



## **DEPARTMENT OF HUMAN SERVICES**

### **COURSE OUTLINE – Winter 2018**

**HS 1000 B3 2(3-0-0) 30 Hours 10 weeks**

#### **Interpersonal Communication**

**INSTRUCTOR:** Tanya Ray

**PHONE:** 780-539-2786

**OFFICE:** H203

**E-MAIL:** [tray@gprc.ab.ca](mailto:tray@gprc.ab.ca)

**OFFICE HOURS:** Tuesday/Thursday 8:30 – 10:00 OR stop by, call or email for an appointment

**TIME:** **Tuesdays & Thursdays** 1:00 – 2:20 (Jan 4 – March 16)

**LOCATION:** E302

**PREREQUISITE(S)/COREQUISITE:** none

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Adler, R.B., Proctor, Rolls, J. A. & Russell F. Proctor II (2015) LOOK: Looking Out Looking In. (3<sup>rd</sup> Canadian Ed.). Scarborough, Ontario: Nelson

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

**CREDIT/CONTACT HOURS:** 2 credit (30 hrs)

**DELIVERY MODE(S):** Classes will be delivered face to face with Moodle as a supplementary space. There will be lecture, small group work, class discussions, and a variety of other activities designed to promote active learning of the course content.

### **COURSE OBJECTIVES:**

This course will provide students with:

- Awareness of and skills in interpersonal communication
- Foundations for self-understanding and personal growth, as well as the understanding that these are the elements upon which interpersonal communication skills are built.

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

### **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 refer to [www.gprc.ab.ca](http://www.gprc.ab.ca) Early Learning and Child Care or the GPRC calendar.

### **GRADING CRITERIA:**

Note: The passing grade for courses taken within the Human Services Department is **C-** (1.7).

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		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

Please refer to the Alberta Transfer guide for current transfer agreements:

[www.transferralberta.ca](http://www.transferralberta.ca)

**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. Attendance and participation 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.
- Late assignments will be docked 5% per week. If the assignment is not received within two weeks of the initial due date, a grade of zero will be given.

**STUDENT RESPONSIBILITIES:** The College expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the GPRC College calendar regarding rights and responsibilities.

### **STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct:

Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

## COURSE SCHEDULE/TENTATIVE TIMELINE:

DATE	TOPIC/CHAPTER	ASSIGNMENT/TEST
January 4	Course Outline Start Chapter One	
January 9	Chapter One – A look at Interpersonal Communication	
January 11	Chapter One – A look at Interpersonal Communication	
January 16	Chapter Two – Communication and Identity	
January 18	Chapter Two – Communication and Identity	
January 23	Chapter three - Perception	
January 25	Chapter three - Perception	
January 30	Chapter three - Perception	
February 1	Chapter four - Emotions	
February 6	Chapter four - Emotions	<b>Assignment #1 due</b>
February 8	<b>Quiz 1</b>	<b>Quiz 1</b>
February 13	Chapter five - Language	
February 15	Chapter five - Language	
Feb. 19 – 23	<b>Winter Break</b>	
February 27	Chapter six - Nonverbal Communication	<b>Assignment #2 due</b>
March 1	Chapter six - Nonverbal Communication	
March 6	Chapter seven- Listening	
March 8	Chapter seven- Listening	
March 13	<b>Catch up / Review</b>	<b>Assignment #3 due</b>
March 15	<b>Quiz 2</b>	<b>Quiz 2</b>

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.