

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Winter 2025

HS 1000 (A3): Interpersonal Communication – 2 (3-0-0) 30 Hours 10 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Tanya Ray

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OFFICE: H209

E-MAIL: tray@nwpolytech.ca

OFFICE HOURS: T/TH 3:30-4:00 / after class
or email

CALENDAR DESCRIPTION: Students develop awareness of and skills for interpersonal communication. Self-understanding and growth are emphasized as a foundation upon which effective interpersonal communication skills are built.

PREREQUISITE(S): n/a

REQUIRED TEXT/RESOURCE MATERIALS:

Adler, R.B., Proctor, Rolls, J. A. & Proctor, R. F. (2020) LOOK: Looking Out Looking In. (4th Canadian Ed.). Scarborough, Ontario: Nelson

DELIVERY MODE(S): Classes will be delivered face to face all materials available through myClass. There will be lecture, small group work, class discussions, and a variety of other activities designed to promote active learning of the course content.

LEARNING OUTCOMES:

Upon completion of this course learners will effectively:

1. Explain why human communication is important and describe the characteristics that define interpersonal communication.
2. Understand the principles that underlie interpersonal communication and identify the components of effective interpersonal communications.
3. Understand the development of self-concept and self-esteem and the role that they play in interpersonal communication.
4. Identify steps to improve self-concept.
5. Gain a clearer understanding of the relationship between perception and communication and develop skills to understand others more effectively
6. Understand characteristics of our spoken language and apply strategies that are designed to make verbal communication more effective.
7. Identify types of non-verbal communication and explaining how they affect our interpersonal relationships.
8. Understand the role our culture plays in the expression of emotions and ho emotions impact interpersonal communication.
9. Identify barriers to effective listening and use the skills of active listening to promote interpersonal communications.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

EVALUATIONS: There will be two quizzes worth 30% of this course (15% each). Three assignments make up 60% of the course (20% each). You will receive a detailed list of assignments the second week of classes. Participation and in class tasks will make up the remaining 10%.

LATE ASSIGNMENTS: Late assignments will only be accepted if prior arrangements have been made with the instructor prior to the assignment due date.

GRADING CRITERIA: *A minimum grade of C- is required to pass this course.*

Please note that most universities will not accept your course for transfer credit IF your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

DATE	TOPIC/CHAPTER	ASSIGNMENT/TEST
January 6	Course Outline Start Chapter One	Assignment due dates in myClass
January 10	Chapter One – A look at Interpersonal Communication	
January 13	Chapter One – A look at Interpersonal Communication	
January 17	Chapter Two – Communication and Identity	
January 20	Chapter Two – Communication and Identity	
January 24	Chapter three - Perception	
January 27	Chapter three - Perception	
January 31	Chapter four - Emotions	
February 3	Chapter four - Emotions	

February 7	Review for Quiz #1, Review Assignment #2	
February 10	Quiz 1	Quiz 1
February 14	Chapter five - Language	
February 17-21	Winter Break	
February 24	Chapter five - Language	
February 28	Chapter six - Nonverbal Communication	
March 3	Chapter six - Nonverbal Communication	
March 7	Chapter seven- Listening	
March 10	Chapter seven- Listening	
March 14	Quiz 2	Quiz 2

Although the instructor feels that all the material in the textbook is important and interesting, **limited class time prevents discussion of all the material covered in the text.** You are responsible for learning textbook material that is not discussed in class.

STUDENT RESPONSIBILITIES:

The Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP website regarding rights and responsibilities.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.