



DEPARTMENT OF HUMAN SERVICES
COURSE OUTLINE – Winter 2019
HS 1000 – B3: Interpersonal Communication

INSTRUCTOR: Tanya Ray
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OFFICE

HOURS: Drop by, call or email for an appointment

TIME: **Tuesdays & Thursdays** 1:00 – 2:20 (Jan 3 – March 15)

LOCATION: E301

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. (3rd 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 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.transferalberta.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/**

COURSE SCHEDULE/TENTATIVE TIMELINE:

| DATE | TOPIC/CHAPTER | ASSIGNMENT/TEST |
|------|---------------|-----------------|
|------|---------------|-----------------|

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|--------------|---|--------------------------|
| January 3 | Course Outline Start Chapter One | |
| January 8 | Chapter One – A look at Interpersonal Communication | |
| January 10 | Chapter One – A look at Interpersonal Communication | |
| January 15 | Chapter Two – Communication and Identity | |
| January 17 | Chapter Two – Communication and Identity | |
| January 22 | Chapter three - Perception | |
| January 24 | Chapter three - Perception | |
| January 29 | Chapter three - Perception | |
| January 31 | Chapter four - Emotions | |
| February 5 | Chapter four - Emotions | Assignment #1 due |
| February 7 | Quiz 1 | Quiz 1 |
| February 12 | Chapter five - Language | |
| February 14 | Chapter five - Language | |
| Feb. 18 – 22 | Winter Break | |
| February 26 | Chapter six - Nonverbal Communication | Assignment #2 due |
| February 28 | Chapter six - Nonverbal Communication | |
| March 5 | Chapter seven- Listening | |
| March 7 | Chapter seven- Listening | Assignment #3 due |
| March 12 | Catch up / Review | |
| 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.