



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**INTERPERSONAL COMMUNICATION
COM2725 3 Credit Hours**

Student Level:

This course is open to students on the college level Freshman or Sophomore.

Catalog Description:

**COM 2725 - INTERPERSONAL COMMUNICATION (3 hrs)
[KRSN COM1020]**

This course is designed to improve individual communication skills. By understanding the elements of effective communication, students will be able to create environments that will bring out the best in themselves and others. In addition, students will learn how to better turn ideas and feelings into words, how to listen more effectively, respond more appropriately to what others have said, and most important of all, how to maintain and develop good interpersonal relationships with their family, their peers and fellow workers. Emphasis is placed on small-group activities, interviewing skills and both verbal and non-verbal communication. IPC will fulfill the 3-hour Communications requirement at Cowley College but will not at some four-year universities in the state. Students should check with their transfer university to verify that this course will fulfill the communication requirement for their program.

Prerequisites:

None

Controlling Purpose:

This course is designed to improve both the appropriateness and the effectiveness of the student's interpersonal communication.

Learner Outcomes:

Upon completion of this course, students will understand the major concepts from communication theory, be able to recognize these concepts in their own experience, and be able to build on their own personal communication styles.

Core Outcomes:

The learning outcomes and competencies detailed in this course procedure meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student’s achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

ORIENTATION TO IPC						
Outcomes: Students will define interpersonal communication, its purpose, and the importance of developing personal competency.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Define basic principles of interpersonal communication.
						Differentiate between appropriate and inappropriate messages.
						Develop a written goal statement for unit one.
						Participate in feedback activities.
						Analyze and evaluate self-concept formation.

Perception of Self and Others

Outcomes: Students will recognize the role of perception of self and others in interpersonal communication.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Evaluate the factors affecting the accuracy of others' communication.
						Explain methods of improving social perception, including cultural and social considerations.
						Demonstrate an understanding of the impact of gender and culture on interpersonal communication

COMMUNICATING VERBALLY AND NONVERBALLY

Outcomes: Students will contrast verbal and nonverbal communication and expand his/her personal application and proficiency.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Recognize the uses of language in human communication.
						Discover the functions of nonverbal communication.
						Identify how clothing, color, touch, and other factors affect self-presentation.
						Explain ways to implement cultural and gender considerations into verbal and nonverbal communication.

COMMUNICATION IN CONTEXT

Outcomes: Students will demonstrate an ability to apply effective communication techniques within a variety of contexts.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify different types of relationships.
						Analyze interpersonal needs theory.
						Discover appropriate ways of establishing, maintaining, and ending relationships.
						Generate characteristics of effective conversation.
						Cite guidelines of disclosing and describing feelings.

LISTENING AND EMPATHIC RESPONSES

Outcomes: Students will develop active listening skills.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Practice focusing attention through active listening skills.
						Employ devices for remembering information.
						Distinguish between fact and inference.
						Utilize emphatic response skills, clarifying and helping responses, while eliminating inappropriate ones.
						Prepare for and conduct a live, interactive interview with a pertinent career professional.

MANAGING CONFLICT

Outcomes: Students will identify the sources of conflict and select effective and appropriate conflict management styles.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Summarize the basic types of conflict.
						Recognize inappropriate methods of addressing conflict.
						Differentiate and apply guidelines for successfully managing conflict.

Projects Required:

As assigned by instructor

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

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DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.