

COURSE SYLLABUS



COURSE TITLE: **PSYC-154: Interpersonal Skills**

CLASS SECTION: 004

TERM: 2024W

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture

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

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

NAME: Marty Donatelli

EMAIL: donatellim@camosun.bc.ca

PHONE: 250-370-3220

OFFICE: Paul 220

HOURS: Monday and Wednesday 11am – 12:00 noon. Fridays 12 noon – 1pm Or by appointment

CALENDAR DESCRIPTION

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

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

1. Interplay by Adler, Rosenfeld, Proctor and Winder. 2020 5th. Canadian Edition (or 4th Cdn edition)
Or if you prefer you can get a Digital version:
https://www.campusbookstore.com/integration/AccessCodes/default.aspx?bookseller_id=290&Course=PSYC+154-003%2c+004%2c+005&frame=YES&t=permalink

2. Psyc 154 Coursepack

3. Webpage for the course is on D2L (Go to Camosun.ca and click on 'D2L' at the top)

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

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor. 4.5, 3.5, 3.5

| WEEK | TOPIC | Required readings | Written Assignments |
|------|-----------------------------|--|---------------------|
| 1 | Introduction | Ch 1 but <u>not</u> 22-28, (4 th ed. <u>not</u> , 22-27) | |
| 2 | Beliefs | pp. 40-53 (4 th ed. pp 40-54) | |
| 3 | Perception | Ch 3 | |
| 4 | Emotions | Ch 4 | |
| 5 | Diversity | pp. 22-28(culture), 90-95(perception), 198-203(language), 216-217 (nonverbal), 250-252(intimacy), 321-323(conflict) (4 th ed. pp. 22-27, 95-101, 207-213, 226, 263-267, 340-343) | |
| 6 | Test #1 Feb 7 th | | |
| 7 | | Feb 19-23 reading break, no classes | |
| 8 | Listening | Ch 5 | |

| WEEK | TOPIC | Required readings | Written Assignments |
|------|---------------------------------------|---|--|
| 9 | Verbal | Ch 6 & 61-78, Not 198-204 (4th ed. Ch6, & 61-79 Not 207-213) | |
| 10 | Nonverbal | Ch 7 | |
| 11 | Test #2 Mar 13th | | |
| 12 | Development and Change | Ch 8 | Listening skills Mar 20th |
| 13 | Positive aspects | (April 1 college closed) | |
| 14 | Challenges | Ch 9 and 10 | Course Impact Due Apr 12th |
| | Test #3 | To be scheduled during the final exam period | |

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

| DESCRIPTION | WEIGHTING |
|--|--------------------|
| Tests Students will complete three non-cumulative tests. They will be composed of multiple choice and short answer questions. The third test will be scheduled during the final exam period. | 65% (25,20,20%) |
| In-class assignments In class requiring personal reflection or illustrating various theories and concepts will be assigned and completed throughout the course. In class activities can only be completed in class, therefore attendance is extremely important. | 15% |
| Application Papers/Written assignments (2) Students will reflect on, analyze, and describe their own interpersonal experiences. This includes applying course content and skills to their lives. Late papers are penalized 5% per day. No papers will be accepted 1 week after their due date. Submit papers via D2L drop box unless otherwise specified. See last page for details | 15% |
| Practice quizzes These appear on the D2L website and are completed on a weekly basis. Students are responsible for ensuring completion prior to the deadlines. | 5% |
| TOTAL | 100% |

Grading system

| Percentage | Grade | Percentage | Grade |
|------------|-------|------------|-------|
| 90-100 | A+ | 70-72 | B- |
| 85-89 | A | 65-69 | C+ |
| 80-84 | A- | 60-64 | C |
| 77-79 | B+ | 50-59 | D |
| 73-76 | B | 0-49 | F |

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

Lecture Attendance

Students are expected to attend all classes and be on time. If you miss a class, it is your responsibility to acquire all information given during that class, including notes, hand-outs, changed exam dates, announcements, etc.

