



SPCH 1318 Interpersonal and Small Group Communication

Part 1: Course Information

Instructor: Jennifer Poland

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Please email me rather than messaging me through D2L. I am able to respond much more quickly to my email. If you have questions about your grade, you must email me from your Brazosport email address.

Course Description

This course examines communication on a personal level from both the speaker's and the listener's point of view. The study includes self-awareness exercises as well as the techniques of effective communication between individuals and among the members of small groups.

Prerequisite

1. College-level reading and writing.
2. Basic computer knowledge.

Required Text

1. *Inter-Act Interpersonal Communication, 14th Edition* by Verderber and Verderber
2. (***This book is mandatory- you will need it to be successful in this class.***) Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

Learning Objectives

1. Demonstrate competency in the writing process.
2. Demonstrate competency in selecting appropriate communication choices
3. Demonstrate competency in understanding and appropriately applying interpersonal communication skill builders.
4. Demonstrate competency in group problem solving with emphasis on listening, reflecting, understanding, thinking critically, and responding.

Course Requirements

1. Internet connection (DSL, LAN, or cable connection desirable)
2. Basic computer skills such as creating a document, downloading and installing a program, and navigating a web interface.
3. The ability to be a self-directed learner.

Course Structure

This course will be delivered entirely online. In the online component, you will access online lessons, course materials, and resources. The entire course will be delivered asynchronously, meaning you will not be required to participate in live sessions.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with D2L you can [text chat with technical support](#), email helpdesk@brazosport.edu or call (979) 230-3266.

Remind

We will use Remind to help keep you on track. This is an application that allows you to either download an app or receive text message notifications when assignments are due. It also gives you a way to contact me quickly by replying to the text message. To sign up, simply text *81010* with the message *@spch1318bc*. You'll receive a reply asking you to register.

Part 2: Topic Outline/Schedule

This course is broken into units. The entire unit is open at a given time, but specific chapters are due each week. Tests are only open during the week in which they are due. Please submit by the due date (assignments are **due by midnight on Sunday each week unless otherwise indicated**) shown in the course schedule. There are no late assignments accepted unless there is an issue with D2L as a whole or with the specific assignment. *Technical difficulties on your end (lack of internet access, computer issues, etc.) will not be grounds for reopening an assignment, so please don't wait until the last minute to complete an assignment.*

Each chapter will consist of a reading quiz, extension, and participation activity. The unit tests will cover the chapters covered in that unit, but the final exam covers all chapters covered.

Graded Course Activities

Percentage Weight	Description
30 total	Guided Readings (2 will be dropped)
10 total	Extensions (2 will be dropped)
10 total	Participation Activities
10 total	Application Assignments
30 total	Unit Tests
10 total	Final Exam (this will be cumulative)
100	Total Points Possible

Grade Breakdown

Any grade ending in a "9" will be rounded up automatically for this class. The scale is as follows:

89.0 – 100 A

79.0 – 88.99B

69.0 – 78.99C

58.0 – 68.99D

Below 58.99 F

You need to make sure to keep up with your grades.

Late Work Policy

All assignments for this course will be submitted electronically through D2L unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given except under extreme circumstances.

Grade Concerns

If you have a grade concern, please email me within one week of the due date. If you feel that a question was marked incorrectly, please let me know ASAP so that I can correct it. It is your responsibility to keep up with all assignments.

Respect for others:

This class will be treated as a safe environment for discussion. All students will treat others with respect at all times. Students who have a problem with this policy will be dealt with accordingly. This respect extends to all viewpoints and beliefs expressed in this class.

Academic Honesty:

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism (including copying and pasting directly from the textbook or a website), and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in a zero for the assignment. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

Students with Special Needs:

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact Phil Robertson, Special Populations Counselor, 979-230-3236 for further information.

Title IX Statement:

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Mareille Rolon, HR Coordinator and Title IX Coordinator

Office C-114; 979-230-3303; mareille.rolon@brazosport.edu

Covid-19 Statement:

At Brazosport College, all of us, including faculty, staff and students, share a common goal this fall semester, to keep our classes running in the safest manner possible and avoid any disruption to your progress in achieving your educational and career goals. To that end, we ask and encourage you to conduct yourself in the following manner while on campus this semester:

- Every day, perform a self-health check prior to coming to campus and stay home if sick.
- To the greatest extent possible, maintain your distance between you and other students, faculty, and staff while on campus.
- Wear a properly fitted face covering over your mouth and nose while indoors on campus. If you do not have a mask, they will be available to you in all classrooms this fall.
- Practice good hygiene, washing your hands regularly and/or using hand sanitizer. vaccination. The vaccine is readily available and at no cost to you. Vaccine information and availability can be found at <https://brazosport.edu/coronavirus/vaccine/>.

If at any time this semester you begin to experience Covid symptoms, or if you are exposed to someone who has tested positive for Covid-19, please take the following steps:

- Stay home if you're feeling sick and minimize your contact with others.
- Alert the College by completing the Covid-19 Exposure Report Form online at <https://brazosport.edu/coronavirus/report/>. Be sure to provide accurate contact information, including a working phone number that you will answer.
- After submitting the report, you will be promptly contacted by a member of our Rapid Response Team, who will ask you some specific questions about your situation and provide you with guidance moving forward.
- If it is determined that you should not come to class, your instructor will be notified. **Please know that your instructor will consider course adjustments and potential make-up work only if your case has been reported to Brazosport College, and they've been notified by our response team.** Your instructor will work with you to determine how to manage any make-up work.

The Community Health Network (CHN) Clinic at Brazosport College (located in BC Central B-Wing) is scheduled to be open from 8 AM to 6 PM Tuesday through Thursday during the Fall 2021 semester. While walk-ins are available, your visit will be easier if you pre-register by creating an account at www.mychn.org. In addition to providing health and behavioral services, CHN also provides COVID vaccinations and testing. All insurance is accepted and healthcare is provided on a sliding scale including no cost for those who need it.

Throughout the semester, please regularly check the College's Covid-19 information page at <https://brazosport.edu/coronavirus/>, where the latest updates and guidelines will be posted. As members of the BC community, all of us share a responsibility to each other to be as safe as possible.