



# Speech 1318 Interpersonal & Small Group

FALL 2020

## Instructor Information

- Instructor: Starlett Mack
- Email: Starlett.Mack@brazosport.edu
- Telephone number: (979) 230-3328
- Office Location: B 218
- Office Hours: By Appointment Only!

## Course Details

- Day(s),Time, & Location: Assignments are due Sundays & Wednesdays

**Campus Police: 979-230-3207**

## General Information

### Description

CIP 2313045412

This course examines communication on a personal level from both the speaker's and the listener's points 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. (3 SCH, 3 Lecture, 0 Lab)

*Required skill level: College-level reading and writing*

### General Objectives

Emphasizes developing effective communication skills: skills requiring speaking, listening, reading, writing, and critical analysis. Students will be provided with the means to analyze their own roles and abilities as a communicator in a variety of relationships, including co-workers, friends, family, and various small groups.

The course will first create awareness on the part of the student. To become an effective communicator, one must be able to recognize what should be done by both speakers and listeners. Once students become aware, they learn to practice specific techniques to enhance their interpersonal communication.

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## Learning Outcomes

- Demonstrate Competency in the writing process
- Demonstrate Competency in selecting appropriate communication choices
- Demonstrate Competency in understanding and appropriately applying interpersonal skill builders
- Demonstrate competency in group problem solving with emphasis on listening

## Course Materials

### Required Materials

#### **SPEECH 1318 Interpersonal and Small Group Communication**

**BOOK:** *Interact*, Verderber & MacGeorge, 14<sup>th</sup> ed., Oxford Publishing (ISBN 978-0-19-939801-0)

*All textbooks and the APA style guides are on reserve in the library at the circulation desk.*

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.

## Course Policies

### Grading Policy

Tests	40%
• Test #1	
• Test #2	
• Test #3	
• Test #4	
Written Assignments	30%
• Discussions	
• Discussion Responses	
• Syllabus Quiz	
• Communication Improvement Letter	
Group Project	10%
Interpersonal Paper	10%
Comprehensive Final	10%

The **10-point grade scale**: A=100-90; B=89-80; C=79-70; D=69-70; F=59-0; W=withdrew before the W date.

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### Late or Missed Work

Make-Up Policy/Late Assignments/Re-submitted Work: All assignments are due by 11:59 pm on the due date. Any assignments not turned in at this time will be considered late. I DO NOT accept emailed assignments. I only accept REQUIRED assignments late with a 25% penalty. Computer/ printer error or malfunction is not an excuse for late work. Highest possible grades on ALL make-up assignments are 75%.

Most assignments can be changed and resubmitted before the due date. Any assignment that is resubmitted after the due date or any assignment that I ask students to resubmit will suffer a penalty.

Any extensions must be requested at least 48 hours before the assignment due date/time. Extensions are not automatic; the instructor will determine the length of the extension, if approved.

*All major course assignments (Interpersonal Paper, Small Group Assignment, & Final) must be completed, for the student to be eligible for a passing grade.*

### Technical Difficulties

Computer or technical difficulties are not an excuse for late or missed work.

### Basic Needs

Any student struggling with basic needs (food, clothing, shelter, transportation), please contact your instructor.

### Diversity and Inclusion Statement

In this course, each voice in the classroom has something of value to contribute. Please take care to respect the different experiences, beliefs and values expressed by students and staff involved in this course. We support Brazosport's commitment to diversity and welcome individuals of all ages, backgrounds, citizenships, disabilities sexes, education levels, ethnicities, family statuses, genders, gender identities, geographical locations, languages, military experiences, political views, races, religions, sexual orientations, socioeconomic statuses, and work experiences.

