



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Department of Psychology**

**PSYC-154-D03**  
**Interpersonal Skills**  
**Fall 2020**

**COURSE OUTLINE**

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

Ω 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**

<b>Instructor</b>	Arloene Burak, M.Sc.
<b>Time</b>	Tuesday 11:00 – 12:20 Online Guest Link for Collaborate: <a href="https://ca.bbcollab.com/quest/59e7ce9cc4e74de5ae730d5eb01b9e5a">https://ca.bbcollab.com/quest/59e7ce9cc4e74de5ae730d5eb01b9e5a</a>
<b>Location</b>	Online
<b>Office Hours</b>	½ hour before and after class or by appointment
<b>Email</b>	<a href="mailto:BurakA@camosun.bc.ca">BurakA@camosun.bc.ca</a>

**Acknowledgement**

Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

**2. Intended Learning Outcomes**

*(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)*

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

<b>Textbook</b>	Adler, R.B & Proctor II, R.F. (2020), <i>Looking Out, Looking In, 4<sup>th</sup> Canadian Edition</i> . Nelson Publishing: Toronto, Ontario. This text can be purchased as a book or e-book. <ul style="list-style-type: none"> <li>• MindTap is optional.</li> </ul> Optional Zoom meeting Office Hours with Chris Adamach, Nelson Publishing on Friday, September 18 <sup>th</sup> , 9:30-10:30 <a href="https://cengage.zoom.us/j/91987423899">https://cengage.zoom.us/j/91987423899</a>
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(b) Other

#### 4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

##### Course Description and Objectives

PSYC 154 will begin September 8<sup>th</sup> and end December 8<sup>th</sup>. This course provides an examination of theory on interpersonal communication and an opportunity to implement the theory into practice. Students will explore material during online and posted lectures as well as practice specific skills in a series of structured exercises involving pairs and groups in a safe 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.

##### Course Website

The Psyc 154 Website will be accessible through the Camosun Desire2Learn (D2L) system. This site includes an online copy of the course outline, PowerPoint lecture slides, assignments, and other course information (<http://online.camosun.ca/>). To access the lectures, video and assignments, 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. There are online quizzes and assignments that will be required throughout the semester. Reading the textbook is essential.

##### Step-by-Step Guide for Student Access to Quizzes on D2L:

1. Login to course D2L Website.
2. Select **Content** from the navigation bar.
3. Select **Quizzes** from the content drop-down menu.
4. Scroll down to **Current Quizzes**.
5. Click the link for the quiz you need to complete.
6. Scroll down to the bottom of the page and click **Start Quiz**.
7. Select the correct response for each question in the quiz (Your responses will automatically be saved).
8. Once you've answered all the questions, scroll to the bottom of the page and click **Submit Quiz**.
9. D2L will prompt you to return to questions that you may have missed or have not yet answered. You may have to click the **Submit Quiz** button again.

#### 5. Basis of Student Assessment (Weighting)

*(Should be directly linked to learning outcomes.)*

Quizzes	60%
In Class Participation/Assignments	10%
Reflection Journal	10%
Group Presentation	<u>20%</u>
	100%

##### Quizzes (60% course grade):

There will be ten weekly chapter quizzes in this course corresponding to the textbook, lecture PPT slides, and videos. Only one attempt will be allowed per quiz. Of the ten quizzes, the lowest grade will be dropped. Students are required to complete all ten quizzes. Quizzes will consist of multiple choice and short answer questions. The quizzes will not be cumulative and can be completed at students' convenience. Students must manage their time through the semester to ensure quiz completion by **December 11<sup>th</sup>**.

### **In Class Participation/Assignments (10% of course grade):**

As an interpersonal relations course, an important part of learning involves exploration of material through class discussion. Although not all students may feel comfortable contributing in a larger online group setting, there will also be opportunities for student to feel more comfortable in smaller online group discussions. It is important that students have read the assigned chapters before class and feel prepared to share their thoughts on the material.

Participation will be evaluated based on class attendance and quality of meaningful contributions in class. 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 10%. The quality, not quantity, of students' contributions is essential for participation. Quality contributions might look like offering thoughtful comments on issues and theory, asking questions that move the discussion forwards, as well as building on the comments of others.

There will be short assignments to 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.

### **Group Presentation (20% of course grade):**

In teams of 4 to 5 students, groups will make a PowerPoint presentation on a current topic discussed in class. To illustrate the aspect of interpersonal communication, 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. Groups will be formed during the first class and subsequent time in class will be devoted to group work.

### **Reflection Journal (10% of course grade):**

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 at least 100 words, double-spaced and typed. 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 8<sup>th</sup>. Please select "**Assignments**" from the **My Tools** drop down menu in D2L to submit your reflection journal.

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.**

## **6. Grading System**

*(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)*

*(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)*

Standard Grading System (GPA)

Competency Based Grading System

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

## 8. College Supports, Services and Policies



### 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.

## A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

### 1. 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

### 2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.

DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

## B. 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.

### PSYCH 154 – TIMETABLE – Fall 2020

September 8 <sup>th</sup>	Introduction to course
September 15 <sup>th</sup>	A First Look at Interpersonal Communication (Chapter 1)
September 22 <sup>nd</sup>	Communication and Identity: Creating and Presenting the Self (Chapter 2)
September 29 <sup>th</sup>	Perception: What You See Is What You Get (Chapter 3)
October 6 <sup>th</sup>	Emotions: Feeling, Thinking, and Communicating (Chapter 4)
October 13 <sup>th</sup>	Group Work and Time to Breathe...
October 20 <sup>th</sup>	Language: Barrier and Bridge (Chapter 5)
October 27 <sup>th</sup>	Nonverbal Communication: Messages beyond Words (Chapter 6)
November 3 <sup>rd</sup>	Listening: More Than Meets the Ear (Chapter 7)
November 10 <sup>th</sup>	Group Work and Time to Breathe...
November 17 <sup>th</sup>	Communication and Relational Dynamics (Chapter 8)
November 24 <sup>th</sup>	Improving Communication Climates (Chapter 9)
December 1 <sup>st</sup>	Communication Climate (Chapter 10)
December 8 <sup>th</sup>	Course Wrap Up Reflection Journal Due Please note: Quizzes all need to be submitted by December 11 <sup>th</sup>

**\*\*Note: This schedule is tentative and any changes will be discussed in class.**