

## Interpersonal Communication

"If what we seek in life is happiness, and intimacy is an important ingredient of a happier life, then it clearly makes sense to conduct our lives on the basis of a model of intimacy that includes as many forms of connection with others as possible."

His Holiness, the Dalai Lama

**Instructor:** Kathleen Raiff

**Email:** [raiffkathleen@fhda.edu](mailto:raiffkathleen@fhda.edu) (however, preferred method of communication is through Canvas messaging-I will get back to you sooner)

**Course Time:** T/Th 1:30-3:20

**Location:** MLC110 (if it's your only class, parking in Flint Garage is closest)

**Office Hours:** By appointment, T/TH either 9:30-10:15 or 12:30-1:15

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### Course Text: Textbook

Adler, R. and Proctor, R. *Looking Out Looking in*. (14<sup>th</sup> or 15<sup>th</sup> ed.). Boston, MA: Wadsworth (2014). Required. Isbn # is: 9781285478111. Older editions are not recommended but you're welcome to use newer versions. You can check Amazon to see if they rent or sell this book for less. I've also found it online as a free pdf version.

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### Course Overview

This term you will get an opportunity to learn and apply, in daily life, practical and theoretical principles of interpersonal communication. Content will stress psychological, social and cultural factors, which affect human interaction. But more importantly, this course is designed to assist you in improving your own interpersonal communication skills. Attention will be given to perception, interpersonal dynamics, listening, conflict resolution, relationship development and stages, and verbal and nonverbal communication.

### Student Learning Outcomes:

1. Analyze and assess communication patterns and behaviors in Interpersonal relationships across various contexts (familial, personal and professional).
2. Apply communication theories and concepts to improve communication effectiveness and relational satisfaction in interpersonal relationships.

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## Communication

Please use Canvas messaging to communicate with me as I will be able to respond more quickly than email. You may message me at any time, you're not disrupting my sleep or peace, so no apologies if you send a message at 2 am. I will get back to you as soon as possible (within 24 hours M-F, within 48 hours Frid-Sun).

## Class Meetings and Time Commitment

According to the college's [credits and load limitations](#) formula, each unit of a class equals one hour with an additional 2 hours of outside preparation for every unit. So, for a 5-unit class, that's 15 hours total per week (hence why "12 units" is considered "full time"), however this may be less depending on your familiarity with Canvas and ability to retain information. Please plan your time accordingly. A hardcover planner is a great tool to help manage your time/efforts throughout the term.

## Attendance and Late Work

We will complete engagement activities in class each week which may or may not require some preparation in advance of meeting for the week. **Not only will in-class engagements correlate to the week's material being covered, but also contribute to your grade. Some of the activities might not be on our calendar-it depends on time and flow of class. When you miss class, you miss engagement activities, many of which cannot be made up due to time constraints. Whether or not you have a good excuse, you will miss out on the participation points. However, some of these points can be made up with a one time extra credit assignment in which you can earn up to 10 points. Extended or multiple absences will affect your success in the class.**

**We meet twice a week for class (this is not optional).** Part of the course occurs online which makes this course hybrid. This online unit could include, but is not limited to, taking quizzes, reading materials, submitting assignments, or contributing to a discussion. Be sure to check the due dates ("coming up" from home page) in Canvas as you may be asked to prepare content in advance for use in class the coming week.

The quarter system can be overwhelming and requires us to remain on a tight schedule to reach important course objectives. I will take attendance each week. Students who miss the first day of class will be dropped from the course to make room for students on the waitlist. Students who miss 2 or more classes may be dropped from the course.

**Note about deadlines:** Obviously college is different than high school. One key difference is that when something is due, it's not a light suggestion and can't be made up when more convenient for you. You'll need to figure out priorities and if this class isn't one of them, please don't ask me to accommodate you and your grade by offering extra credit at the end of the term. The end of the

term is when I too am in burn out mode. I'm trying to get all the grading done and turn in final grades. I do not appreciate nor read the flood of emails from students who just then are checking their grade and realizing it isn't up to par and asking for extra work to make up for that. You should be regularly checking your grade and seeing what you need to do to earn the grade you desire.