### Course Schedule

UNITS	CHAPTERS	WHAT'S DUE
Week 1: Aug 24-30	Chapter 1	Syllabus Quiz

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<b>Week 2:</b> Aug 31-Sept 6	Chapter 2	Communication Improvement Plan Communication Improvement
<b>Week 3:</b> Sept 7-13	Chapter 3	Discussion Thread Discussion Responses
<b>Week 4:</b> Sept 14-20	Chapter 4	Test One, Chapters 1-3
<b>Week 5:</b> Sept 21-27	Chapter 5	Discussion Questions Discussion Responses
<b>Week 6:</b> Sept 28-Oct 4	Chapter 6	Discussion Questions Discussion Responses
<b>Week 7:</b> Oct 5-11	Chapter 7	Test 2, Chapters 4-6
<b>Week 8:</b> Oct 12-18	Chapter 8	Interpersonal Paper Research
<b>Week 9:</b> Oct 19-25	Chapter 9	Interpersonal Paper
<b>Week 10:</b> Oct 26-Nov 1	Chapter 10	Small Group Assignments Test 3, Chapters 7-10
<b>Week 11:</b> Nov 2-8	Chapter 11 Nov 2 Last Day to Withdraw	Small Group Assignments Small Group Due
<b>Week 12:</b> Nov 9-15	Chapter 12	Discussion Questions Discussion Responses
<b>Week 13:</b> Nov 16-22	Chapter 13	Group Evaluations Test 4, Chapters 11-13

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<b>Week 14:</b> Nov 23-29 <i>Thanksgiving Holiday</i>	<i>Thanksgiving Holiday</i>	<i>Thanksgiving Holiday</i>
<b>Week 15:</b> November 30-Dec 6 <i>Make-Up</i>		Make-Up Assignments
<b>Week 16:</b> Dec 7 <i>Final</i>	Comprehensive Final	Comprehensive Final
<b>College Closed: Dec 21</b>		

## Assignment Locations

Communication Improvement Letter and Interpersonal Paper must be submitted in Dropbox

In order to get to the dropbox, students should click on the Assessments Tab then click the Dropbox Tab.

Quizzes and Tests should be submitted in Quizzes

In order to get to the quizzes, students should click on the Assessments Tab then click on the Quizzes.

Grades In order to view grades, students should click on the Assessments Tab then click Grades.

Discussion Threads and Responses to Classmates should be submitted in Discussions

In order to view discussion threads students should click on Communication Tab and then click on Discussions.

## Course Policies

### Student Responsibilities

Students are expected to fully participate in the course. The following criteria are intended to assist you in being successful in this course.

- Time Management
  - Understanding the Syllabus Requirements
  - Utilizing Online Components
  - Communicating with the Instructor
  - Completing Course Work
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## **Attendance and Withdrawal Policy**

### *Consecutive Absences*

Any student with consecutive absences equaling or exceeding 15 percent (2X's the number of times the class meets a semester) of the instructional hours for the course prior to the official withdrawal date for the course MAY be withdrawn from the class by the instructor with a grade of W.

If a student misses 15 percent of the class meetings consecutively such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor will assign the grade of F.

### *Intermittent Absences*

If a student misses 15 percent of the class meetings intermittently within the first 60 percent of the instructional hours for that course, the instructor MAY withdraw the student from the course assigning the grade of W. If a student misses 15 percent of the class meetings intermittently such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor may assign the student the grade of F.

Students that remain in course yet misses more than 15% will be dropped one letter grade for each absence beyond 15%.

***Keep in mind students are allowed and responsible for dropping classes. The final withdrawal date is November 2.***

## **Cell Phones and Electronic Devices**

All electronic devices, such as cell phones, etc. must be turned off or switched to silent during class, and all headphones, etc., must be removed. Receiving or making a call or sending or reading messages during class will not be excused, unless the phones are being used for class activities.

## **Student Services Information**

This list is provided to assist students in locating available services. Information about the Brazosport College Library is available at <http://www.brazosport.edu/~lib/Information.htm> or by calling 230-3310. Tutoring for Math, Reading, Writing, Biology, Chemistry, and other subjects is available in the LAC, 230-3253. To contact the Communications & Fine Arts Division call 230-3224. The Student Services area provides the following services: Counseling and Advising, 230-3040; Financial Aid, 230-3294; and Student Activities, 230-3355.

## **Email**

**Official Communications:** Brazosport College email will be used as the official method for communicating with students. This policy stipulates that the College will convey relevant academic and administrative information to targeted student populations via their [Brazosport.edu](http://www.brazosport.edu) email account. Students are responsible for checking their email accounts frequently and consistently, and for familiarizing themselves with the content of College messages. Correspondence may be time-sensitive, thus students are encouraged to check their accounts daily. Students may opt to redirect email to an account of their own

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choosing, but do so at their own risk. The College does not guarantee delivery to forwarded addresses. Errors in forwarding, messages returned 'Mailbox Full' or 'User Unknown', or failing to check email are not acceptable excuses for missing official College communication.

