



CAMOSUN COLLEGE
School of Arts & Science
Department of Psychology

PSYC-154-006
Interpersonal Skills
Winter 2019 (Jan 7th-April 12th)

COURSE OUTLINE

The course description is available on the web @ <http://camosun.ca/learn/calendar/current/web/psyc.html>

* Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

Instructor:	Maxine Crawford
Office Hours:	By appointment, and a half hour before and after class in office A119.
Phone:	250-826-8006
Email:	crawfordm@camosun.bc.ca
Website:	Go to Camosun.ca and click on 'D2L' (top right). Log in with C number and password, and click on Psyc 154

2. Intended Learning Outcomes

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.

3. Required Materials

(a) Texts: *Interplay* by Adler, Rosenfeld, Proctor and Winder. 2016. 4th. Canadian Edition.

4. Course Content

Effective communication with others comes from a deep understanding of our selves, an empathic understanding of others, and knowledge of the skills and methods for dealing with interpersonal situations. In this course, the students will work at developing self-awareness, study the theory of interpersonal relationships, and practice interpersonal skills in class and in their lives.

The ability to implement communication theory into practice is the primary objective of this course. In order to accomplish this, students will complete readings from the text, participate in class discussions, and practice new skills in a series of structured exercises involving pairs and groups. Class attendance is very important for this course.

5. Basis of Student Assessment (Weighting)

(a) Lab Assignments [20% (4 x 5%) of course grade]

There are 4 lab assignments in this course worth 5% each. Each assignment should be between 300-350 words. For each assignment you will be given a choice regarding what assignment you will do. We will go over the options closer to the due date of the assignments. Your grade will be based on accuracy, completeness, and **depth of reflection and analysis**. Papers are to be submitted to the drop box on D2L by 11pm on the day they are due. **Assignments handed in late will lose 5% for every day they are late.**

(b) Exams [75% (3 x 25%) of course grade]

There are three exams in this course. All tested material will be from the textbook and class lectures. We will discuss the format of each exam prior to the exam. Generally, exams are a combination of short answer and multiple choice questions. There is no cumulative exam for this course.

All exams are to be written on the date specified. If you cannot write a test at the specified date and time, you must: 1) Contact me at least 24 hours before the exam takes place; 2) Have supporting documentation for the absence (e.g. Doctor's note); 3) Write the exam within 5 days of the missed test date.

(c) Participation (5% of course grade)

Participation includes behavior that demonstrates a commitment to the class. This includes: respect for the learning environment; attentiveness and/or listening; attendance; no use of electronic devices; engagement (asking questions, offering comments, etc.); being an effective communicator.

6. Grading System <http://camosun.ca/about/policies/index.html>

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		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 at <http://camosun.ca/about/policies/index.html> 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 are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
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. College Supports, Services and Policies

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 on the College web site in the Policy Section.



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

8. Course Schedule

Please read the chapter **before** you come to class so you understand the concepts and are familiar with the terminology. Pre-reading will improve your performance in class and on exams.

Important dates to keep in mind:

- You can drop the course with tuition refund by January 21st, 2019.
- The last day to withdraw without academic penalty by March 13th, 2019.
- Refer to <http://camosun.ca/learn/fees/#deadlines> for details.

Topic	Readings	Assignments and Exams
Introduction	Chapter 1	
Communication & the Self	Chapter 2	Lab #1: January 18th
Perceiving Others	Chapter 3	Lab #2: February 1st
Emotions	Chapter 4	Exam #1: February 13th
Listening	Chapter 5	
Language (Verbal)	Chapter 6	Lab #3: March 1st
Non-verbal Communication	Chapter 7	Exam #2: March 13th
Interpersonal Relationships	Chapter 8	
Communication Climate	Chapter 9	Lab #4: March 29th
Managing Conflict	Chapter 10	Exam #3: April 10th

You are responsible to pay attention to the due dates for your labs and your exams. Assignments are to be submitted to the drop box on D2L before 11pm on the day they are due. Exams are to be written on the day posted. If you will be absent on exam day you must contact me at least 24 hours before the exam.