



DEPARTMENT OF EDUCATION

COURSE OUTLINE – Spring 2023

HS 1000 – A4: Interpersonal Communication – 2 (3-0-0) 30 Hours 11 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: Desiree Klause

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OFFICE: H228

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OFFICE HOURS: Mondays 1 p.m. – 2 p.m.

CALENDAR DESCRIPTION: Students develop awareness of and skills for interpersonal communication. Self-understanding and growth are emphasized as a foundation upon which effective interpersonal communication skills are built.

LOCATION/TIME: Room E303 Tuesdays & Thursdays 1:00pm – 2:20pm
(April 11 – June 22, 2023)

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Adler, R.B., Proctor, Rolls, J. A. & Proctor, R. F. (2020) *LOOK: Looking Out Looking In.* (4th Canadian Ed.). Scarborough, Ontario: Nelson

DELIVERY MODE(S): Classroom instruction will include a combination of lectures, discussions, small and large group work. Audio-visual materials and other resources will also be used.

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.

“Flight: Alberta’s Early Learning and Care Framework”, is a leading curriculum for the early learning and child care profession. Each course in GPRC’s Early Learning and Child Care program will encompass at least one of the areas from the framework such as: the vision, values, purpose and guiding principles of the framework or the curriculum core concepts from the framework. The concepts will be covered in a variety of ways depending on the course and may include discussion, readings, and assignments.

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 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:

| | | |
|-----|---------------------------------|---------------|
| 15% | Quiz #1 | May 18, 2023 |
| 15% | Quiz #2 | June 20, 2023 |
| 20% | Assignment 1: Perception Check | May 11, 2023 |
| 20% | Assignment 2: I Language | June 1, 2023 |
| 20% | Assignment #3: Listening | June 22, 2023 |
| 10% | Daily Work: In Class Activities | |

Assignment details and specific instructions will be discussed in class and provided on MyClass. Assignments must be submitted in the dropbox on MyClass by 11:59 p.m. on the due date. **ALL** assignments and tests **MUST** be completed and turned in to pass the course.

Unless arrangements have been made with the instructor prior to the due date, late assignments will be docked 2% per day. If the assignment is not received within 10 days of the due date, a grade of 0 will be given.

Last Day to withdraw from the course without penalty is June 13

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. A minimum grade of C- is required to pass this course.

| 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:

| Class # | Date | Topic/Assignments/ Quizzes | Readings |
|----------------|-------------|--|-----------------|
| 1 | April 11 | Course Intro & Welcome A Look at Interpersonal Communication | Chapter 1 |
| 2 | April 13 | A Look at Interpersonal Communication | |
| 3 | April 18 | A Look at Interpersonal Communication | |
| 4 | April 20 | Communications and Identity | Chapter 2 |
| 5 | April 25 | Communications and Identity | |
| 6 | April 27 | Perception | Chapter 3 |
| 7 | May 2 | Perception | |
| 8 | May 4 | Emotions | Chapter 4 |
| 9 | May 9 | Emotions | Chapter 4 |
| 10 | May 11 | Flex Class – Work on Assignment Assignment #1 Due | |
| 11 | May 16 | Review for Quiz #1, Review Assignment #2 | |
| 12 | May 18 | Quiz 1 | |
| 13 | May 23 | Language | Chapter 5 |
| 14 | May 25 | Language | |
| 15 | May 30 | Non-Verbal Communication | Chapter 6 |
| 16 | June 1 | Flex Class – Work on Assignment Assignment #2 Due | |
| 17 | June 6 | Non-Verbal Communication | |
| 18 | June 8 | Listening | Chapter 7 |
| 19 | June 13 | Listening | |
| 20 | June 15 | Catch Up/Review | |
| 21 | June 20 | Quiz 2 | |
| 22 | June 22 | Assignment #3 Due | |

STUDENT RESPONSIBILITIES:

Northwestern Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and 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 Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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

DEPARTMENT OF EDUCATION EXPECTATIONS FOR STUDENT LEARNING

It is the right of the student and of the instructor to a favorable learning/teaching environment. It is the responsibility of the student and the instructor to engage in appropriate adult behaviors that positively support learning. This includes treating others with dignity and respect and following the expectations outlined below.

CLASSROOM

Regular, PUNCTUAL attendance for classes

- Learning from other students' notes or from MyClass is not optimal.
- You must be present in class to write quizzes and tests, and to complete in-class assignments
- If you are late to a class, you miss important information about assignments, homework and quizzes. It is also disruptive to other students' learning
- If you miss a class, refer to MyClass or check in with another student.

Turn off cell phones and close other tabs/applications on your device

- Studies indicate that cell phones not only interfere with your learning, but also the students around you.

QUIZZES/EXAMS

Write quizzes on the date and time they are scheduled.

- If an emergency arises that causes you to be unable to write the quiz, please call or email your instructor to leave a message **BEFORE** the exam begins.

ASSIGNMENTS

Hand in assignments via MyClass on the date indicated.

- Instructors reserve the right to make exceptions to this rule in extenuating circumstances on a case by case basis.
- ALL assignments will be typed, double-spaced (or follow the provided template) and will include a cover page with your name, course number and assignment name.

OUTSIDE OF CLASS

- Complete assigned readings and assignments regularly review material, check MyClass frequently.