



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**INTERPERSONAL COMMUNICATION
COM 2725 3 Credit Hours**

Student Level:

This course is open to students on the college level Freshman or Sophomore.

Prerequisites:

None

Controlling Purpose:

This course is designed to improve both the appropriateness and the effectiveness of the student's interpersonal communication.

Learner Outcomes:

Upon completion of this course, students will understand the major concepts from communication theory, be able to recognize these concepts in their own experience, and be able to build on their own personal communication styles.

Units Outcomes and Clock Hours of Instruction for Core Curriculum:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

- | | | |
|---|---|--|
| A | = | All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field. |
| B | = | All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved. |
| C | = | All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background. |
| D | = | A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field. |
| F | = | Failing, will be computed in GPA and hours attempted. |
| N | = | No instruction or training in this area. |

UNIT 1: ORIENTATION TO IPC

Outcomes: Student will define interpersonal communication, its purpose, and the importance of developing personal competency.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Define basic principles of interpersonal communication.
						2. Differentiate between appropriate and inappropriate messages.
						3. Develop a written goal statement for unit one.
						4. Participate in feedback activities.
						5. Trace, analyze, and evaluate self-concept formation.
						6. Evaluate the factors affecting the accuracy of others' communication.
						7. Explain methods of improving social perception, including cultural and social considerations.

UNIT 2: COMMUNICATING VERBALLY AND NONVERBALLY

Outcomes: Student will contrast verbal and nonverbal communication and expand his/her personal application and proficiency.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Recognize the uses of language in human communication.
						2. Discover the functions of nonverbal communication.
						3. Point out how clothing, color, touch, and other factors affect self-presentation.
						4. Explain ways to implement cultural and gender considerations into verbal and nonverbal communication.

UNIT 3: COMMUNICATION IN CONTEXT

Outcomes: Student will examine differing roles within work, family, and gender communication.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Identify different types of relationships.
						2. Analyze interpersonal needs theory.
						3. Discover appropriate ways of establishing, maintaining, and ending relationships.
						4. Generate characteristics of effective conversation.
						5. Cite guidelines of disclosing and describing feelings.

UNIT 4: LISTENING AND EMPATHIC RESPONSES

Outcomes: Student will develop active listening skills.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Practice focusing attention through active listening skills.
						2. Employ devices for remembering information.
						3. Distinguish between fact and inference.
						4. Utilize emphatic response skills--clarifying and helping responses--while eliminating inappropriate ones.

UNIT 5: MANAGING CONFLICT

Outcomes: Student will identify the sources of conflict and select effective and appropriate conflict management styles.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Summarize the basic types of conflict.
						2. Recognize inappropriate methods of addressing conflict.
						3. Examine the guidelines for successfully managing conflict.

Projects Required:**Textbook:**

Contact Bookstore for current textbook.

Materials/Equipment Required:**Attendance Policy:**

Students should adhere to the attendance policy discussed on the first day of class.

Grading Policy:

Grading may vary according to the instructor.

Criterion Based Evaluation:

Orientation to IPC	9 hrs.
Communicating verbally and nonverbally	9 hrs.
Communication in context	6 hrs.
Listening and empathic responses	12 hrs.
Managing conflict	9 hrs.

Maximum class size:

30 (based on classroom occupancy)

Course Time Frame:

Total clock hours per week – 3

Catalog Description:

COM2725. Interpersonal Communication. 3 hrs. This course is designed to improve individual communication

Rev. 6/13/2007

DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

skills. By understanding the elements of effective communication, students will be able to create environments that will bring out the best in themselves and others. In addition, students will learn how to better turn ideas and feelings into words, how to listen more effectively, respond more appropriately to what others have said, and most important of all, how to maintain and develop good interpersonal relationships with their family, their peers and fellow workers. Emphasis is placed on small-group activities, interviewing skills and both verbal and non-verbal communication. IPC will fulfill the 3-hour Public Speaking requirement at Cowley and at some of the four-year universities in the state. However, students should check with their transfer university to verify that this course will fulfill the Speech requirement for their program.

257.00 ATTENDANCE AND CLASSWORK

At the beginning of each grading period, the instructor shall publicize his/her class policies. Excessive absences may result in the student not meeting the competencies of the course. Behavioral or disruptive issues may result in the student being withdrawn from the class at the request of the instructor by the Registrar. It is the student's responsibility to withdraw from the course for reasons of academic performance through the Registrar's Office.

