

COURSE SYLLABUS



COURSE TITLE: PSYC-154: Interpersonal Skills

CLASS SECTION: 007

TERM: Fall 2023

COURSE CREDITS: 3

DELIVERY METHOD(S): Face-to-face lecture with supplemental materials on D2L

Lectures are Tuesdays 2:30pm – 5:20pm in Centre for Health and Wellness (CHW) room #339.

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](#).

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: Dr. Maxine Crawford

EMAIL: crawfordm@camosun.ca

OFFICE: CHW building #312/317

HOURS: Tuesdays 1:30pm-2:30pm

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

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

Textbook: *Interplay: The Process of Interpersonal Communication* by Adler, Winder, Rosenfeld, and Proctor II, 2020. 5th Canadian Edition. The e-book can be purchased through the Camosun bookstore.

If you use an earlier edition, you are responsible for tracking the differences between the textbooks.

Supplemental information will be posted on D2L.

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.

WEEK	READINGS		DELIVERABLES
September 5 th	Chapter 1	Course Introduction & Interpersonal Process	
September 11 th	Chapter 2	Communication and the Self	
September 18 th	Chapter 3	Perceiving Others	
September 25 th		Exam 1	Exam 1
October 3 rd	Chapter 4	Emotions	Assignment #1
October 10 th	Chapter 5	Listening	
October 16 th	Chapter 5	Listening	
October 23 rd	Chapter 6	Language	
October 30 th	Chapter 7	Non-Verbal Communication	Assignment #2
November 6 th		Exam 2	Exam 2

WEEK	READINGS		DELIVERABLES
November 14 th	Chapter 8	Interpersonal Relationships	
November 20 th	Chapter 9	Communication Climate	
November 27 th	Chapter 10	Managing Conflict	Assignment #3
December 4 th		Exam 3	Exam 3

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
Participation: Class attendance and active participation is expected.	5%
Assignments: Three assignments that require you to critically apply concepts from the textbook and lectures. The first two assignments are worth 13% each, and the third assignment is worth 15%.	41%
Exams: Three exams that cover all lecture materials, textbook, and assigned readings and videos. Each exam is worth 18%.	54%
TOTAL	100%

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

- All students are expected to follow the College's Student Conduct Policy.
- The Course Schedule above lists the specific dates for when assignments and exams are due. There are no make-up assignments or exams for this course. Missed exams will result in a zero for the exam if you have not arranged another date with your instructor. If you have a conflict for an exam, you must inform your instructor **at least 24 hours BEFORE** the exam.
- Assignments will be accepted for up to one week past the due date and will receive a 5% deduction for each day late. Exceptions may be granted at the discretion of the instructor for demonstrated cases of hardship or extenuating circumstances.
- Assignments that are copied from other students or plagiarized from other sources will result in 0% for all students involved. Please ensure that you are familiar with your responsibilities as a student regarding Academic Integrity and plagiarism.

- Students may NOT use recording devices in the classroom without prior permission of the instructor. Recordings made in class are for the student’s personal use only and distribution of recorded material is prohibited. This pertains to lecture recordings and online sessions.

Important Dates:

Drop date with 80% tuition refund is September 11th, 2023.

Drop date without academic penalty is December 9th, 2023.

SCHOOL OR DEPARTMENTAL INFORMATION

Camosun Psychology Club - Everyone interesting in discussing psychological questions/problems is welcome! For further information, please contact the Student Society's Club's Coordinator, Tagg Kelt: keltt@camosun.ca
 Journal of Camosun Psychology Research – Contact your Psychology Instructor to discover how to publish research in it. <https://cc.arcabc.ca/islandora/object/cc%3Apsycjournal>

American Psychological Association - The hub of our discipline. <https://www.apa.org>

Canadian Psychological Association - The Canadian hub of our discipline. <https://cpa.ca/>

Co-operative Education & Career Services - Learn about how to access a co-op experience for your career. <https://camosun.ca/services/co-operative-education-and-career-services/contact-co-operative-education-and-career>

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

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](#) (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 Integrity course can be found in D2L under the Discover Tool.

<https://camosun.libguides.com/academicintegrity>

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.