

COURSE SYLLABUS



COURSE TITLE: PSYC-154: Interpersonal Skills

CLASS SECTION: X09

TERM: Fall 2023

COURSE CREDITS: 3

DELIVERY METHOD(S): In Class at the Saanich Adult Education Center

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](#).

INSTRUCTOR DETAILS

NAME: Arloene Burak, M.Sc., R.C.C.

EMAIL: BurakA@camosun.bc.ca

OFFICE: T.B.D.

HOURS: Half hour before and after class

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

Adler, R.B & Proctor II, R.F. (2023), *Looking Out, Looking In, 5th Canadian Edition*. Nelson Publishing: Toronto, Ontario. This text can be purchased as a book or e-book.

- MindTap is optional.

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 or DATE RANGE	ACTIVITY or TOPIC
September 11th September 14th	Welcome & Introduction to the course! Self-Care Vision Board Exercise
September 18th September 21st	A First Look at Interpersonal Communication (Chapter 1) Communication and Identity: Creating and Presenting the Self (Chapter 2)
September 25th September 28th	Communication and Identity: Creating and Presenting the Self (Chapter 2) Perception: What You See Is What You Get (Chapter 3)
October 2nd October 5th	No Class: College Closed for National Day for Truth and Reconciliation Perception: What You See Is What You Get (Chapter 3)
October 9th October 12th	No Class: College Closed for Thanksgiving Quiz #1 (Ch. 1, 2, & 3)
October 16th October 19th	Emotions: Feeling, Thinking, and Communicating (Chapter 4) Emotions: Feeling, Thinking, and Communicating (Chapter 4)
October 23rd October 26th	Language: Barrier and Bridge (Chapter 5) Language: Barrier and Bridge (Chapter 5)
October 30th November 2nd	Nonverbal Communication: Messages beyond Words (Chapter 7) Nonverbal Communication: Messages beyond Words (Chapter 7)
November 6th November 9th	Quiz #2 (Ch. 4, 5, & 7) Listening: Being Present, Mindful, and Engaged (Chapter 8)
November 13th November 16th	No Class: College Closed for Remembrance Day Listening: Being Present, Mindful, and Engaged (Chapter 8)
November 20th November 23rd	Communication and Relational Dynamics (Chapter 9) Communication and Relational Dynamics (Chapter 9)

WEEK or DATE RANGE	ACTIVITY or TOPIC
November 27th November 30th	Group Presentations Group Presentations
December 4th December 7th	Improving Communication Climates (Chapter 10) Quiz #3 (Ch. 8, 9, & 10) Reflection Journal Due

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 noticed 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
Quizzes (3 Quizzes)	There will be three quizzes in this course corresponding to the textbook, lecture PPT slides, and videos (see class schedule for dates). Of the three quizzes, the lowest grade will be dropped. Students are required to complete all three quizzes. Quizzes will consist of multiple choice and short answer questions.	50%
In Class Participation & Assignments	As an interpersonal relations course, an important part of learning involves exploration of material through class discussion and exercises. Approximately once or twice a week a short assignment will be completed within class with the purpose of applying the skills and ideas of the course. Students will have the option to work in pairs and/or groups of three. These short assignments will be graded as satisfactory or unsatisfactory. It is important that students have read the assigned chapters before class and feel prepared to share their thoughts on the material and to work on in-class activities. Students are expected to attend at least 80% of the class to receive full marks. There will be no opportunities to make up these points as you can occasionally miss a class and still receive the full 100%.	15%

DESCRIPTION		WEIGHTING
Reflection Journal	Students will keep a journal with one entry per week, in response to the topics covered in the class, TO A MINIMUM OF 10 ENTRIES. Journal entries should be approximately 100 words, either typed (double-spaced) or handwritten and can also include artwork. Reflection journals are an opportunity to describe one's reactions to the topics and critique one or two points. Specific reflection questions will be offered in class and students will be invited to reflect on and integrate the concepts with their personal experience. The journals will be due on the last day of class on December 7 th . As an option, please select "Assignments" from the My Tools drop down menu in D2L to submit your reflection journal online.	15%
Group Project	In teams of 2 to 3 students, there will be an opportunity to share with others a meaningful topic related to the course. To illustrate the aspect of interpersonal communication, teamwork, role plays, and class activities will be an essential part of the presentation. Presentation details will be discussed in class and guidelines will be provided on the course site as well as opportunities to explore different ways of representing knowledge. Groups will be formed during the middle of the semester and time in class will be devoted to group work.	20%
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

PSYC 154 will begin September 11th and end December 7th. This course provides an examination of theory on interpersonal communication and an opportunity to implement the theory into practice. Students will explore material during lectures as well as practice specific skills in a series of structured exercises involving pairs and groups in a safe, culturally relevant, and supportive environment. At the completion of this course, students should have an increased understanding of communication theory as well as the opportunity to develop effective interpersonal skills and self-awareness.

Please note that **LATE WORK WILL ONLY BE ACCEPTED IN EXTREME CASES. PLEASE SCHEDULE YOUR TIME TO MEET ALL DUE DATES. You must contact me in advance if you are unable to meet a deadline.**

SCHOOL OR DEPARTMENTAL INFORMATION

The PSYC 154 Website will be accessible through the Camosun Desire2Learn (D2L) system. This site includes an online copy of the course outline, PowerPoint course notes and lecture slides,

assignments, videos, and other course information (<http://online.camosun.ca/>). To access the course material, click on the **My Tools** tab drop down menu and then on **Content**. Each week of the semester covers a module including the assigned chapter from the textbook and the corresponding videos. Reading the textbook is essential.

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 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.