1. Each instructor shall publicize, both orally and in written form, to the students in his/her class, the attendance, course requirements, and grading policies which are in accordance with College policy.
2. The student should adhere to the individual instructor's policy with regards to attendance.
3. Late registrations will be accepted by the Registrar with concurrence of the instructor involved and approval of the Chief Academic Officer (CAO). Days missed will be counted as authorized absences.
4. Absence from class may be authorized by the CAO for participation in College sponsored activities or to represent the institution in an official capacity.
5. Before an instructor is permitted to submit to the Registrar a request for withdrawal of a student from classes, an incident report must be initiated by the instructor stating the specifics of the behavioral or disruptive issue. It is the responsibility of the instructor to file this report with the Instruction Office.
6. A student may petition for reinstatement in the class within five days of notification of withdrawal, according to provisions of Section 262.00 of the Policy Manual.

402.00

ACADEMIC CODE OF CONDUCT

Cowley College is committed to instilling in its students a high level of academic integrity. Integrity in the classroom is a definite expectation. Students who compromise the integrity of the academic process are subject to disciplinary action by the college.

A violation of academic honesty includes, but is not limited to:

A: Plagiarism

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of the means of appropriation. The following are considered to be forms of

plagiarism when the source is not noted:

1. Word-for-word copying of another person's ideas or words
 - a. Submitting another's published or unpublished work, in whole, in part, or in paraphrase, one's own without fully and properly crediting the author with footnotes, citations or bibliographical reference.
 - b. Submitting as one's own, original work, material obtained from an individual or agency without reference to the person or agency as the source of material.
 - c. Submitting as one's own, original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

B. Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise. Examples of cheating are:

1. Use and/or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, note tests, calculators, cell phones, or computer programs.
2. Obtaining assistance with or answers to examination questions from another person with or without that person's knowledge.
3. Furnishing assistance with or answers to examination questions to another person.
4. Possessing, using, distributing, or selling unauthorized copies of an examination, or computer program.
5. Representing as one's own an examination, paper or project taken by another person.
6. Taking an examination in place of another person or turning in another's work on a paper or project.
7. Obtaining unauthorized access to the computer files of another person or agency, and/or altering or destroying those files.

C. Fabrication and Falsification

Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves the deliberate alteration or changing of results to suit one's needs in an experiment or other academic exercise.

D. Multiple Submission

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

E. Misuse of Academic Materials

The misuse of academic materials includes, but is not limited to, the following:

1. Stealing or destroying library or reference materials or computer programs
2. Stealing or destroying another student's materials in one's possession without the owner's permission
3. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
4. Illegitimate possession, disposition, or use of examinations or answer keys to examinations
5. Unauthorized alteration, forgery, or falsification of academic records
6. Unauthorized sale or purchase of examinations, papers, or assignments

F. Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's acts of academic dishonesty. If a student is ever in

doubt about the specific guidelines governing individual or group work with respect to a particular course or assignment, be sure to ask the instructor for clarification.

G. XF Grade

In accordance to the Academic Code of Conduct, an XF grade may be given to: Students who are guilty of academic misconduct on tests or major assignments. Students who knowingly facilitate classmates in academic misconduct on tests or major assignments (will be based upon the decision of the Appeals Committee). Students who commit repeat violations of the Academic Code of Conduct on any class assignments. The Academic Code of Conduct will be used to define academic misconduct. If an instructor determines a student should receive an XF grade: The instructor will meet with the student and follow the Academic Code of Conduct to ensure that the student has an initial opportunity to respond. If the instructor still believes the student should receive an XF grade, the instructor will notify the Instructional Office and complete an XF form. The student will then be notified of his/her right to appeal by the Appeals Committee, which will be scheduled as needed. If the student chooses to appeal the X portion of the grade, the Appeals Committee (which includes the Chief Academic Officer, faculty, staff and an SGA officer) will have the final authority. The student will have the opportunity to remain in the class until the appeal process has been completed. Formal withdrawal from the class will not prevent the student from receiving a grade of XF. A student may not withdraw from a class after receiving a grade of XF. The decision of the Appeals Committee will be the final decision. The student, teacher and advisor will be notified within 4 business days. To have the first XF grade removed from his/her transcript, the student must perform 20 hours of community service and successfully complete a short course on academic honesty by the end of the following semester. The community service will be arranged through A.C.E.S. and will be completed at the discretion of the A.C.E.S. sponsor. The short course will be for one credit hour at the student's expense with no financial aid or scholarship assistance. The instructional office may keep internal records that show the student received an XF grade that was later converted to an F after completion of the required community service and short course on academic honesty. If a student receives an XF grade for a second time, that grade will remain on his/her transcript with no opportunity for removal. An XF grade cannot be erased from the Academic Fresh Start program.

