



## **DEPARTMENT HUMAN SERVICES**

### **COURSE OUTLINE – WINTER 2016**

**HS1000 A3 Interpersonal Communications**

**– 2 (3-0-0) 30 Hours**

**INSTRUCTOR:** Cassandra Kostuk  
**OFFICE:** H203

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**OFFICE HOURS:** Tuesdays/Thursdays 3-4:30 p.m. or by appointment

**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)/COREQUISITE:** N/A

**REQUIRED TEXT/RESOURCE MATERIALS:** Ronald B. Adler, Judith A. Rolls, and Russell F. Proctor (2015) LOOK, Canadian Addition. Looking Out Looking In. (2<sup>nd</sup> Canadian Ed.). Scarborough, On: Nelson Education Ltd.

\*A journal or notebook that makes you smile, for personal introspection/reflection exercises ☺

**DELIVERY MODE(S):** Classes will consist of a combination of lecture, audiovisual experiences, group discussion and hands on experiential learning exercises. Guest speakers may also be included.

#### **COURSE OBJECTIVES:**

This course intends to provide students with:

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

## **LEARNING OUTCOMES:**

Upon completion of the 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:

Please consult the Alberta Transfer Guide for more information

(<http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>)

**\*\* 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:

In Class Assignments:	25%	due daily throughout the course
Major Assignment:	30%	due February 12
Reflection Journal Entries:	25% (4 x 6.25% each)	due Jan 15, 29, Feb 12, Mar 4
In Class Final Quiz:	20%	March 18

**ALL assignments MUST be completed and turned in to pass the course**

Submit your assignments on time. On time means at the end of class or, at the latest, 4:30pm on the due date.

It is the instructor's preference that students submit work type written in hard copy in class. Emailed assignments using GPPRC email accounts will also be accepted. In class work will be submitted in handwritten form before the end of the class in which it assigned.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN "C-" IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

**Important: In order to obtain credit for this course, students must achieve a minimum of a "C-"**

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
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**Special Note: Last Day to Withdraw from Winter Courses with a (W) is March 7<sup>th</sup>, 2016**

## **COURSE SCHEDULE/TENTATIVE TIMELINE:**

Room H211, Fridays 11:30 a.m. – 2:20 p.m.

The following is subject to change based on the needs of the specific class/students. Additional materials other than the textbook may be handed out in class.

	<b>Date</b>	<b>Topic</b>	<b>Reading (Textbook)</b>	<b>Assignments/Quizzes due date</b>
1.	Jan 8	A First Look at Interpersonal Communication	Ch 1	
2.	Jan 15	Communication and Identity	Ch 2	Reflection Journal due
3.	Jan 22	Perception	Ch 3	
4.	Jan 29	Guest Speaker/ Catch Up Day		Reflection Journal due
5.	Feb 5	Emotions	Ch 4	
6.	Feb 12	Language: Barrier & Bridge	Ch 5	Reflection Journal due Major Assignment due
7.	<b>Feb 19</b>	<b>No Class Winter Break Closed</b>		
8.	Feb 26	Nonverbal Communication	Ch 6	
9.	Mar 4	Special Topic/ Catch Up Day		Reflection Journal due
10.	Mar 11	Listening: More Than Meets the Ear	Ch 7	
11.	Mar 18	In Class Final Quiz		Quiz today

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:**

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

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, 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/**)

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

## **USE OF MOBILE DEVICES, LAPTOPS AND OTHER ELECTRONIC DEVICES DURING CLASS**

As research on learning shows, unexpected noises and movement automatically divert and capture people's attention, which means you are affecting everyone's learning experience if your cell phone, pager, laptop, etc. makes noise or is visually distracting during class. For this reason, I ask you to turn off your mobile devices during class. If there is a specific reason you need to have your mobile device turned on in class you may request permission in writing (i.e. sick child).

## **ABSENCES**

In the event that a student will be absent from class, it is the responsibility of the student to personally email or call the instructor BEFORE class time in order for the absence to be considered excused. All other forms of communication will be considered unexcused. It is the individual responsibility of the absent student to request information and materials from the instructor for any class time missed. If a student is not in class they will not have an opportunity to do in class tasks/assignments at another time. The instructor reserves the right to consider an absence excused and to alter this agreement in extenuating circumstances at her discretion.

## **COMMUNICATION WITH INSTRUCTOR**

Please use GPRC email accounts and create a habit of checking your email daily. This will be the main way the instructor communicates with students outside of class time. There are computers available for student use throughout the building. If you require assistance contact IT Help Desk (780) 539-2933/ [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca), Room D307. The instructor can also be connected with by calling her office, meeting during office hours or scheduling an appointment.