

DEPARTMENT of Education

COURSE OUTLINE – Spring 2025

HS1000 (A4): Interpersonal Communications – 2 (3-0-0) 30 Hours for 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:** Ashley Sales  
**OFFICE:**  
**OFFICE HOURS:** Mondays  
10-11 am

**PHONE:** N/A  
**E-MAIL:** [asales@nwpolytech.ca](mailto:asales@nwpolytech.ca)

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

**PREREQUISITE(S):** None

**COREQUISITE(S):** None

**REQUIRED MATERIALS:** Adler, R.B., Proctor, Rolls, J. A. & Proctor, R. F. (2020) *LOOK: Looking Out Looking In*. (4<sup>th</sup> Canadian Ed.). Scarborough, Ontario: Nelson

**DELIVERY MODE(S):** In person. Classroom instruction will include a combination of lectures, discussions, small and large group work. Audio-visual materials and other resources will also be used.

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 how emotions impact interpersonal communication.
9. Identify barriers to effective listening and use the skills of active listening to promote interpersonal communications.

“Flight: Alberta’s Early Learning and Care Framework”, is a leading curriculum for the early learning and child care profession. Each course in GPRC’s Early Learning and Child Care program will encompass at least one of the areas from the framework such as: the vision, values, purpose and guiding principles of the framework or the curriculum core concepts from the framework. The concepts will be covered in a variety of ways depending on the course and may include discussion, readings, and assignments.

**TRANSFERABILITY:**

Early Learning and Child Care diploma graduates may be eligible for admission to a number of degree programs. Students interested in pursuing degree opportunities are advised to consult directly with the appropriate College or University as transfer agreements vary from one institution to another.

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>.

**\*\* For courses with alpha (letter) grading, a 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:

- 10% Participation
- 25% Assignment #1
- 25% Assignment #2
- 20% Midterm
- 20% Final Exam

Assignment details and specific instructions will be discussed in class and provided on MyClass. Assignments must be submitted on MyClass by 11:59 p.m. on the **due date**. **ALL** assignments and tests **MUST** be completed and turned in to pass the course.

Unless arrangements have been made with the instructor prior to the due date, late assignments will be **docked 5% per day**. If the assignment is not received within **10 days** of the due date, a grade of **0** will be given.

## GRADING CRITERIA:

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

### Grading Chart for courses with Alpha Grading:

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

*Grades for this course will be assigned as a percentage. The minimum passing grade is 60%.*

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Date	Topic/Assignments	Readings
April 8	Course Intro & Welcome A Look at Interpersonal Communication	Chapter 1
April 10	A Look at Interpersonal Communication	Chapter 1
April 15	A Look at Interpersonal Communication	Chapter 1
April 17	Communications and Identity	Chapter 2
April 22	Communications and Identity	
April 24	Perception	Chapter 3 Assignment #1 Due April 27 <sup>th</sup>
April 29	Perception Review Assignment #1	
May 1	Emotions	Chapter 4
May 6	Emotions	
May 8	Review for Midterm	
May 13	Midterm	
May 15	Language	Chapter 5
May 20	Language	
May 22	Listening	Chapter 7
May 27	Listening	

May 29	Work block for Assignment #2	Assignment #2 Due June 1 <sup>st</sup>
June 3	Non-Verbal Communication	Chapter 6
June 5	Non-Verbal Communication	
June 10	Review for Final Exam	
June 12	Final Exam	

## EXPECTATIONS FOR STUDENT LEARNING

It is the right of the student and of the instructor to a favorable learning/teaching environment. It is the responsibility of the student and the instructor to engage in appropriate adult behaviors that positively support learning. This includes treating others with dignity and respect and following the expectations outlined below.

## STUDENT RESPONSIBILITIES:

- **Attendance:** Students are expected to attend class and engage in class activities and discussions. A participation mark of 10% is attributed to this class and will reflect your engagement in these areas. Class begins promptly on time, and it is expected that students arrive on time for class and leave only when class is finished.
  - If you are unable to make class, **communication is key**. Please let me know as soon as possible **via email**.
  - If an absent is marked during dates where there will be an assignment and no communication has been made, then that assignment mark will result in a zero.
  - If any unforeseen circumstance arises such as illness, family emergency, etc, on days when large assignments and/or quizzes are due, you must notify me prior to class beginning and a medical note may be required.
  
- **Student Engagement & Participation:** It is expected that students engage in class discussions, have readings done before class and actively engage in learning. It is also important that students communicate with their classmates if classes are missed to catch up on any missed information that was shared during class.

- **Student Writing:** To synthesize the information learned in class, and to enhance your learning, it's important that you do your own writing, without using Chat-GPT or any other AI or language bot. Assignments found to have been created using AI/bots will not be graded. Whether students are permitted to rewrite/resubmit these assignments is at the instructor's discretion. AI-written papers may be subject to further penalties under the Student Rights and Responsibilities policy. Additional penalties may also be applied to your participation grade.
- **Missed Material:** Students are responsible for all missed material, including material missed due to legitimate/excused absences. Course materials are posted to myClass, and further information can be obtained from classmates. If, after you have reviewed the class materials, you have questions, please contact me and I'll be pleased to assist you.
- **Preferred Names and Pronouns:** If you would like to be called a by a different name, abbreviation, or nickname, please let me know. Same applies to pronouns. I am more than willing to accommodate your choices, however, please remember I am human and will do my best to remember and honor your choices.
- **Communication:** Please keep communication lines open. Ask questions, email me, seek me out and let me know if you are struggling with class content or deadlines. I am more than willing to help you in your learning so you can soak up all that there is to learn. However, I cannot help you if I do not know you need help. **Communication is key!**
  - Further to the above point, it is important that you come to me with class material that you may need assistance with. It is not the responsibility of other instructors in the ELCC program to help you with content from this course. I do not bite. I can prove it when you come to see me regarding anything having to do with this course.

## 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.

## ADDITIONAL INFORMATION:

- **Assignment Submission:** Assignments are due at 11:59 pm Alberta time on the due date.
  - Assignments must be submitted via myClass. Assignments must be typed, unless otherwise discussed, double spaced in either New Times Roman size 12 font or Calibri size 11 font.
- **Extensions:** Extensions are granted only when student speaks to me **before** the due date. A new due date agreed upon by instructor and student will be determined on a case-by-case basis. Late penalties will begin to accrue after new due date.
- **Office Hours:** Office hours are listed on the first page of this document. No appointment is required. Drop ins are based on first come, first served basis.
  - Meeting outside of office hours is an option. Please make arrangements with me if this is needed. IF you are unable to make the newly scheduled meeting, please let me know asap via email.
- Midterm and Final exam will be a paper and pencil test. Please come prepared on the day of your exam with a pencil and scrap paper if needed. If you are shown to be dishonest during the exams (speaking to friends, bringing



in notes, cheating in any way), you will be asked to leave the examination room and will be given a mark of 0 on that exam.

- **Grades:** Although it is not impossible to receive a 100% on a major assignment, the likelihood is very small. I believe we are never done learning and reaching 100% means there is no room for improvement. Please understand that I am more interested in your learning than your grades, as you should be too.
- **Important Note:** How you do on assignments and in class has no bearing on how I view you as a person. Although marking can often be subjective, I do my utmost to grade the quality of the work. You are separate from your work, and we are all entitled to bad days.