Technology

Exams:

No electronic devices are allowed during exams. This includes, but is not limited to; computers, electronic dictionaries, electronic translators, cell phones, tablets, and other personal electronic devices.

Class:

Student's use of laptops/tablets in class is restricted to note taking. Students using their laptops/tablets for other purposes will have their laptop privileges revoked.

All cell phones must be turned off and put away during class (Unless prior permission is obtained).

Students may not use recording devices in the classroom without prior permission of the instructor. Should permission for recordings be granted, these recordings are for the student's personal use only, and distribution of recorded material is prohibited.

Exam Procedures

All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL (Centre for Accessible Learning). It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be offered at the discretion of the instructor, provided the student: a) notifies the instructor in advance of the exam (not after), and b) provides documented evidence of the circumstance (e.g. medical certificate).

If an exam is missed with an excused absence, it is up to the instructor's discretion as to how the mark will be made up.

Be sure not to make travel plans for the end of semester until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets.

Studying

You should plan on a weekly minimum of 6 hours outside of scheduled class time for the completion of readings, assignments, and for general studying.

Reviewing, filling out, and editing your lecture notes right after class is recommended.

Contact the instructor to clarify any confusing concepts.

Distributed studying has been proven to be far more effective than massed practice (cramming).

Testing yourself on the material (answering questions) is far superior to simply rereading notes/textbook.

FAQ

If I get a grade on an assignment or test I don't like can I redo it? No

Can I do the in-class assignment on my own at home? No

Can I do extra work to improve my grade? No

Can I just have more marks/percentage points to bump up my grade? No

Will the instructor remind of us of due dates for upcoming assignments and tests throughout the semester?

No

Can I hand in work late without receiving a penalty? No. Late work is penalized 5% per day

Will you tell us what's on the test? No

If I complete an assignment and hand it in on time am I guaranteed to receive 100%? No

Can I use somebody else's words or ideas and claim they are mine? No, absolutely not. This is plagiarism and you will receive an F on the assignment, or an F in the course, or expulsion from the college, or all three.

Do I have to email/inform my instructor if I am going to miss a class? No, this is not required. But you may want to contact the instructor just to make sure there wasn't any important announcements about or changes to the course. Otherwise it is your responsibility to find out what happened in that class from another student or the instructor.

Do I have to share personal information about myself if I'm uncomfortable doing so? No

What is your expectation about sharing information in class? Students are encouraged to share information about themselves as relevant to the course. The expectation is that students will not share personal information learned about other people/students. As well, students must be aware that this is a public venue and confidentiality cannot be assured.

Will you be covering material in class that is not in the textbook? Yes

Can I use somebody else's words or ideas if I properly quote or cite the source? Yes

If I ask, will the instructor help me with the course requirements? Yes (but he won't do them for you)

Can I get feedback on written work from the instructor before I hand it in? Yes (general review. Submit at least 48 hrs before due date)

Can I get accommodation if I'm sick or experienced an emergency? Yes, if you have proper documentation.

If I choose to, can I withdraw from the course or switch to audit? Yes – prior to the change/audit date

If I am not clear on why I got the grade I did can I talk to the instructor? Yes, please do.

Can I talk to my instructor if I am unclear on what is expected for an assignment or course requirement? Yes

I missed last class. Did I miss anything important? Yes (It is your responsibility to ask a classmate to photocopy their notes)

Please come and see me during office hours if you need extra clarification and help.

No work will be accepted after 4:00 p.m. on April 19th

SCHOOL OR DEPARTMENTAL INFORMATION

Important Dates

See camosun.ca/dates

STUDENT RESPONSIBILITY

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

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.

