



CAMOSUN COLLEGE
School of Arts & Science
Department of Psychology

PSYC-154-D05
Interpersonal Skills
Winter 2021

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

(a) Instructor	Maxine Crawford, PhD
(b) Office hours	11:00am-12:00pm Thursday and by appointment
(c) Location	Online
(d) Phone	250-826-8006
(e) E-mail	crawfordm@camosun.bc.ca
(f) Website	Camosun.ca and click on "D2L" (top right). Log in with C# and password.

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) Textbook: *Interplay: The Process of Interpersonal Communication* by Adler, Winder, Rosenfeld, and Proctor II, 2020. 5th Canadian Edition. The e-book can be purchased through the Camosun bookstore.

(b) Other: Additional course materials will be accessed through D2L.

4. Course Content and Schedule

Effective communication with others comes from a deep understanding of ourselves, 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 and assignments. Class attendance is very important for this course.

The class will meet online in Collaborate on Thursday evenings from 6:30-7:50pm.

Please see the schedule on the last page for readings, assignments, and exams.

5. Basis of Student Assessment (Weighting)

Participation	5%	<ul style="list-style-type: none">• Attendance for online Collaborate sessions are expected.• Active participation in the class such as asking questions, answering polls, and responding to questions is expected.
Assignments	41%	<ul style="list-style-type: none">• Three assignments. Assignments 1 and 2 are worth 13% each and Assignment 3 is worth 15%.• Assignments require you to critically apply concepts from the textbook, research, lecture, and videos.• Assignment instructions are located in D2L.• Assignments are uploaded to a drop box in D2L.• See the course schedule (last page) for assignment due dates.
Exams	54%	<ul style="list-style-type: none">• Three chapter quizzes worth 18% each.• Exams are located in D2L and will be completed online.• Exams are based on assigned chapters and all lecture materials.• Exams consist of multiple-choice question and short answer questions.• See the course schedule (last page) for exam dates.

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

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

Recordings are stored on a Canadian server in D2L. Students may NOT make an audio or video record of any person without their prior consent. Information presented is considered copyrighted material. Students may not use recordings without prior permission of the instructor. Recordings are prohibited from being made and distributed, in part or in full. This pertains to chapter audio recordings and online collaborate sessions.

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.

Psychology 154 Interpersonal Skills – Winter 2021 Course Schedule

DATE	TOPIC	READINGS	DELIVERABLES
Jan 14	Orientation & Interpersonal Process	Ch 1	
Jan 21	Communication and the Self	Ch 2	
Jan 28	Perceiving Others	Ch 3	
Feb 4	Emotions	Ch 4	Assignment #1
Feb 11	Quiz		Chapter Quiz #1
Feb 18	No class – Reading Break		
Feb 25	Listening	Ch 5	
March 4	Listening	Ch 5	
March 11	Language and Non-Verbal Communication	Ch 6 & 7	Assignment #2
March 18	Quiz		Chapter Quiz #2
March 25	Interpersonal Relationships	Ch 8	
April 1	Communication Climate	Ch 9	Assignment #3
April 8	Managing Conflict	Ch 10	
April 15	Quiz		Chapter Quiz #3

Note: This course outline is tentative. Any changes will be discussed in class.

Assignments are to be submitted to the drop box on D2L before midnight on the day they are due. Assignments handed in late will lose 5% for every day they are late.

All exams are to be written on the date specified. If you cannot write an exam at the specified date and time, you must contact me at least 24 hours before the exam takes place.