However....Sometimes life is overwhelming. If you find yourself in a position where your mental or physical health is at stake, please notify me as soon as possible so we can discuss a plan moving forward. Don't just disappear on me and stop attending class and then show up in the 12<sup>th</sup> week asking what I can do to save your grade. Let's chat if things start going south. If I'm not able to assist you, I will do my best to point you in the right direction. Remember that this course will be available in future quarters. Sometimes it's not the right time to take a course; it's important to assess yourself and be ok with prioritizing your personal needs over educational needs if needed.

*My extension policy: (This does not apply to any presentations) If you are having trouble getting your work completed due to illness, depression, family matters etc and need an extension, you must write the request in the comment section of that assignment. I will say yes, but there will be a limit of 3 extensions per term. This shows me that you know what's coming up and have thought about your ability to accomplish your weekly goals. However, if you contact me after the due date and wish to submit something late, realize late assignments are subject to a 50% deduction in points. Some weeks will have a heavier workload than others and I am more than willing to help you out when you need flexibility but you must reach out to me and communicate your needs ahead of the due date. All approved late work must be submitted no later than one week from the due date, otherwise it will be subject to the 50% late penalty deduction. The maximum late window is 1 week because of our tight schedule. Past that we have moved on from that unit and the content may not make sense and comprehension could be impacted. Please be responsible for knowing the extension's due date as the assignment will no longer show up under "coming up" in Canvas's to do list and I won't be able to remind you. I will place a zero as a placeholder and replace it with points once the assignment has been submitted and I've had a chance to grade.*

Missed assignments/speeches due to illness, family emergencies and/or unusual circumstances will require documentation. In addition, these assignments must be negotiated with me in a timely manner and may receive a point deduction if you haven't taken advantage of my extension policy. If you are absent on the day an assignment is due, you must email me the assignment before class begins to receive credit.

## Student Support

### Student Disclosures of Sexual Violence

De Anza College is committed to fostering a campus free of sexual and gender-based violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as a De Anza College student, the course instructor is required to notify the Vice President of Student Services. To disclose any such

violence confidentially, contact: Campus Police 408.924.8000; Health Services 408.864.8732; Psychological Services 408.864.8732; or Dean of Student Development 408.864.8828.

## LGBTQ+ Students

To all of my LGBTQ students, I want to make it clear that you belong here and I am grateful for everything you contribute to our class. If you are an LGBTQ+ student struggling with identity or finding community, please see the Women, Gender, and sexuality center in MLC-250 (<https://www.deanza.edu/equityoffice/wgs-center/>)

## Undocumented Students

If you are an undocumented student and seek knowledgeable, honest, and trustworthy assistance with financial aid programs such as AB540 and the California DREAM Act, or have any other concerns about your citizenship or academic pathways, please reach out to [HEFAS](http://www.deanza.edu/vida/hefas.html) (<http://www.deanza.edu/vida/hefas.html>) for more information.

## Academic Integrity

Your own commitment to learning, as evidenced by your enrollment at De Anza College, and the Student Honesty Policy, requires you to be honest in all your academic course work. You should, therefore, submit your own, original work for this course. I will uphold De Anza College's policy on academic honesty. Consequently, an instance of academic misconduct (e.g., plagiarism, cheating, taking credit for others' work, submitting work for another course as work for this one, etc.) will likely result in disciplinary action, which may include recommendation for dismissal and a failing course grade. **ChatGPT is not allowed and instances of use can be detected using Turnitin or either of the two ChatGPT detectors available. Here is more information about [academic integrity](#)**

[Links to an external site.](https://www.deanza.edu/policies/academic_integrity.html) ([https://www.deanza.edu/policies/academic\\_integrity.html](https://www.deanza.edu/policies/academic_integrity.html)) at De Anza.

Need help? De Anza's Student Success Center offers free online and on-campus tutoring and workshops! Visit <http://www.deanza.edu/studentssuccess> for our hours and information. Or just stop by to chat or sign up.

- Academic Skills Center for workshops and Adjunct study skills courses in ATC 302
- General Subject tutoring in ATC 305
- Listening & Speaking and World Language support in ATC 313
- Math, Science and Technology tutoring in S43
- Writing and Reading tutoring in ATC 309
- Student Success Center Resources are available online to all De Anza students on Canvas: <https://deanza.instructure.com/enroll/MAF7Y8>

## De Anza College DSPS Syllabus Statement

De Anza College views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disability Support Services (DSS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations

- If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.
- If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from **Clockwork** early in the quarter to review how the accommodations will be applied in the course.