## Course Content

The student will be required to participate in classroom and written activities to demonstrate mastery of course content. Since the course emphasizes communication, many participatory activities are utilized during the class period. The student may also be required to participate in small group presentations. At the end of the course, the student should be able to identify the principles of communication, the characteristics of effective communication, and the skills used in these situations.

**Student Support Services** Brazosport College [Student Success Center](#) exists to provide a variety of academic support services to all students. These services include Learning Framework, Supplemental Instruction (or SI), the Brazosport College Writing Center, the Brazosport College Math Center, Student Mentor support, along with other forms of tutoring, and workshops. Research strongly supports the use of services at the Student Success Center. Students who take advantage of these services earn higher grades, are more likely to stay in college and graduate at a higher rate.

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## Supplemental Instruction (SI)

[Supplemental Instruction \(SI\)](#) is a free academic support program that uses collaborative, hands-on learning strategies to increase academic performance and retention in SI-supported courses. SI involves the use of regularly scheduled peer-facilitated sessions in which students are provided the opportunity to process and practice course-related information.

Each SI section is facilitated by a peer leader who has successfully completed the same course. SI leaders are facilitators that function as "model students." They attend all regularly scheduled lectures, take notes, and read all assigned materials. The SI leader conducts three or more out-of-class SI sessions each week to share learning strategies, review material, and answer questions. The overall goal is to integrate "how to learn" with "what to learn".

All students enrolled in an SI-supported course are eligible and strongly encouraged to participate. At Brazosport College, students who participate in SI tend to earn from one-half to one full letter grade higher than those who do not participate in SI.

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To learn more about which courses are supported by SI, or for general questions about SI, contact the Supplemental Instruction Coordinator, Pat Jeffreys, at 979-230-3322.

## Writing Center

The mission of the [Brazosport College Writing Center](#) (BC WC) is to create and facilitate a culture of literacy at Brazosport College. We believe that literacy education is a life-long process. Life is lumpy. While we might have one plan today, we don't know what skills we will need in the future. All fields require literacy skills, and reading and writing are components of science, nursing, and workforce programs as well. Effective communication is a skill that employers always need, and the Brazosport College Writing Center is committed to supporting the reading and writing of our academic and larger community.

The BC WC is not just for people who find writing, reading, or speaking difficult. All successful writers know that nothing is written in isolation. Writers need readers, and the Writing Center has at least two readers on staff every hour to work with you at every stage of the writing process.

Along with walk-in visits, we also allow students to schedule appointments in advance by visiting the [BC Writing Center](#) online or calling us at 979.230.3184 or 3460, and students have a choice between 25 minute and 55 minute session lengths.

Students can expect to receive assistance in becoming more effective readers and communicators in speaking and writing. The Writing Center Consultants can help you with:

- reading comprehension,
- reading and researching sources for your writing projects,
- brainstorming possible topics in response to an assignment,
- developing ideas,
- maintaining your focus in your writing,
- organizing and outlining speeches,
- clearly communicating during Power Point presentations,
- formatting academic writing following MLA, APA, and CMS, and
- discovering and learning how to control persistent patterns of error.

While we don't provide proofreading services, we will work to enable you to become a better editor of your own work.

Faculty can expect to receive support for their students and themselves. The Writing Center will work with individual faculty members by in-class workshops, supported peer review, or supplemental workshops tailored to your class and your students' reading and writing needs. In addition to visits at the start of the semester that describe how the Writing Center can help your students succeed, we can provide designated consultants who will meet with you to stay current on your class materials and provide feedback on how your students who visit the Writing Center seem to understand that material. Working with a designated consultant offers you a window into your students' comprehension regarding your assignments and class-concepts, and this insight can help you decide what lessons and interventions to offer during class. In

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addition to support from our Consultants, the Writing Center can help you more effectively integrate writing into your courses by:

- offering assistance in developing and scaffolding assignments to solicit the thinking you want to evaluate,
- providing ways to more effectively respond to and assess student writing, including assistance in designing evaluation guidelines and rubrics, and
- discussing how to use writing to teach writing concepts that you find students consistently struggling with.