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 | http://camosun.ca/advising |
| Accessible Learning | http://camosun.ca/accessible-learning |
| Counselling | http://camosun.ca/counselling |
| Career Services | http://camosun.ca/coop |
| Financial Aid and Awards | http://camosun.ca/financialaid |
| Help Centres (Math/English/Science) | http://camosun.ca/help-centres |
| Indigenous Student Support | http://camosun.ca/indigenous |
| International Student Support | http://camosun.ca/international/ |
| Learning Skills | http://camosun.ca/learningskills |
| Library | http://camosun.ca/services/library/ |
| Office of Student Support | http://camosun.ca/oss |
| Ombudsperson | http://camosun.ca/ombuds |
| Registration | http://camosun.ca/registration |
| Technology Support | http://camosun.ca/its |
| Writing Centre | http://camosun.ca/writing-centre |

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

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. To contact the Office of Student Support: 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.

5, e, 4 ½, e, 3 ½ = 14

4, e, 3 1/2 , e, 3 ½ = 12

4, e, 4 1/2 , e, 3 ½ = 13

Written Assignments

Purpose: For the student to experience and reflect on the skills and ideas of the course.

Marks will be based on accuracy, completeness, and especially depth of reflection/analysis.

Double spaced. Include a title page.

Submission: drop box in the class's D2L page by 4pm of due date

Late assignments are penalized 5% per day. No work will be accepted 1 week following the due date.

Feedback. If you'd like to get general feedback on your paper before final submission bring me a copy 48hrs or more beforehand and I will go over it with you.

1. Listening skills (10%)

Recorded conversation:

Audio record a 10-minute (continuous) conversation between you and a friend where you demonstrate your listening skills. (It might take more than one attempt)

Get their permission prior to recording. Explain that it is an assignment for this class.

At the beginning of the recording, clearly state your name, and that you are the student in this class.

Select an important topic to discuss and ask for their views first. (Some additional conversation topics are included in the student handbook page 7. Do not simply ask them these questions one after the other.)

During this conversation you will use the most important listening skills in this course: Attention, Minimal encouragers, Paraphrases, and Asking relevant questions. (others may also occur)

At the end thank them for helping you complete this assignment.

You will use a variety of responses in this conversation, but you must use a minimum of 2 full paraphrases. If you do not, you must redo it.

Written report and modified transcript:

Listen to your conversation to complete the report.

Paragraph 1: a short, 1-2 sentence introductory paragraph for this report.

Paragraph 2: write down all of the audible minimal encouragers you used throughout the entire conversation. Then provide a 2-3 sentence analysis on what you notice.

Paragraph 3: 'Paying attention' describe how you did this nonverbally, then discuss your ability to stay mentally focused.

Modified transcript: Write down, in order, each of your substantial responses/key listening skills used in the conversation. Write them out exactly as you said them – not as you wished you had said them.

Give a one sentence general overview of what your partner was saying prior to your substantial response.

Categorize each response. Was it a question, Perception check, paraphrase, empathetic response, supportive response, comment, self disclosure, analysis, advice (avoid these last 2), etc.

Under two of the paraphrases in your transcript provide a one paragraph analysis. Address things like: was it appropriate or not - why, well timed or not - why, how well/poorly you did it, and what could be improved, etc.

Under two of the questions in your transcript provide a one paragraph analysis: Address things like: was it appropriate or not - why, sensitive, relevant, well timed or not - why, how well/poorly you did it, and what could be improved, etc. Do not simply answer each of these – write a coherent paragraph.

Final paragraph(s): Comment on other shortcomings you noticed and what you should have done to correct them. Provide a general reflection on your overall listening skills.

Submit the audio file (MP3), and the modified transcript/written report (no .pages format please) into the D2L drop box.

2. Course impact (5%)

Select 2 or 3 facts, ideas, values, skills, or concepts (page 6 of your student handbook provides a partial list) you have learned in this course that are the most meaningful/important to you. The questions below are to stimulate your analysis/reflection. What specific skills that have been most useful to you? What has the impact been on your thoughts, feelings, beliefs, values, actions, etc.? Why has it been so impactful? Concretely describe specific changes in your behaviours or relationships as a result of these ideas, skills. Do not simply answer each of these questions in your report. They are offered to stimulate your thinking. Write a coherent paper. What you need to express should drive the paper. Length 400-500 words. Include a word count at the end.