

# CLASS SYLLABUS



COURSE TITLE: HCA 130 – Interpersonal Communications  
CLASS SECTION: X01  
TERM: F2023  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Synchronous

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

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<https://camosun.ca/about/covid-19-updates>

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Dianne Patterson  
EMAIL: [Pattersond@camosun.ca](mailto:Pattersond@camosun.ca)  
OFFICE: CHW 317  
HOURS: By Appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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This course focuses on the development of self-awareness, understanding of others, and the effective interpersonal communication skills. Students will be encouraged to become more aware of the impact of their own communication choices and patterns.

Note: Open to HCA Students only.

PREREQUISITE(S): N/A  
CO-REQUISITE(S): N/A  
PRE/CO-REQUISITE(S): N/A

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## COURSE DELIVERY

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| ACTIVITY                      | HOURS / WEEK | # OF WEEKS         | ACTIVITY HOURS |
|-------------------------------|--------------|--------------------|----------------|
| Lecture                       | 2.5          | 20                 |                |
| Seminar                       |              |                    |                |
| Lab / Collaborative Learning  |              |                    |                |
| Supervised Field Practice     |              |                    |                |
| Workplace Integrated Learning |              |                    |                |
| Online                        |              |                    |                |
|                               |              | <b>TOTAL HOURS</b> | <b>50</b>      |

## COURSE LEARNING OUTCOMES

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Upon completion of this course students will be able to:

- Identify the characteristics and qualities of effective interpersonal communications.
- Discuss the interrelationship between self-awareness, self-esteem, and perception as these relate to communication choices and patterns.
- Demonstrate effective, caring interpersonal communications with clients/residents, colleagues and others.
- Apply self-reflection and self-appraisal processes in order to increase own effectiveness in interpersonal contexts.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Canadian Textbook for the Support Worker, Fifth Canadian Edition (2021) by Sorrentino, Remmert &Wilk.  
Elsevier Canada.

Integrating a Palliative Approach: Essentials for Personal; Support Workers, 2<sup>nd</sup> Edition (2020) by Katherine Murray

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

| WEEK or DATE RANGE | ACTIVITY or TOPIC                  | OTHER NOTES |
|--------------------|------------------------------------|-------------|
| Week 2             | Unit 1 – The Communication Process |             |
| Week 2             | Unit 2 – Caring and Support        |             |
| Week 3             | Unit 3 – Non-Verbal Communication  |             |
| Week 5             | Unit 4 – Perception                |             |
| Week 6 & 7         | Unit 5 – Feedback                  |             |

| WEEK or DATE RANGE | ACTIVITY or TOPIC                       | OTHER NOTES |
|--------------------|-----------------------------------------|-------------|
| Week 8             | Unit 6 – Active Listening               |             |
| Week 9             | Unit 7 – Clarification                  |             |
| Week 9             | Unit 8 - Paraphrasing                   |             |
| Week 11 & 14       | Unit 9 – Empathy                        |             |
| Week 16            | Unit 10 – Expression of Feelings        |             |
| Week 17            | Unit 11 – Self-disclosure / Boundaries  |             |
| Week 17            | Unit 12 – Communication Styles          |             |
| Week 18            | Unit 13 – Conflict resolution           |             |
| Week 19            | Unit 14 – Older Adults & Special Needs  |             |
| Week 20            | Unit 15 – Integration and Skills Review |             |

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## STUDENT EVALUATION

| DESCRIPTION                               | WEIGHTING   |
|-------------------------------------------|-------------|
| Exam 1                                    | 20%         |
| Exam 2                                    | 20%         |
| Final Exam                                | 25%         |
| Assignment 1: Perception Checking         | 5%          |
| Assignment 2: <b>Feedback</b>             | 5%          |
| Assignment 3: Paraphrasing                | 5%          |
| Assignment 4: Empathetic Responding       | 5%          |
| Assignment 5: Self Disclosure             | 5%          |
| Assignment 6: Assertive Communication     | 5%          |
| Assignment 7: In-class Skills Integration | 5%          |
| <b>TOTAL</b>                              | <b>100%</b> |

| DESCRIPTION                                                                                          | WEIGHTING |
|------------------------------------------------------------------------------------------------------|-----------|
| <p><b>** Students MUST obtain a minimum 70% to be successful in HCA 130 Interpersonal Skills</b></p> |           |

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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### WRITTEN ASSIGNMENTS

Students requiring an extension for the due date of an assignment must negotiate with the instructor, at least 48 hours before the due date. Assignments submitted late without an approved extension will result in a 5% deduction in mark for each day late. Assignments submitted more than 3 days late may not be accepted without prior approval by instructor.

## SCHOOL OR DEPARTMENTAL INFORMATION

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### TEST & EXAMINATION PROCEDURES

There are policies regarding written test and examination procedures including late arrivals and missed tests. Please see the Health and Human Services Student Handbook (Section 5.4) for Test and Examination Procedures: <https://legacy.camosun.ca/learn/school/health-human-services/student-info/index.html>

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

| Support Service     | Website                                                                                   |
|---------------------|-------------------------------------------------------------------------------------------|
| Academic Advising   | <a href="http://camosun.ca/advising">http://camosun.ca/advising</a>                       |
| Accessible Learning | <a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a> |
| Counselling         | <a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>                 |
| Career Services     | <a href="http://camosun.ca/coop">http://camosun.ca/coop</a>                               |

| Support Service                     | Website                                                                               |
|-------------------------------------|---------------------------------------------------------------------------------------|
| Financial Aid and Awards            | <a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>           |
| Help Centres (Math/English/Science) | <a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>           |
| Indigenous Student Support          | <a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>               |
| International Student Support       | <a href="http://camosun.ca/international/">http://camosun.ca/international/</a>       |
| Learning Skills                     | <a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>       |
| Library                             | <a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a> |
| Office of Student Support           | <a href="http://camosun.ca/oss">http://camosun.ca/oss</a>                             |
| Ombudsperson                        | <a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>                       |
| Registration                        | <a href="http://camosun.ca/registration">http://camosun.ca/registration</a>           |
| Technology Support                  | <a href="http://camosun.ca/its">http://camosun.ca/its</a>                             |
| Writing Centre                      | <a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>       |

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.