If you would like to discuss ways the Brazosport College Writing Center can support existing writing instruction or help you integrate writing into any of your courses, please contact the Director of the Writing Center, Dr. April Julier ([april.julier@brazosport.edu](mailto:april.julier@brazosport.edu) or 979.230.3174).

## Other Academic Supports Services

The Student Success Center provides three study rooms that are available for student use, along with thirteen computers with printing capabilities. Students are encouraged to reserve these study rooms to collaborate with classmates to work on projects and assignments. A conference room is also available and can be reserved for large group meetings.

Students who desire assistance in a subject not listed or have questions about these additional services contact the Student Success Center, at 979-230-3184.

## The Library

A vital learning resource, the college library contains more than 70,000 volumes, 345 periodical titles, and a variety of full text, online databases. The library maintains extensive back files of periodicals, in bound, microform and electronic full text formats. Newspapers from locations throughout Texas and the United States are available.

The library offers a number of powerful online resources. Its web site, located at <http://www.brazosport.edu/library>, is designed to provide access to the library's automated card catalog, as well as a number of electronic resources, including full text journal and newspaper databases and electronic books, all available on-campus, off-campus and by mobile device. The library has 24 computers and 14 laptops for student use on a first-come, first-serve basis. Printing in the library is 10 cents per black and white page and 25 cents per color page, payable at the main desk. Students may purchase paper in the library for use in open computer labs.

The materials in the library are selected jointly by the faculty and professional library staff to serve the curricular needs of Brazosport College students and faculty. The library staff welcomes student suggestions for new books, periodicals, and other materials. The library offers interlibrary loan services to students, staff and faculty.

The library has six study rooms available for students to reserve for private study, study groups or meetings. The rooms may be reserved up to two weeks in advance; reservations may be made in person at the main desk. The library also has a computer lab available for class instruction with 24 computers and an instructor's computer.

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The library has knowledgeable staff to provide research assistance to both individuals and classes. Class tours, orientations, and specialized workshops may be scheduled at the main desk by calling 979-230-3310.

Library hours: 7:30 a.m. - 9:30 p.m., Monday-Thursday & 7:30 a.m. - 12 noon, Friday

## **Brazosport College CARE Team**

The Campus Assessment, Response and Evaluation Team, known as the CARE Team, is a group of staff members from various departments who meet regularly to assist students experiencing difficulty and to help ensure the safety of our campus.

[Click here to submit a CARE Report regarding BC students.](#)

Examples of these situations might be academic problems, unexplained absences from class, medical issues, behavioral or other psychological matters, threat to self or others, etc.

Alternately you can contact the CARE Team via email at [CareTeam@brazosport.edu](mailto:CareTeam@brazosport.edu).

Members of the CARE Team are:

Jo Greathouse 979-230-3233

Arnold Ramirez 979-230-3235

Arlana Walters 979-230-3240

Phil Robertson 979-230-3236

### **Academic Honesty Policy:**

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, 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 "F" in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

### **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

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directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

Kelli Forde Spiers, Director, Student Life and Title IX Coordinator  
Office J-117D; 979-230-3355; [kelli.fordespiers@brazosport.edu](mailto:kelli.fordespiers@brazosport.edu)

Mareille Rolon, HR Coordinator and Deputy Title IX Coordinator  
Office C-114; 979-230-3303; [mareille.rolon@brazosport.edu](mailto:mareille.rolon@brazosport.edu)

**Students with Disabilities:**

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. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.



**Brazosport College**  
**Lake Jackson, Texas**  
**Speech 1318**

**CATALOG DESCRIPTION**

**SPEECH 1318 INTERPERSONAL AND SMALL GROUP COMMUNICATION**

**Description**

CIP 2313045412

This course examines communication on a personal level from both the speaker's and the listener's points 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. (3 SCH, 3 Lecture, 0 Lab)

*Required skill level: College-level reading and writing*

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Starlett Mack

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Dana Anderson-Wyman

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Dr. Kate Funkhouser, Chair  
Communications & Fine Arts Division

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Dr. Lynda Villanueva, Provost &  
VP, Academic and Student Affairs

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Jeff Detrick  
Dean of Instruction

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