



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 2:30 to 3:30 Tues 12:30 to 1:30		
(c)	Location:	Young 210A		
(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. (2017) Course Reader: CRIM 204 CJ Interpersonal Skills
- Recordable device such as a USB (that you can submit for grading purposes)

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.)

- ✓ Creating a Climate for Learning Skills and the Importance of Confidentiality
- ✓ Process of Communication
- ✓ Principles and Misconceptions
- ✓ Effective Communicators
- ✓ Active Listening
 - ✓ The Toolkit Skills of Attending
 - ✓ Visibly Tuning In (SOLER)
 - ✓ Silence
- ✓ Introduce a basic Interview Model
 - Door Openers
- ✓ Encouragers (verbal and nonverbal)
- ✓ Paraphrasing
- ✓ Paraphrase and Reflection of Feeling
- ✓ Example Interview

- ✓ Observing Verbal and nonverbal feelings
- ✓ Feelings
- ✓ Reflection of Feelings
- ✓ Empathy
- ✓ Summarizing
- ✓ The Art of Asking Questions
- ✓ Essential Questions: Some Options
- ✓ Useful questions for motivational interviews
- ✓ Forward focused questions
- ✓ Questioning Pitfalls
- ✓ Practice
- ✓ Concreteness
- ✓ Motivational Interviewing
- ✓ Why Learn about Nonverbal Communication?
- ✓ The Challenge of Interpreting Nonverbal Messages
- ✓ Understanding nonverbal communication codes
- ✓ Interpreting nonverbal communication
- ✓ Improving your Skill in Interpreting nonverbal messages
- ✓ What is communication climate
- ✓ How Communication Climates Develop
- ✓ Creating Positive Climates
- ✓ Transforming Negative Climates
- ✓ Assertiveness and I statements
- ✓ Working with resistance
- ✓ Motivational interviewing (an example)
- ✓ Critique: Communication Techniques
- ✓ The Transactional Model of Communication

5. Basis of Student Assessment (Weighting)

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

- (a) Assignments – 40%
- (b) Quizzes
- (c) Exams (Skill based) 60%
- (d) Other (e.g., Attendance, Project, Group Work)

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 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 3rd 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.

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 drop boxed exercises must be typed and formatted with APA style (font, size, margins, line spacing). Place your name and assignment number at the top of the page (no cover page). 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.