SPC 209 – Interpersonal Communication
Humanities Department

Catalog Course Description: This course is an introduction to principles of interpersonal communication, with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

Prerequisite(s): RDG 100 or ESL 100 and ENG 100 or ESL 110
Credit Hours: 3

Departmental Website: http://www.midlandstech.edu/learn/academics/academic-departments/humanities-department
D2L Brightspace Login Page: https://elearn.midlandstech.edu/d2l/login

Departmental Assistant: Ms. Lisa Cheeks (cheeksl@midlandstech.edu)
Department Chair: Ms. Elena Martínez-Vidal (vidale@midlandstech.edu)

Textbook(s): INTERPERSONAL MESSAGES, DEVITO, 3rd, 2013, PEARSON, 9780205931804

General Education Core Competency Statement: SPC 209 addresses the Communication Skills statement of the General Education Core, which reads: “Graduates should be able to generate and comprehend written and oral communication appropriate for a variety of audiences, purposes, and subjects.” This course does NOT satisfy the Humanities component of the college’s General Education Core.

Students seeking an Associate of Arts degree CANNOT use this course as a substitute for SPC 205, Public Speaking, but may take the course as a general elective. Students seeking an Associate of Science degree MAY use this course to satisfy the oral communication requirement of their degree in lieu of SPC 205, Public Speaking.

Course Objectives: Upon completion of this course the student will be able to:
1. Explain the communication process in general and the interpersonal communication process in particular.
2. Analyze and manage interpersonal communication in personal relationships.
3. Analyze and manage interpersonal communication in professional contexts.
4. Analyze how cultural orientations influence communication.
5. Apply interpersonal theory and research to communication situations.

Course Outcomes and Competencies:

Intended Course Outcome #1: Students will be able to generate and comprehend oral communication appropriate for a variety of audiences, purposes and subjects through the study of interpersonal communication.

Course Competency (Performance Measure): Students will demonstrate their ability to generate and comprehend interpersonal communication through examination questions created by the faculty.
Measurement Instrument: Students completing SPC 209 will be able to pass examination questions created by the faculty.

Course Attendance: Each student is expected to attend ALL classes and is responsible for classwork, homework, lecture notes, and reading assignments, whether present or absent. In the event of circumstances beyond one's control, such as illness, the student is allowed to miss no more than twice the number of weekly class meetings or ____. Exceeding the maximum allowed absences in this course means that the student can receive NO CREDIT for the course, and the instructor will assign the student a grade of W or WF.

**ABSENCE** - Failure to be present for a scheduled meeting of the class

**ABSENCE** - Arriving for the class MORE than ten (10) minutes after the scheduled time for the class to begin

**ABSENCE** - Leaving class More than ten (10) minutes before the scheduled time for class to end

**ABSENCE** - Leaving class for More than ten (10) minutes during class time for any reason

**ABSENCE** - Three Tardies

**TARDY** – Arriving for the class after the instructor has called the roll and before ten minutes past the time scheduled for the class to begin.

**TARDY** – Leaving class within the last ten (10 minutes) of the scheduled time for class to end

Absences are counted from the first day of classes whether you are enrolled in the course or not on the first day of class.

There are NO "excused" absences; ALL absences are counted, regardless of the reason.

Students are expected to remain in class for the entire period. If you are not in the class for the entire period, for whatever reason, you will be counted ABSENT.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

No Shows: If you register for a course and decide not to attend for any reason, you must complete a drop form and process it through the student Records Office. You will not be automatically purged for non-attendance. If you do not submit a drop form, you will be responsible for course tuition and fees. By not officially dropping the course, you will incur a bill with the college that can only be addressed through the College’s Finance Office. The college’s refund policy and dates are posted each semester.

Effective Spring 2015, the Student Ombudsman’s office will no longer be the initial point of contact for requesting No Shows to be processed. Students who incur a bill must contact the Finance Office.

Administrative Drop Requests: A student requesting an Administrative Drop resulting from medical event, death of family member, and other extenuating circumstances experienced while enrolled at Midlands Technical College should be directed to the Student Ombudsman’s office. Our policy dictates a request must be made no later than 30 days after the affected term. Supporting documentation is required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.

Military Withdrawal: According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.
Disabilities Statement: The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student’s responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

D2L Brightspace Help:

Online Learning Support Help Desk: Technical questions related to the operation and use of D2L Brightspace can be answered from our Support Help Desk. A response will be provided within one business day.
To login: use your MTC e-mail account username and password.
(Student Username Example: georgeasmith)
(Faculty Username Example: smithg)

D2L Brightspace Assistance: Technical questions related to the operation and use of D2L Brightspace can also be answered by leaving a voicemail at (803) 822-3561, or emailing D2LHelp@midlandstech.edu. A response will be provided within one business day.

MyMTC Help: For MyMTC log-in issues please call 803-738-7888.

Academic Dishonesty: For more information about academic dishonesty, see the Academic Affairs Student Guidelines and Expectations.

If you are suspected of cheating, the instructor will inform you. You may explain or refute the allegation. If instructor still thinks the charges are founded, you will be referred to the Office of the Associate Vice President of Student Development Services. Documentation is submitted to the Office of the AVP, SDS, by the instructor. You will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, you will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. You will have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, instructor will be notified to apply the sanction grade of zero (0).

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Superior Work</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good Work</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average Work</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average Work</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Unsatisfactory Work</td>
</tr>
</tbody>
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PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.