minute when uploading your speech videos. As with uploading any video to the web, uploads may fail before they upload successfully. If you are having trouble uploading your speech videos, you should contact Pearson 24/7 Tech Support AS SOON AS POSSIBLE. You may contact them by phone at 1-800-677-6337 or click on the ‘24/7 Support’ link in MyCommunication Lab for various means of assistance.

**WEEKLY INTERPERSONAL ASSIGNMENTS**

In order to assess, practice, and refine your interpersonal skills, you will be required to complete weekly interpersonal communication assignments. These assignments may entail completing personality scales designed to assess your own communication styles, working with other group members to solve a problem, providing feedback to other group members on their communication styles, watching and analyzing the content of video segments online, or posting responses to discussion topics on the Laulima Discussion Board. Specific instructions for each assignment will be posted under ‘Announcements’ in Laulima at the start of each week.

In cases where assignments involve teamwork, you will be required to consult with your assigned team in order to complete the assignment. Although grades are based on individual performance, the content of your assignment will depend in large part on the collective decisions made within your group. Lack of adequate consultation and collaboration with your group can negatively affect the quality and grade that you receive on an assignment. The main objective of this team component is to provide you with firsthand experience in communicating effectively in the context of a small group.

To communicate with your team members, you will be required to use the chat room on Laulima to directly interact with your team members. This allows for documentation of the collaborative effort and major decisions made by the team. You also have access to the ‘Mailtool’ in Laulima which allows you to e-mail your team members. For those of you who are worried about conflicting work schedules and not being able to meet as a group, this project does not require you to be online at the same time as your team members. It is possible to achieve this task entirely via messages left in the Laulima chat room. However, you must check the Laulima chat room daily for time-sensitive correspondence from your team members, and respond promptly.
GRADING SCALE

Each graded assignment earns percentage points. The final grade for the course is a letter grade. There is no class curve on any of the assignments.

The following is the breakdown of your grade for this class:

- **Chapter Quizzes** 24%
- **Intercultural Presentation** 10%
- **Relationship Presentation** 10%
- **Nonverbal Communication Presentation** 20%
- **Weekly Interpersonal Assignments** 36%

  **Total** 100%

Grades will be assigned on the following basis:
90%-100% A, 80%-89% B, 70%-79% C, 60%-69% D, 59% and below F
# SPEECH 181: COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Readings</th>
<th>Topic</th>
<th>Assignment Due Friday by 11:59pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 13-17</td>
<td>Ch. 1</td>
<td>Orientation to the Course; Foundations of Interpersonal Communication</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
</tr>
<tr>
<td>2</td>
<td>Jan 20-24</td>
<td>Ch. 2</td>
<td>Culture and Interpersonal Communication</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
</tr>
<tr>
<td>3</td>
<td>Jan 27-31</td>
<td>Ch. 3</td>
<td><em>Work on Intercultural Presentation: Practice, Practice, Practice!</em></td>
<td>Upload Intercultural Communication speech to Media Share</td>
</tr>
<tr>
<td>4</td>
<td>Feb 3-7</td>
<td>Ch. 4</td>
<td>Perception of the Self and Others in Interpersonal Communication</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
</tr>
<tr>
<td>5</td>
<td>Feb 10-14</td>
<td>Ch. 5</td>
<td>Listening in Interpersonal Communication</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
</tr>
<tr>
<td>6</td>
<td>Feb 17-21</td>
<td>Ch. 6</td>
<td>Verbal Messages</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
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<tr>
<td>7</td>
<td>Feb 24-28</td>
<td>Ch. 7</td>
<td>Nonverbal Messages</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
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<tr>
<td>8</td>
<td>Mar 3-7</td>
<td>Ch. 9</td>
<td>Interpersonal Relationship Stages, Theories and Communication</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
</tr>
<tr>
<td>9</td>
<td>Mar 10-14</td>
<td>Ch. 10</td>
<td>Interpersonal Relationship Types</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
</tr>
<tr>
<td>10</td>
<td>Mar 17-21</td>
<td>Ch. 11</td>
<td><em>Work on Nonverbal Communication Presentation: Practice, Practice, Practice!</em></td>
<td>Upload Nonverbal Communication speech to Media Share</td>
</tr>
<tr>
<td>11</td>
<td>Mar 24-28</td>
<td></td>
<td>Spring Recess</td>
<td></td>
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<tr>
<td>12</td>
<td>Mar 31-Apr 4</td>
<td>Ch. 12</td>
<td>Interpersonal Conflict and Conflict Management</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
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<tr>
<td>13</td>
<td>Apr 7-11</td>
<td>Ch. 13</td>
<td>Interpersonal Relationship Types</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
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<tr>
<td>14</td>
<td>Apr 14-18</td>
<td>Ch. 14</td>
<td><em>Work on Relationship Communication Presentation: Practice, Practice, Practice!</em></td>
<td>Upload Relationship Communication speech to Media Share</td>
</tr>
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<td>15</td>
<td>Apr 21-25</td>
<td>Ch. 15</td>
<td>Interpersonal Conflict and Conflict Management</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
</tr>
<tr>
<td>16</td>
<td>Apr 28-May 2</td>
<td>Ch. 16</td>
<td>Interpersonal Power and Influence</td>
<td>Chapter QUIZ Weekly IP Assignment</td>
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<tr>
<td>17</td>
<td>May 5-9</td>
<td></td>
<td>Catch Up</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>May 12-16</td>
<td></td>
<td>End of Semester Course Evaluations</td>
<td>Complete ALL end of semester course evaluations</td>
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</table>