BARTON COMMUNITY COLLEGE

##### COURSE SYLLABUS

## I. GENERAL COURSE INFORMATION

Course Number: COMM 1200

Course Title: Interpersonal Communications

Credit Hours: 3

Prerequisites: None

Division/Discipline: Academics Division/Communications

Course Description: This course is designed to help students develop skills in communication and to acquire an understanding of verbal and nonverbal communications as a vital human relations factor in our society.

## II. INSTRUCTOR INFORMATION

## III. COLLEGE POLICIES

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

## IV. COURSE AS VIEWED IN THE TOTAL CURRICULUM

Interpersonal Communication is an approved general education course at BCC, which can be used to fulfill degree requirements as a fundamental oral communication course. In addition it is a required class for those students majoring in communications. This course transfers well as a humanity elective, and Interpersonal Communications, and sometimes as a speech requirement for general education at most if not all Kansas Regents institutions. However, general education requirements vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Also these requirements may change from time to time and without notification. Therefore, it shall be the student’s responsibility to obtain relevant information from intended transfer institutions during his (her) tenure at BCC to insure that he (she) enrolls in the most appropriate set of courses for the transfer program. It is recommended that the student retain this syllabus until transfer has been completed.

The learning outcomes and competencies detailed in this course syllabus meet or exceed those specified for this course by the Kansas Core Outcomes Groups project, and as approved by the Kansas Board of Regents – <http://kansasregents.org/transfer_articulation>.

**V. ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

1. Define the foundation of the field of interpersonal communication.
2. Discuss listening techniques to help strengthen their abilities.
3. Discuss techniques for understanding perception.
4. Discuss the role of nonverbal behavior in communication.
5. Discuss how language effects communication.
6. Explain differences in self-image, self-concept, and self-esteem.
7. Identify personal values in self and others.
8. Discuss conflict management styles.
9. Examine factors of effective decision-making.
10. Discuss relationship, its various stages, and ways to improve it.

## VI. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS

## VII. TEXTBOOKS AND OTHER REQUIRED MATERIALS

### VIII. REFERENCES

### IX. METHODS OF INSTRUCTION AND EVALUATION

## X. ATTENDANCE REQUIREMENTS

## XI. COURSE OUTLINE