

# COURSE SYLLABUS



COURSE TITLE: PSYC-154: Interpersonal Skills

CLASS SECTION: (003)

TERM: Fall 2022

COURSE CREDITS: 3

DELIVERY METHOD(S): on campus

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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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For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

*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: Cate Pelling

EMAIL: [pellingc@camosun.ca](mailto:pellingc@camosun.ca)

OFFICE: Fisher 308B

HOURS: 1:00 – 2:30 pm Tuesdays and Wednesdays

12:30 – 1:30 pm Fridays (@ Interurban) or 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 uses an experiential approach to develop self-awareness and increased understanding of others. Both communication theory and practical skills will be covered while working towards the goal of achieving successful and creative interpersonal relationships.

### PREREQUISITE(S):

One of:

- C in English 12
- C in Camosun Alternative

### CO-REQUISITE(S):

See Pre-requisites

### EXCLUSION(S):

Not Applicable

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon completion of this course a student will be able to:

1. Identify key concepts describing interpersonal communication.
2. Describe basic principles and theories of communication.
3. Analyze personal life events using course vocabulary, concepts and theory.
4. Demonstrate active listening in sample interviews and observations.
5. Work collaboratively through the application of active listening skills and conflict resolution skills.
6. Describe, evaluate and demonstrate the components of empathy.
7. Differentiate between a person's (self or other) thoughts, feelings, and behaviours.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Adler, R.B., Rollis, J.A., & Proctor II, R. (2020). Looking Out, Looking In, 4<sup>th</sup> Canadian Edition, Nelson Education

## 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
Sept 9	Introduction	
Sept 16	Interpersonal Relationships	Chapter 1 <b>Lab #1 due</b>
Sept 23	Communication & the Self	Chapter 2 <b>Quiz #1</b>
Sept 30	Perception	Chapter 3 <b>Quiz #2</b>
Oct 7	Emotions	Chapter 4 <b>Lab #2 due</b>
Oct 14	Language	Chapter 5 <b>Quiz #3</b>
Oct 21	Nonverbal Communication	Chapter 6 <b>Lab #3 due</b>
Oct 28	<b>MIDTERM (chapters 1-6)</b>	
Nov 4	Listening	Chapter 7 <b>Transcript #1</b>
Nov 11	<b><i>Remembrance Day</i></b>	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Nov 18	Communication & Relational Dynamics	Chapter 8 <b>Quiz #4</b> <b>Transcript #2</b>
Nov 25	Improving Communication Climates	Chapter 9 <b>Lab #4 due</b>
Dec 2	Managing Interpersonal Conflict	Chapter 10 <b>Quiz #5</b> <b>Lab #5 due</b>
Dec 9		Test <b>Lab #6 due</b>

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>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Lab assignments (four out of six labs)	20%
Quizzes (highest four out of five)	20%
Tests (midterm and test)	45%
Transcription projects (5% each)	10%
Participation	5%
<b>TOTAL</b>	<b>100%</b>

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) 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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The ability to implement communication theory into practice is the primary objective of this course. In order to accomplish this, students will complete readings from the text, participate in class discussions, and practice new skills in a series of structured exercises involving pairs and small groups.

Class time will be divided among lecture (theory), group activities (application) and course exercises (skill development). See schedule on previous page

**I. Quizzes** **20%**

A short quiz will be given after one or two chapter readings. Quizzes ensure students keep up with the text material. **There are NO make-up quizzes.** The highest four of five quiz marks comprise twenty percent of the final mark. A student may miss one quiz without their grade being affected. Quizzes are comprised of ten questions – multiple choice, T/F, and/or matching questions.

**II. Tests** **45%**

The midterm and test make up forty-five percent of the final grade. The midterm is worth 27% of the final grade and the test is worth 18% of the final grade. Both tests are comprised of multiple choice, T/F, matching questions, short answer questions, questions based on applied exercises and class activities. Tests provide an opportunity for students to demonstrate their conceptual understanding of course content. The midterm covers material in chapters one through six. The test covers chapters seven through ten.

**III. Transcription Projects** **10%**

Working in groups of three, students will participate in a 5 minute listening exercise. Students will record their dialogue, transcribe the dialogue and then write an analysis of the dialogue. There will be two transcription projects in the term; each worth 5%.

**IV. Lab Assignments** **20%**

(5% each. Students complete FOUR of the six available labs)

Purpose: To apply the skills and ideas of the course content

Length: 400 words (include a word count)

Due: at the start of class Labs must be typewritten.

***DO NOT submit more than 4 labs.***

**V. Participation** **5%**

Participation includes behavior that demonstrates a commitment to the course. This includes: respectful behavior and conduct towards others, attentiveness, attendance, and engagement with the course content. V.

**Late Assignments**

Late assignments will be penalized 3% per day. Assignments submitted more than a week after the due date will not be accepted unless there is a documented reason for the late submission and the student communicated with the instructor in a timely fashion.

**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/>.

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>
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.

## 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](http://camosun.ca/services/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 250-3703841

### 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.