Students who need accommodated test proctoring must meet appointment booking deadlines at the Testing Center.

- **Exams** must be booked at least **five (5) business days in advance** of the instructor approved exam date/time.
- **Finals exams** must be scheduled **seven (7) business days/weekdays** in advance of the instructor approved exam date/time.
- Failure to meet appointment booking deadlines will result in the forfeit of testing accommodations and you will be required to take your exam in class.
- [Contact the DSS](#) if you cannot find or utilize your [MyPortal](#) Clockwork Portal.
- DSS strives to provide accommodations in a reasonable and timely manner, some accommodations may take additional time to arrange. We encourage you to work with DSS and your faculty as early in the quarter as possible so that we may ensure that your learning experience is accessible and successful.

DSS Location: RSS Building, Suite 141

Phone: 408-864-8753

On the web: <http://www.deanza.edu/DSS/>

Email: [DSS@deanza.edu](mailto:DSS@deanza.edu)

### Student Success in this course

Please turn on your Canvas notifications and check announcements and messages regularly. You are responsible for remaining current on information that's shared in class and online. I will regularly share vital reminders and information, and if missed could result in hampering your success in class.

[If you miss class, do the following:](#)

- 1) Notify me via Canvas messaging
- 2) Check the day's topic under the week by week lay out in the assignments tab.
- 3) Go to Modules and review the powerpoint for that topic.
- 4) Check and complete any "upcoming assignments" from Canvas's dashboard
- 5) Complete any assigned reading
- 5) Contact peer to get notes from that day's lecture
- 6) Notify me with any specific questions. Please do not ask me if you missed anything important as that is a pet peeve of mine.

### Quizzes

Each quiz will be comprised of 5 questions from each chapter covered. Everyone has 3 opportunities to take each quiz and Canvas will keep the highest score earned. Quiz content may require you to look up material from the text, weekly content page, or online search. Quizzes do not have a time limit; however, I encourage you not to wait until the last minute.

### Assignments and Points

Assignments	Learning Objectives	Points Earned	Points Possible
Reflection Journal	SLO: 1,2		30
Let's Go to the Movies! (Media Analysis)	SLO: 1,2		100
Personal Project Paper and Presentation	SLO: 1,2		100
Quizzes	SLO: 1,2		60
In-Class Engagements (warm ups/quizzes-5pts each)	SLO: 1,2		50
Online Engagements (influencer/Dear De Anza, swipe)	SLO: 1,2		50
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### Percentage and Grade Policies

Percentage Ranges for Final Grade							
100%	A+	89% - 88%	B+	79% - 78%	C+	67% - 63%	D
99% - 93%	A	87% - 83%	B	77% - 70%	C	62% - 60%	D-
92% - 90%	A-	82% - 80%	B-	69% - 68%	D+	59% - 0%	F

## Important Dates

April 8 Spring classes begin

April 19<sup>th</sup> last day to add

April 20<sup>th</sup> last day to drop

May 25-27 Memorial Day Weekend - no classes, offices closed

May 31 Last day to [drop classes](#) with a W

June 17<sup>th</sup> last day of class

June 19 Juneteenth Holiday - no classes, offices closed

June 26<sup>th</sup> Final Monday, 1:45-3:45

June 29 [Graduation](#)

## Course Schedule

### Things to remember regarding the schedule and assignments:

- The schedule is tentative, but I will not change it without good reason. If a change does occur, I will announce in class and notify everyone via Canvas.
- All assignments will be submitted via Canvas following the detailed schedule below unless otherwise stated.
- All readings should be *done before* the calendar date first noted for the week.

