



## **DEPARTMENT OF HUMAN SERVICES**

### **COURSE OUTLINE – FALL 2016**

#### **HS 1000 INTERPERSONAL COMMUNICATIONS - 2(2-0-0) 30 HOURS**

**INSTRUCTOR:** Teresa Wouters

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**OFFICE:** H131

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**OFFICE HOURS:** N/A (Call or through email)

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

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

Textbook Adler, R.B.; Proctor, R.F.; Towne, N. & Rolls, J.A. (2008). Looking Out Looking In, 3<sup>rd</sup> Canadian Edition. Toronto: Thomson Nelson.

Access to the Internet. While dial-up access will work, high-speed access is preferable. (See the Technical Requirements page for more details).

#### **CALENDAR DESCRIPTION:**

Students develop awareness of and skills for interpersonal communication. Emphasizing self-understanding and growth as a foundation upon which effective interpersonal communications skills are built.

**CREDIT/CONTACT HOURS:** 2 credits (30 hours)

**DELIVERY MODE(S):** Online Distance Delivery

**OBJECTIVES (OPTIONAL):** On completion of this course, the students will be able to:

1. Explain why human communication is important.

## 2. Describe the characteristics that define interpersonal communication

### TRANSFERABILITY:

**\*\* 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**

### GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

## Course Manual

The course manual will guide you through each of the units in HS1000 Interpersonal Communication I. HS1000 divided into 4 units. You are to complete the units as they appear.

Each unit contains:

**Course Notes** which include information about the specific topics. Course notes are the “meat” of the unit and set the stage for your other readings and activities. A reference list is included at the end of each Unit’s Course Notes so that you know where all course information was obtained.

**Media Files:** Some Unit’s also contain a Media File as well. These are files that add additional support and information to understanding the key concepts of the textbook and online meeting lecture content. You will need to watch any video’s and/or read any additional documents found within the Media Files.

**Discussions:** Each unit has a discussion space for you to participate in. All of the discussion questions are designed to help you understand the course content or to help you put theory into practice. **The discussion posts are a required part of this course. All discussion posts will be marked using the Discussion Rubric located in your Moodle course space.**

**Initial Post** – The initial post should be a minimum of 250 words, maximum of 500 words (word count does not include any references that you list). Post directly to the discussion board (no attachments please). Each student should integrate the textbook readings, lectures, and PowerPoint slides to respond to the question. Your response should provide evidence of your reading and participation in the course. The initial post must be completed by the deadline given by your instructor.

**Response Posts** – After your initial post, you should post responses to two other classmates. Response posts should be 75-150 words and contribute to the depth of thought and add insight to the overall discussions. Please ensure that your response posts are completed by the deadline given by your instructor.

**Instructor Participation** – Your instructor will respond and enhance posts periodically when necessary and appropriate.

**40% of your final grade** for this course is based on the quality of work shown in your discussion posts.

**Unit Evaluations, Mid-term and Final Instructor Evaluations:** Each unit has a required Unit Evaluation form for you to fill out and get back to the department. Additionally, at the mid-term point and conclusion of the course, there is also an Instructor Evaluation form to complete. Completing these forms is a portion of your total participation mark for this course.

## Assignments

Assignments are an important part of your learning. It is strongly recommended that you **keep copies of your work before submitting it to your instructor.** Save a copy on your computer, and, if possible, make a photocopy.

**Your instructor has the right to set specific deadlines for each of the assignments (or their parts) in this course. Late assignments will be penalized. Please review the section Late Assignments.**

Although grading criteria for assignments is provided in the assignment descriptions, your instructor may provide you with additional criteria he/she uses to grade assignments.

**40% of your final grade for the course is based on the quality of work shown in your assignments. All assignments will be marked using the Assignment Rubric located in your Moodle Course Space.**

## Referencing

Please use **APA style** for documenting your work. If you are unsure of any aspect of APA style, you can either refer to the APA manual within your Moodle or contact the GPRC Library for APA resources.

### EVALUATIONS:

Participation	10%
Discussion Forums	30%
Assignments	40%

## Guidelines for Submission of Work

Assignments should be submitted in a Word document format, unless another format is specified. Documents should be written in a 12 point font and double spaced. Arial or other commonly used font is preferred. All written work is to be submitted directly to your instructor via the Moodle DropBox.

## Grading Policy

Your final grade for this course will be based on:

Discussion Posts – 40% of the final grade.

The grade for discussion posts will be based on the combined total discussion marks for **all Units**.

Assignments – 40% of the final grade.

Weightings:

Unit 1: 10%

Unit 2: 10%

Unit 3: 10%

Unit 4: 10%

**Both Discussion Posts and Assignments will be marked based on the Discussion Rubric and Assignment Rubric located in your Moodle course space. Please become familiar with both these marking Rubrics.**

Participation – 20% of the final grade.

The grade for participation will be based on your successful completion of the following:

- ✓ Course Outline Quiz
- ✓ Attendance in all four online class audio/video lectures
- ✓ Completion and submission of all four Unit Evaluation Forms
- ✓ Completion and Submission of both Mid-Term and Final Instructor Evaluation Form

## **Late Assignment Policy**

Assignments are to be submitted by the due date. Unless 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.

## **Unit Evaluation Forms and Course Evaluation**

Each Unit contains a Unit Evaluation Form for you to fill out after you have submitted your unit assignment. Please submit them to the appropriate Drop Boxes in Moodle. At the end of the course you are also asked to complete the Final Course Evaluation survey. The information you provide is very important to us. It will be used solely for the purpose of improving the course.

## **Instructor Evaluation**

Near the end of the course, the Early Learning and Childcare Department will be contacting you via email to complete an evaluation of your instructor.

## **Withdrawal**

If you must withdraw from the course, please notify your instructor and submit a withdrawal form included in your *Student Handbook* by the required deadlines. The distance student handbook explains withdrawal procedures. Please contact your instructor for clarification of withdrawal policies.

## **Department Information and Academic Policies**

ELCC Website - <https://www.gprc.ab.ca/programs/distance/full/elcc.html>

Student Conduct - <https://www.gprc.ab.ca/programs/viewcatalog.7.-1.1018.htm>

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

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at [https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

**\*\*Note:** all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

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