Academic Misconduct

First Level Resolution

The original jurisdiction of any case involving academic misconduct shall be with the faculty member whose course the alleged misconduct occurred. If a faculty member suspects a student of academic misconduct, he/she must inform the student without unnecessary delay of the alleged misconduct and provide the student the opportunity to respond before taking any action. Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue the course without prejudice pending disciplinary actions. If the faculty member takes no action within 10 days after informing the student, the allegations shall be considered dismissed. The faculty member may take one or more of the following actions: alter a grade or assign a grade of "F" in the assignment, examination or the course/ and or recommend an additional sanction up to and including suspension and/or dismissal from the course. The action taken by the faculty member should be reported to their department chair and the instructional office. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

Second Level Resolution

If a second offense of academic misconduct occurs during the student's academic career this WILL result in

Rev. 6/13/2007

DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

administrative withdrawal from the institution for a period of one academic year. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

Third Level Resolution

After one academic year the affected student may re-enroll with the understanding if a violation of the Academic Code of Conduct occurs during their tenure at Cowley College the result will be permanent expulsion from the institution with no right of appeal.

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If you have a disability which may impact your work in this class and for which you require accommodations, please contact Mark A. Richardson, the Disability Services Coordinator, located in the Nelson Student Center Room 203 in order for arrangements of needed accommodations. Phone number: Main Campus – 620-441-5557 or North Campuses – 316-554-2724.

E-mail: richardson@cowley.edu

Grade Change/Appeal:

If a student is dissatisfied with a course grade issued by an instructor and believes the grade issued is incorrect, the student may use the following appeal procedures:

- The student shall, within one academic semester following issuance of the grade, confer with the instructor and outline the reason(s) the student feels the grade is incorrect.
- The instructor shall advise the student of the grade change-if applicable.
- If the student is not satisfied with the results of the conference, he/she may request a form in the office of the Vice President of Academic and Student Services or the Dean of North Campuses, for a review involving the Vice President of Academic and Student Affairs, appropriate Dean, the instructor issuing the grade, lead instructor, and the student. The review conference shall be held within the semester that the appeal is filed. The Vice President of Academic and Student Affairs and the lead professor shall, within ten (10) days following the review, issue a decision and notify the student in writing. This decision is final.

Student Code of Conduct

Students attending Cowley College are expected to conduct themselves as responsible individuals at all times while on campus. Acts of incivility or other behavior which interferes with or detracts from the learning-centered environment are not acceptable. In addition, student actions which violate school policies or local, state, or federal laws are not tolerated and may result in dismissal from the college or other disciplinary action.

- **Intoxicating Beverages and/or Illegal Drugs:** No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions.
- **Tobacco:** Smoking is not permitted in College facilities. This includes smokeless tobacco products.
- **Dress and Appearance:** Students are expected to be clean and dress within the limits of general trends of dress at this college. Additionally, dress must be in accordance with all laws pertaining to health, sanitation, and insurance.

- Classroom Expectations: Students are expected to behave in a civil and professional manner in the classroom. Instructions shall not permit the continued presence of disruptive behavior in class.
- Visitors and Children: Only students who are enrolled in classes are allowed to attend. Children and visitors must have prior approval from administration to attend class sessions. While on campus children and visitors must adhere to all school policies. All children under the age of 16 must be under direct supervision of a parent or guardian while on campus.
- Destruction of Property and/or Theft: Students are expected to respect the rights and property of other students, faculty, staff, etc.
- Student Identification Cards: All enrolled students at Cowley College are required to obtain a student ID card. Students must carry their current ID card with them at all times on campus.
- Electronic Devices: Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.

(Institutional Policies: Student Affairs Council: Series 400.00: 403.00 Student Code Of Conduct)