DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – Winter 2023

CD 2080 EC: INTERPERSONAL COMMUNICATIONS II– 2 Credits (1 -0-1)
30 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Sharron Barr	**PHONE:**	780 – 897 – 6676 (cell)
			Please text or call
			I may be working 8AM – 4:30PM but will return your text or call within 24 hours
OFFICE:	ON LINE	**E-MAIL:**	sbarr@nwpolytech.ca or SharronandRandy@Outlook.com
OFFICE HOURS:	Best anytime before 8AM or after 4:30PM		

CALENDAR DESCRIPTION: This course further explores the interrelationship between self-concept, self-awareness, and communicative processes. Strategies for dealing with stress are examined.

PREREQUISITE(S)/COREQUISITE: HS 1000 Professional Communications

REQUIRED TEXT/RESOURCE MATERIALS:

Adler, R.B., Proctor, Rolls, J. A. & Russell F. Proctor II (2015) LOOK: Looking Out Looking In. (4th Canadian Ed.). Scarborough, Ontario: Nelson
Course Notes and Materials
The course notes provide you with the information you need to understand the concepts. Readings, both required and recommended, as well as video clips are all accessible within your D2L Course space.

DELIVERY MODE(S): Internet Delivery using D2L Software, e-mail, Zoom Meeting, and telephone.

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca

COURSE OBJECTIVES:

This course will provide students with:

1. A continued development of awareness of and skills in interpersonal communication
2. A continued 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, the student will:

- Gain increasing insight into the relationship of self-awareness and communicative processes.

- Demonstrate an understanding of the importance of self-concept and interpersonal relationships.

- Explore the relationship of appropriate self-disclosure to effective relationships and examine appropriate situations in which to self-disclose.

- Demonstrate an understanding of stress and its positive and negative influences on job performance and personal well-being.

- Explore strategies to manage stress.

- Implement strategies for identifying and resolving conflict in the workplace.

- Explore various group process theories.

- Practice skills in being effective in working with groups

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page http://www.transferalberta.ca.

** 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:

Discussions:	40% of final grade (10% per unit)
Assignments:	40% of final grade (10% per unit)
Participation:	20% of final grade includes:
	Course Outline Quiz
	"Introduce yourself" discussion board post

A minimum of 1 Zoom meeting will be scheduled and, as this is an on-line course, attendance is optional.

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than 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

COURSE SCHEDULE/TENTATIVE TIMELINE:

ITEM	DATE(S)	ASSIGNED WORK
Let's Get Started!	Weeks 1-2 January 8 – 22, 2023 All tasks in this section must be complete by: **Sunday, January 22, 2023 11:59 PM**	Review Course Outline Discussion Board Post 'Introduce Yourself' Due: Sunday, January 22, 2023 at 11:59 PM *On line Zoom Meeting* *Course Orientation Meeting Scheduled for* *Sunday, January 8 Mountain Standard Time*
Unit One	Weeks 3-5 January 23 – February 12, 2023 UNIT 1 All Unit 1 tasks must be completed by: **Sunday, February 12, 2023 11:59PM**	Unit One Discussion Board Post and Responses Due: Sunday, February 12, 2023 at 11:59 PM Unit One Assignment Due: Sunday, February 12, 2023 at 11:59 PM *IMPORTANT OPTIONAL* *Online Zoom Meeting #2* *TOPIC: UNIT THREE TEAM ASSIGNMENT – TEAMS CONFIRMED* *Sunday, February 12, 2023 4PM MDT*
Unit Two	Weeks 6 - 8 February 13 – March 5, 2023 UNIT 2 All Unit 2 tasks must be completed by: **Sunday, March 5, 2023**	Unit Two Discussion Board Post and Responses Due: Sunday, March 5, 2023 at 11:59 PM Unit Two Assignment Due: March 5, 2023 at 11:59 PM
Unit Three	Weeks 9 - 11 March 6 - 26, 2023 UNIT 3 All Unit 3 tasks must be completed by: **Sunday, March 26, 2023**	Unit Three Discussion Board Post and Responses Due: Sunday, March 26, 2023 11:59 PM Unit Three Team Work Assignment Due: Sunday, March 26, 2023 11:59 PM
Unit Four	Weeks 12 - 14 March 27 – April 16, 2023 UNIT 4 All Unit 4 tasks must be completed by: **Sunday, April 16, 2023 at 11:59 PM**	Unit Four Discussion Board Post and Responses Due: Sunday, April 16, 2023 at 11:59 p.m. Unit Four Assignment Due: Sunday, April 16, 2023 at 11:59 p.m. Course Evaluation Due: TBA (Students will be notified)

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 Calendar at https://www.nwpolytech.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.nwpolytech.ca/about/administration/policies/index.html

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

COURSE MATERIALS

Each unit contains a combination of course notes, media files, discussion boards, assignments, and drop boxes.

Course Notes: The course notes are the 'meat' of the unit and set the stage for your other readings and activities. You MUST read through the course notes as well as textbook readings before completing any assignments or discussion posts.

Discussion Questions (Posts): The discussion questions are designed to help you understand the course content or to help you put theory into practice. They are a required part of the course, and all discussion posts will be marked using the discussion rubric located in the D2L course space

Initial post: The initial post should be a minimum of 250 words and a maximum of 500 words (word counts do not include any references that you list). Post directly to the discussion board (no attachments).

Each student should integrate the textbook and course note readings 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 due date in order to receive any marks for it. Discussions posted after the due date will be graded a 0%.

Response posts: After your initial post, you should post responses to two other classmates. Response posts should be 75-150 words long and contribute a depth of thought and add insight to the overall discussions. Like initial posts, all response posts must also be completed by the due date in order to receive any marks.

Instructor participation: I will respond and enhance posts periodically when necessary and appropriate.

Forty percent of your final grade for this course is based on the quality of work shown in your discussion posts. That is a lot! Take note of this and participate accordingly.

ASSIGNMENTS: Assignments are an important part of your learning. It is strongly recommended that you keep copies of your work before submitting it to me, so go ahead and save a copy on your computer.

Instructors have the right to set specific deadlines for each of the assignments (or their parts) in any course. Late assignments will be penalized (see our late policy at the end of this course outline).

Forty percent 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 D2L course space. Assignments should be submitted in a Word document or PDF format. All written work is to be submitted directly to me through the D2L Drop Box. I do not accept emailed copies. If you are citing any thoughts, ideas, or quotes that are not your own, please use APA style. If you are unsure of any aspect of APA style, you can either refer to the APA manual within your D2L or contact the GPRC Library for APA assistance.