

SEP 18 2000

**GRANDE PRAIRIE REGIONAL COLLEGE
EARLY CHILDHOOD DEVELOPMENT
CD1080 PERSONAL DEVELOPMENT**

DATES: Fall 2000; September 8th - December 13th, 2000

HOURS: 30

CREDITS: 2

CLASS TIMES: Wednesday 11:00 a.m. to 1:00 p.m. - class weeks
Friday September 8, 15, 22 & 29, 2000 1:00 p.m. - 3:00 p.m.

INSTRUCTOR: Cindy Carter, MEd.
Office: H210
Office Hours: Tuesday 1:00 p.m. - 4:00 p.m.
Friday 9:00 a.m. - 12:00 p.m.
Or by appointment
Phone: 539-2041, E-mail: carter@gprc.ab.ca

REQUIRED TEXT: Wood, J., Sept. R., and Duncan, J. 1998: Everyday Encounters: An Introduction to Interpersonal Communication, expanded first Canadian edition. Toronto, Ont. ITP Nelson

PREREQUISITE: None

COURSE DESCRIPTION:

This course is designed to develop the student's awareness and skills in interpersonal communication. It emphasizes self understanding and awareness as a foundation from which to build effective interpersonal communication skills.

This course requires that students commit to self examination, are open to their own behaviour and have an orientation towards personal growth and change.

CLASS FORMAT:

Class time will be comprised of lecture, discussion, small group and class activities as well as role playing. Student participation is an essential element for success in this course.

COURSE OBJECTIVES:

Students will:

1. define and discuss interpersonal communication and its components,
2. develop an understanding of the benefits of self-awareness.
3. effectively use self evaluation to strengthen interpersonal communication.
4. demonstrate an understanding of the impact of self concept/self esteem on communication.
5. demonstrate an understanding of and the ability to use strategies which improve interpersonal communication.
6. recognize the role and implication of gender and culture on communication.
7. demonstrate knowledge of types and characteristics of non-verbal communication and develop strategies for improving non-verbal communication.
8. recognize defensive behaviours and gain an understanding of how they create blocks to communication.
9. demonstrate an awareness of the differences between non assertive, aggressive and assertive behaviours.
10. discuss the role of perception on communication and develop effective strategies to minimize misunderstandings.

STUDENT EVALUATION:**Assignments****Communication Skills Assignments 70%**

Students are required to complete four communication skills assignments. Detailed instruction for the completion of each assignment will be distributed as the material is covered in class.

All assignments must be typed or neatly and legibly handwritten. The student should read and utilize the guidelines for assignments as outlined in the Early Childhood Development Student Handbook.

No more than one re-submission opportunity per assignment will be provided. The maximum grade on a re-submission is 80%.

In-Class Tasks 30%

Throughout the semester, there will be a number of in-class tasks which will be graded. Students who miss the class in which the task is complete may be required to complete it outside of class time.

The tasks may include:

- answering and discussing questions related to articles.
- presenting concepts discussed in class to classmates
- completing short quizzes which apply material currently being discussed in class.
- providing concrete examples to demonstrate core concepts.
- participating in role plays to demonstrate understanding of communication strategies.

ATTENDANCE:

Much of the learning in this class is experiential. Therefore attendance and appropriate participation are essential. If you miss any classes, please arrange for another student to inform you of in-class experiences.

Students are responsible for lectures delivered, readings assigned, in-class tasks completed, obtaining handouts and for any announcements made in class. If a student is unable to attend a particular class, it will be his/her responsibility to find out what was missed.

LATE POLICY:

Assignments must be submitted by 4:30 p.m. on the date the assignment is due. Late assignments will incur an initial 5% loss and then a 5% loss per week.

Extensions may be negotiated for exceptional circumstances if the request is made prior to the due date.

ASSIGNMENT STANDARDS:

The student should read and utilize the guidelines for assignments as outlined in the Early Childhood Development Student Handbook.

GRADES:

9	90-100%	4	50-56%
8	80-89%	3	45-49%
7	72-79%	2	26-44%
6	65-71%	1	0-25%
5	57-64%		

CLASS CONDUCT:

It is the right of the student and instructor to a favourable learning/teaching environment. It is the responsibility of both the instructor and student to engage in appropriate adult behaviour that positively supports learning.

CLASS SCHEDULE:

*Note: This schedule is tentative and may be subject to change in order to accommodate student learning needs.

Date	Topic	Textbook: Chapter/Reading
September 8	Introduction, review course outline and expectations. Interpersonal communication - definition and key components.	1
September 13	Looking at ourselves. Using self-evaluation to better understand ourselves and our communication style.	Handout
September 15	Communicating more effectively with individuals with "different" styles.	
September 20	Self-concept and Communication. Increasing self-esteem to improve communication.	2
September 22	Perception and its effects on communication.	3
September 27 & 29	Improving interpersonal communication (I messages, non-judgmental responses, paraphrasing and self-disclosure).	4
October 4	The listening process - obstacles to effective listening, guidelines for effective listening.	6
October 11	Non-verbal communication.	5

November 8	The role of gender and culture on communication.	Handout
November 15	Overcoming blocks to communication including defensive behaviours such as moralizing, sarcasm, patronizing and avoidance.	Handout
November 22	Communication Climate - supportive behaviours, assertive, non-assertive and aggressive behaviours.	7
November 30	Summing up - what have we learned, where do we go from here.	

*In addition to textbook readings, articles on different topics will be used throughout the course.