DEPARTMENT OF EDUCATION
COURSE OUTLINE – Fall 2022

HS 1000 – EC: Interpersonal Communication – 2 (2-0-0) 30 Hours 15 Weeks

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

INSTRUCTOR:	Tanya Ray	**PHONE:**	780-539-2786
OFFICE:	H209	**E-MAIL:**	tray@gprc.ab.ca

OFFICE HOURS: Please email me or call. I can set up appointments in the evening for a call or zoom.

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

PREREQUISITE(S)/COREQUISITE: none

REQUIRED TEXT/RESOURCE MATERIALS:
Adler, R.B., Proctor, Rolls, J. A. & Proctor, R. F. (2019) LOOK: Looking Out Looking In. (4th Canadian Ed.). Scarborough, Ontario: Nelson

DELIVERY MODE(S): 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:

- 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:

- Explain why human communication is important and describe the characteristics that define interpersonal communication.
- Understand the principles that underlie interpersonal communication and identify the components of effective interpersonal communications.
- Understand the development of self-concept and self-esteem and the role that they play in interpersonal communication.
- Identify steps to improve self-concept.
- Gain a clearer understanding of the relationship between perception and communication and develop skills to understand others more effectively
- Understand characteristics of our spoken language and apply strategies that are designed to make verbal communication more effective.
- Identify types of non-verbal communication and explaining how they affect our interpersonal relationships.
- Understand the role our culture plays in the expression of emotions and ho emotions impact interpersonal communication.
- 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. 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

GRADING CRITERIA: A minimum grade of C- is required to pass this course.

- Assignment details and specific instructions will be discussed in class and provided on myClass.
- Assignments must be submitted in the dropbox on myClass by midnight on the due date.
- Any extensions must be discussed with the instructor ahead of time and are dealt with on an individual basis.
- All assignments must be completed in order 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:
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Please note: Specific due dates within each unit will be posted in D2L (myClass)

DATE	TOPIC/CHAPTER	ASSIGNMENT/TEST
Weeks1-2 Sept1 - 15	Let's Get Started!	All tasks in this section must be complete by: Monday, September 19, 2021 @ 11:59 PM
Weeks 3-5 Sept 16 - Oct 7	Unit 1	All Unit 1 tasks must be completed by: Monday, October 9, 2021 @ 11:59 PM
Weeks 6-8 Oct 8 - 29	Unit 2	All Unit 1 tasks must be completed by: Monday, October 31 @ 11:59 PM
Weeks 9 - 11 Oct 31 – Nov 19	Unit 3	All Unit 1 tasks must be completed by: Monday, November 21, 2021 @ 11:59 PM
Weeks 12 – 14 Nov 20 – Dec 11	Unit 4	All Unit 1 tasks must be completed by: Monday, December 12, 2021 @ 11:59 PM

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 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.

ASSIGNMENT POLICY

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.