

**Department:**

Speech

**Course Description:**

This course is designed to improve student effectiveness in small-group and one-to-one communication.

**Course Competencies:**

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups for this course as approved by the Kansas Board of Regents. (Kansas Regents Shared Number Course and Title: KRSN Course COM1020 Interpersonal Communication)

Upon completion of the course, the student should be able to:

1. Identify interpersonal communication techniques that contribute to effective communication in a variety of contexts
2. Distinguish various effective conflict communication skills
3. Demonstrate an understanding of the impact of gender and culture on interpersonal communication
4. Apply effective listening habits and skills
5. Evaluate the role of verbal and nonverbal messages in interpersonal communication
6. Recognize the role of perception of self and others in interpersonal communication
7. Identify how communicating through technology affects interpersonal communication

**Course Content:**

- A. Interpersonal Communication Process
- B. Self-Concept
- C. Interpersonal Needs
- D. Perception
- E. Beliefs, attitudes, and values
- F. Self-Disclosure
- G. Diversity and Adaption
- H. Appreciation of Differences
- I. Intercultural Communication
- J. Communication Barriers
- K. Listening and Feedback
- L. Verbal and Nonverbal Skills
- M. Conflict Management
- N. Relationship States
- O. Characteristics of Relationships
- P. Workplace Environment

## Learning Assessments:

Competencies may be evaluated by multiple measures, including exams, papers, article reviews, research, experiments, and projects

## Instructional Materials:

Textbook: Beebe, S. & Beebe, S. (2020). *Interpersonal Communication: Relating to Others* (9th ed.). New York, NY: Pearson. ISBN-13: 978-0137527427

### **Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

### **A Note on Harassment, Discrimination and Sexual Misconduct**

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).