Weekly Topic/Activity		Read	Assignment(s) Due:
Week 1	<ul style="list-style-type: none"> <li>○ Introduction to Communication</li> <li>○ Interpersonal Communication and Social Media</li> <li>○ Syllabus</li> </ul>	Ch. 2	Monday (4/8)
			<ul style="list-style-type: none"> <li>○ <b>Online Engagement</b> Getting to Know You Survey</li> <li>○ <b>In class Engagement</b> Getting to know your instructor</li> </ul>
			Wednesday (4/10)
			<ul style="list-style-type: none"> <li>○ <b>In Class engagement</b> Quiz #1 Syllabus Bingo</li> <li>○ <b>Online Engagement</b> Choose an Influencer</li> <li>○ Discuss First Paper</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>○ Communication and Identity</li> </ul>	Ch. 3	Monday (4/15)
			<ul style="list-style-type: none"> <li>○ <b>In-class Engagement</b> Share your influencer with teammates</li> </ul>
			Wednesday (4/17)
			<ul style="list-style-type: none"> <li>○ <b>In-class Engagement</b>-Anchor and Sail</li> <li>○ <b>Online Engagement</b>-Developing Communication Competence</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>○ Perception of Self</li> <li>○ What you see is what you get</li> </ul>	Ch. 4	Monday (4/22)
			<ul style="list-style-type: none"> <li>○ Discuss Reflection Journal</li> <li>○ <b>In-class Engagement</b> Quiz #2 First Look and Identity Bingo</li> <li>○</li> </ul>
			Wednesday (4/24)
			Reflection Journal #1 Perception check, due beginning of class on Monday
Week 4	<ul style="list-style-type: none"> <li>○ Emotions</li> <li>○ Thinking, Feeling and Communicating</li> </ul>	Ch. 5	Monday (4/29)
			<ul style="list-style-type: none"> <li>○ <b>In Class Engagement</b>-Reflection Journal: Perception Check</li> </ul>
			Wednesday (5/1)
			<ul style="list-style-type: none"> <li>○ <b>In class engagement</b>-Share Perception Check with teammates</li> <li>○ <b>Online Engagement</b>-Dear De Anza Post</li> </ul>



Week 5	<ul style="list-style-type: none"> <li>○ <i>Nonverbal Communication</i></li> <li>○ <i>Messages Beyond Words</i></li> </ul>	Ch. 7	Monday (5/6)
			<ul style="list-style-type: none"> <li>○ <b>In class engagement</b> Quiz #3 Perception and Emotions bingo</li> <li>○</li> <li>○</li> </ul>
			Wednesday (5/8)
			<ul style="list-style-type: none"> <li>○ <b>In class engagement</b> Share How Irrational Are You? with teammates</li> <li>○ Let's Go to the Movies Paper</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>○ <i>Listening</i></li> <li>○ <i>More than meets the ear</i></li> <li>○</li> </ul>	Ch. 8	Monday (5/13)
			<ul style="list-style-type: none"> <li>○ <b>Online Engagement</b> Dear De Anza Advice #1</li> <li>○ <b>In-class Engagement</b> Quiz #4 Nonverbal and Listening Bingo</li> </ul>
			Wednesday (5/15)
Week 7	<ul style="list-style-type: none"> <li>○ <i>Language</i></li> <li>○ <i>Barrier and Bridge</i></li> </ul>	Ch. 6	Monday (5/20)
			○
			Wednesday (5/22)
Week 8	<ul style="list-style-type: none"> <li>○ Communication and Relational Dynamics</li> </ul>	Ch. 9	Monday (5/27)
			<ul style="list-style-type: none"> <li>○ No class Memorial Day</li> <li>○ <b>Online Engagement</b> Thank you, swipe left (extra credit?)</li> <li>○</li> </ul>
			Wednesday (5/29)
			<ul style="list-style-type: none"> <li>○ <b>Online Engagement</b> Reflection Journal: I language</li> <li>○</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>○ Improving Communication Climate</li> </ul>	Ch.11	Monday (6/3)
			<ul style="list-style-type: none"> <li>○ <b>In-class Engagement</b> Share I language with teammates</li> <li>○ <b>Online Engagement</b> Dear De Anza Advice #2</li> </ul>

			<b>Wednesday (6/5)</b>
			○ <b>In class engagement</b> -Quiz #5 Language, Relational Dynamics
<b>Week 10</b>	○ <i>Managing Interpersonal Conflict</i>	Ch. 12	<b>Monday (6/10)</b>
			○ In-class <b>Engagement</b> ○ Online <b>Engagement</b>
			<b>Wednesday (6/12)</b>
<b>Week 11</b>	Last Day Personal Project Speeches		<b>Monday (6/17)</b>
			○ In class Engagement Quiz #7 Conflict
			<b>Wednesday (6/19)</b>
			○ No Class Juneteenth
<b>Week 12</b>	<b>FINAL TIME:</b> Remaining Personal Project Speeches and make ups if needed		<b>()</b>