Instructor Contact Information

Instructor Name/Title: April Graham Wireman
Office Hours: Please contact me via email
Office Location: Jackson Hall 220, Lees Campus
Phone Number: 606-487-3535
Email Address: agraham0001@kctcs.edu

Course Information

Course Description
Examines basic verbal and nonverbal concepts affecting the communication process in various interpersonal contexts. Requires participation in written and oral activities designed to develop and improve interpersonal skills. Includes perspective-taking, relationship and conversation management, effective listening, conflict management, communication climate, communication anxiety, and cultural/gender differences in interpersonal communication.

Prerequisites
Current KCTCS placement scores for college level reading and writing, or consent of instructor.

Start Date: July 1, 2019
Midterm/Last Date to Withdraw Without Instructor Permission: July 15, 2019
Last Date to Withdraw with Instructor Approval: July 28, 2019

Textbook Information and Supplies


Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:
1. Demonstrate knowledge of the components of the communication process.
2. Analyze and explain the development of the self and the role of self in interpersonal communication.
3. Exhibit knowledge of the role of ethics in interpersonal relationships.
4. Differentiate between effective and ineffective listening.
5. Identify and explain elements of perception and the role of perception in interpersonal communication.
6. Demonstrate knowledge of interpersonal conflict management strategies.

Identify cultural influences on communication behavior
General Education Course Competencies/Student Learning Outcomes
1. Write clear and effective prose in several forms, using conventions appropriate to audience (including academic audiences), purpose, and genre.
2. Listen and speak competently in a variety of communication contexts, which may include public, interpersonal, and/or small-group settings.
3. Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare speeches and written texts.
4. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view; and construct informed, sustained, and ethical arguments in response.
5. Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.

Course Structure, Evaluation, and Grading Methods
The class is graded on a point system with 500 points possible:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
<th>My Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board Entries</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>4 posts @ 30 points each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>12 quizzes @ 10 points each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesdays with Morrie essay / reflection</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

Grading Policy/Scale
A = 500 - 450
B = 449 - 400
C = 399 - 350
D = 349 - 300
E = 299 and below

Class Policies/Procedures
Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either opens at 11:00 or be closed. On days that HCTC opens at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.
General Class Make-up, Late Assignment Class Policy/Procedure
All work in this course must be completed and submitted by the posted due date. Work not submitted by this time will receive a score of “0.” Exceptions will be made at the discretion of the instructor. Inclement weather should not be an issue with an online class. Should weather affect availability of technology, evaluation of person by person basis will be considered based on the situation.

Attendance Class Policy/Procedure
As this is an online class, there is no formal attendance. However, students are expected to submit all work, including discussion board entries, by due dates posted. Any student who has not completed the syllabus quiz by the end of the first week and completed the first discussion forum will be reported as a “no show” under KCTCS policy. Students must use official KCTCS email for all correspondence regarding course work / grades.

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of midterm with a W grade assigned to the student’s record.

Accommodations Procedure
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill-Clark, HCTC Disabilities Services Representative
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

Appeals Process
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

Dean/Supervisor Contact Information
Dean/Supervisor: Dr. Deronda C. Mobelini
Phone Number: 606-487-3252
Email Address: deronda.mobelini@kctcs.edu

Office Location: 152 Jolly Classroom Building, Hazard Campus

Inside/Outside Classroom Interaction:
Whether in person or online, there are certain basic standards of classroom environment that should be adhered to, particularly in a communication course. Civility does not eliminate appropriate humor, enjoyment, or other features of a comfortable and pleasant classroom community. Classroom civility does, however, include the following:
1. Displaying respect for all members of the classroom community.
2. Reading and preparing for the course and interacting with others to increase their learning in the course.
3. Avoidance of racist, sexist or other negative language that may unnecessarily exclude members of our campus and classroom community.
4. Avoiding profanity or other vulgarity that may be offensive to members of the class community.
5. Practicing the guidelines of appropriate self-disclosure, which means that though you may share personal information with us in answer to questions, you keep the discussion centered on the issue at hand and avoid sharing intense or personal information off the subject.

**Additional Syllabus Information:**
Review the [HCTC Website](https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx): (from HCTC Website Click Current Students > Academic Resources > Syllabus Information)

**Print Version of URLs listed in the syllabus:**
Academic Calendar: [https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx](https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx)
HCTC Syllabus Website: [https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx](https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx)
Student Code of Conduct: [https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx](https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx)