



## COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/crim.html>

Ω Please note: the College electronically stores this outline for five (5) years only.  
 It is **strongly recommended** you keep a copy of this outline with your academic records.  
 You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

### 1. Instructor Information

(a)	Instructor:	Kelli Moorhouse		
(b)	Office Hours:	M / W 12:30 to 1:20; T/TH 9:30 to 10:20 and 11:30 to 12:20		
(c)	Location:	Young210A		
(d)	Phone:	3370	Alternative Phone:	
(e)	Email:	Moorhouse@camosun.bc.ca		
(f)	Website:			

### 2. Intended Learning Outcomes

(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

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

1. Demonstrate effective interpersonal skills (attending, encouragers, paraphrase, reflection of feeling, empathy, summarizing, questioning, concreteness).
2. Develop and maintain effective process recordings based on information collected from role plays.
3. Demonstrate effective interpersonal skills with an emphasis on the need for and use of approaches for diffusing anger, hostility or resistant behaviour, and with an accurate awareness of personal strengths and challenges.
4. Explain the use of different interpersonal skills in a variety of situations and contexts.

### 3. Required Materials

- ✓ Moorhouse, K. (2016) Course Reader: CRIM 204 CJ Interpersonal Skills
- ✓ Recordable device such as a DVD or USB (that you can submit for grading purposes)
- ✓ Access to a camcorder or similar audio/video recording device

### 4. Course Content and Schedule

(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

September 6	(Tuesday)	Introductions
September 8	(Thursday - Lab)	Establishing Your Baseline
September 13	(Tuesday)	Introduction to Communication / Be an Active Listener
September 15	(Thursday - Lab)	Attending Skills (SOLER and Silence)
September 20	(Tuesday)	Attending Skills (Interview Model and Encouragers)
September 22	(Thursday - Lab)	Practice (SOLER, Encouragers and Stages 1 and 2)
September 27	(Tuesday)	Attending Skills (Paraphrasing)

September 29	(Thursday - Lab)	Practice Paraphrasing
October 4	(Tuesday)	Attending Skills (Reflecting Feelings)
October 6	(Thursday - Lab)	Practice Reflection of Feeling
October 11	(Tuesday)	Attending Skills (Empathy and Summarizing)
October 13	(Thursday - Lab)	Practice Empathy and Summarizing
October 18	(Tuesday)	Structuring Your Interview / Practice
October 20	(Thursday)	Interview your Client
October 25	(Tuesday)	Searching for Meaning (Using Questions)
October 27	(Thursday)	Practice Using Questions
November 1	(Tuesday)	Using Questions to get Concreteness
November 3	(Thursday - Lab)	Motivational Interviewing
November 8	(Tuesday)	Observing Nonverbal Behaviour
November 10	(Thursday – Lab)	Observing Nonverbal Behaviour
November 15	(Tuesday)	Set up Skills Test #2 / Communication Climate
November 17	(Thursday – Lab)	Interview your Client
November 22	(Tuesday)	Communication Climates
November 24	(Thursday - Lab)	Communication Climates
November 29	(Tuesday)	Communication Climates (Resistance)
December 1	(Thursday - Lab)	Debrief on Skills Test #2
December 6	(Tuesday)	Summary and Conclusions
December 8	(Thursday)	Wrap Up

## 5. Basis of Student Assessment (Weighting)

*(This section should be directly linked to the Intended Learning Outcomes.)*

- (a) Assignments
- (b) Quizzes – 20%
- (c) Exams – 65%
- (d) Other (e.g., Attendance, Project, Group Work) – 15%

## 6. Grading System

*(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)*

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
------------	-------	-------------	-------------------------

90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. <i>(For these courses a final grade will be assigned to either the 3<sup>rd</sup> course attempt or at the point of course completion.)</i>
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

### ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED

#### Instructional Policies

#### ASSIGNMENTS AND DEADLINES

Students having a legitimate concern about meeting the due dates for two competency tests (Skills Tests #1 or #2) should consult with the instructor well in advance (a minimum of 72 hours before deadline).

#### WRITTEN ASSIGNMENT REQUIREMENTS

All critiques must be typed and formatted with APA style (font, size, margins, line spacing). See the guideline for academic papers outlined in the CJ Writing Reference Manual.

## **COURSE COMPLETION REQUIREMENTS**

The Baseline Skills Interview and the two Skills Tests must be completed to earn a passing grade in this course.

## **STUDENT CONDUCT POLICY (CAMOSUN COLLEGE)**

Camosun College's conduct policy is found at <http://camosun.ca/learn/calendar/current/pdf/academic-policies.pdf> (starts on page 19). It is your responsibility as a student to be very familiar with this policy.

The consequences for academic dishonesty, cheating, plagiarism, or behaving inappropriately include failure of an assignment, failure of a course, removal from a program, expelled from Camosun College, or even criminal charges.

Inappropriate Student Conduct: Any conduct that has the effect of disrupting the learning environment or that is a threat, or perceived to be a threat, to the safety of other students, staff, and faculty, whether conducted on or off campus. See "Examples of Unacceptable Student Conduct".

### **Attendance**

I encourage you to attend every class. There are in class practice assignments and quizzes that are tied to content we cover in our face to face time. These assignments cannot be completed out of class, nor can the quizzes be written at other times.

When you miss these skill-based classes you are at a disadvantage for the practice sessions as well. I think it is unfair to have your classmates teamed with you if you do not know what is expected.

### **Our Classroom: A "Community of Learners"**

In this course you are given the opportunity to develop your interpersonal communication skills. Effective communication skills are essential in your personal life and professional roles. They are the foundation skills necessary to grasp client problems, hear the voice of your community members, motivate your clients, interview effectively, manage emotions, resolve conflict, and manage crises.

Role plays and more role plays. Why do we use role plays? We learn skills through practice. We need to understand the skills cognitively and then we need to practice them interpersonally. They need to become natural for us to be effective and competent. Practice is essential.

The challenges of role playing: it can feel fake! When you are in the role of the client or the person with the problem, you may need to challenge yourself to think reflectively of what this client might be feeling, thinking and doing. This is an opportunity for you to enhance your empathic skills. The more authentic you try to be, the better helping experience your classmate will have as they practice their skills. Similarly, we have a lot to offer each other in the form of feedback. We do not typically work in isolation in the justice field so giving and receiving feedback will enhance your capacity as a reflective practitioner.

### **Be Fully Engaged in your Learning (Bonus Marks)**

Positive reinforcement is a necessary behaviour management tool when helping people meet the conditions of their probation or parole orders. You can earn the opportunity to improve your overall course letter grade by "giving up" your phone for the duration of each class.

You will earn one point for each time you sign in and leave your phone on a table for the duration of the class. This is voluntary. However, if you choose to have your phone with you, then it still must be "out of site" (in a bag/pocket). I understand that you may need to have your phone with you for a personal reason. If it is in site, I will take it away (punishment).

You can earn a maximum of 27 points (3%). This excludes our first class.