

# COURSE SYLLABUS



COURSE TITLE: PSYC-154: Interpersonal Skills  
 CLASS SECTION: RH10 Belmont Secondary School  
 TERM: Fall 2023  
 COURSE CREDITS: 3  
 DELIVERY METHOD(S): Lecture; In-person

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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## INSTRUCTOR DETAILS



NAME: Carrie Kobelsky, MSc. (she/hers)

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

OFFICE: Online (Zoom via D2L)

HOURS: Tuesday after class (by request) or by appointment via email; will meet in classroom or on Zoom

WEBSITE: <https://online.camosun.ca/d2l/home/266447> (our D2L site)

- To access D2L click on 'D2L' at the top right
- Log in with C number and password, click on PSYC 154

*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.*

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## 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

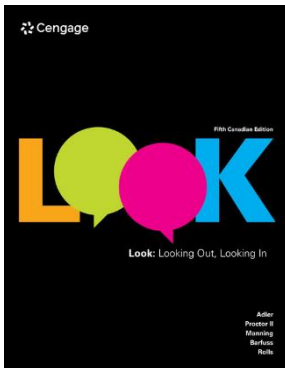
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Upon completion of this course a student will be able to:

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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### (a) Textbook (required)

Adler, R. B.,Rolls J. A., & Proctor II, R. (2023). *Looking Out, Looking In* (5<sup>th</sup> ed.). Cengage.

A copy of the textbook will be provided by your classroom teacher.

## 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	DATE	ASSIGNMENTS/DEADLINES	CHAPTERS
1	Sept 4-8		Welcome and Introduction
2	Sept 11-15		Ch. 1: Interpersonal Communication Ch. 2: Communication and the Self
3	Sept 18-22		Ch. 2 cont'd Ch. 3: Perception
4	Sept 25-29	Guided Reflection #1 due Friday, Sept 29 by 10pm on D2L	Ch. 3 cont'd Ch. 4: Emotions
5	Oct 2-6		Ch. 4 cont'd
6	Oct 9-13	<b>Exam 1 (Ch. 1, 2, 3, 4) Tues Oct 10</b>	Ch. 5: Language
7	Oct 16-20		Ch. 5 cont'd Ch. 7: Nonverbal Communication
8	Oct 23-27	Guided Reflection #2 due Fri, Oct 27 by 10pm on D2L	Ch. 7 cont'd Ch. 8: Listening
9	Oct 30-Nov 3		Ch. 8 cont'd
10	Nov 6-10	<b>Exam 2 (Ch. 5, 7, 8) Tues Nov 10</b>	Ch. 8 cont'd Ch. 9: Communication in Relationships
11	Nov 13-17	Listening Assignment due Fri, Nov 17 by 10pm on D2L	Ch. 9 cont'd
12	Nov 20-24		Ch. 10: Communication Climates
13	Nov 27-Dec 1	Guided Reflection #3 due Fri, Dec 1 by 10pm on D2L	Ch. 10 cont'd Ch. 11: Collaboration and Conflict
14	Dec 4-8	<b>Exam 3 (Ch. 9, 10, 11) Thurs Dec 7</b>	Course Wrap-up

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
Exams (3 non-cumulative exams x 15% each)	45%
In-class participation	25%
Guided reflection activities (best 2 of 3)	20%
Active Listening Assignment	10%
<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>

## BREAKDOWN OF STUDENT ASSESSMENT

**Exams (3 exams x 15% each) = 45% of final grade**

You will write **three in-class exams**. Exams are non-cumulative, which means they will only cover material since the previous exam. **All course material is testable** (i.e., lectures, chapter readings, in-class activities). The format of all three exams will be multiple choice and short answer and will take place during class time.

*What to do if I miss an exam due to illness?*

Contact me ([kobelskyc@camosun.ca](mailto:kobelskyc@camosun.ca)) as soon as possible and a make-up exam will be scheduled. Please note that the make-up exam differs from the exam provided in-class.

*What to do if I require special arrangements for exams due to a disability?*

Arrangements will be made with your classroom teacher prior to exams. Please be sure to let us know if you require any accommodations.

**In-class Participation = 25% of final grade**

As this course is on communication, we will be completing participation activities **in class**. These participation activities are intended to reinforce the lecture material, provide interactive examples of concepts, and allow students to connect to the material through personal experience. All participation activities are graded as satisfactory/unsatisfactory, and no makeup participation points will be provided. You must be present in-class for at least 80% of the activities to achieve the full 25%. Additional information on participation points will be provided in class and on D2L.

**Guided Reflection Activities (best 2 of 3) = 20% of final grade**

Guided reflection activities will require you to reflect on and critically evaluate course materials. You will be asked to integrate textbook and course material in a concise manner and write brief statements in response to written prompts. Guided reflections will be provided through the Discussions feature on D2L and will be provided at least one week in advance of the due date. Please note that no makeup guided reflection activities will be provided. If you miss a guided reflection activity (including due to illness), it will be the lowest grade dropped from your final mark. Additional information will be provided in class and on D2L.

### **Active Listening Assignment = 10% of final grade**

Listening is a skill that is often underrated within communication. In groups of three, students will explore the roles of speaker, listener, and observer in an interaction. You will be asked to complete an interaction, transcribe the interaction, and answer several questions. Assignments will be graded using both group and an individual mark. Additional information will be provided in class and on D2L.

### **COURSE GUIDELINES & EXPECTATIONS**

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Part of my role in this course is ensuring that students are succeeding! If you have questions about the course material, please ask me during class, contact me via email, attend office hours, or arrange for a one-on-one meeting (in-person or online).

#### **What Students can Expect from Me**

- **I'm available to help!** I am very responsive to email, expect an answer from me within 24 hours (excluding weekends). Sometimes I will ask for an in-person or online meeting as it can be challenging to convey information over email. If you do not hear a response from me, please send a gentle reminder email. **It is better to contact me earlier in the term rather than later if you are struggling so we can work on an education plan together.**
- **\*NOTE:** Please DO NOT email me through D2L, as emails do not always make it to my inbox.
- All course material will be provided in D2L. This includes lecture slides, additional readings, assignment details, some participation activities, and all quizzes. Materials will be released on a per-chapter basis
- I will give and receive feedback. I will provide comments and feedback on the guided reflection activities and am happy to meet with you to discuss the feedback. I'm also open to receiving constructive feedback about your experiences within the course.

#### **What I Expect from Students**

The main expectation I have of students is that you dedicate time to this course. This can be done in several ways:

- Attend all class sessions, when possible, **on time** (but please do not attend class if you are ill)
- Manage your time → dedicate time to course readings, studying, and assignments
- Check the D2L page often → all course materials will be provided on D2L
- Provide constructive feedback → let me know if certain formats are not working well for you, if you are interested in certain topics, or if you are not interested in some topics
- Let me know if you have any special circumstances → we all learn in different ways and with varying degrees of success. **If you find that you are struggling in the course, contact me and we can work towards a solution.**
- Conduct yourself appropriately during class → this includes listening to and interacting with others in a respectful manner. We are all very diverse and have different values, beliefs, and opinions. Within this course, we will aim to approach topics in psychology with a scientific, critical mind.

## SCHOOL OR DEPARTMENTAL INFORMATION

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### Camosun Psychology Club Information

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](mailto:keltt@camosun.ca)

### 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>

### Journal of Camosun Psychology Research

Discover how to publish research. <https://cc.arcabc.ca/islandora/object/cc%3Apsycjournal>

### American Psychological Association

The hub of our discipline <https://www.apa.org>

## 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>

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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>

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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](#) (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.