

# COURSE SYLLABUS



COURSE TITLE: PSYC-154: Interpersonal Skills

CLASS SECTION: D01 Partially Synchronous

TERM: Fall 2021

COURSE CREDITS: 3

DELIVERY METHOD(S): D2L asynchronous and Collaborate

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

Learn more about Camosun's [Territorial Acknowledgement](#).

---

<HOLD FOR 2021F COVID-19 LANGUAGE>

*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

---

NAME: Beverley Lenihan

EMAIL: lenihan@camosun.bc.ca

OFFICE: Ewing 248 Phone 250-370-3200 (also linked to cell phone)

HOURS: Flexible office hours in course collaborate by appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

---

This course uses an experiential approach to develop self-awareness and increased understanding of others. Both communication theory and practical skills will be covered while working towards the goal of achieving successful and creative interpersonal relationships.

### PREREQUISITE(S):

One of:

- C in English 12
- C in Camosun Alternative

### CO-REQUISITE(S):

See Pre-requisites

### EXCLUSION(S):

Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

---

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.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

---

**Required Materials**

<b>E-Text</b>	Adler, R.B., Rolls, J.A., and Proctor II, R. (2020) LOOKING OUT, LOOKING IN. 4 <sup>th</sup> . Canadian Edition. Nelson Education Ltd.  <a href="https://login.nelsonbrain.com/course/MTPN1NZQFXJ1">https://login.nelsonbrain.com/course/MTPN1NZQFXJ1</a> COURSE KEY: MTPN-1NZQ-FXJ1
<b>MindTap</b>	Purchase digital textbook with MindTap. Register with MindTap tools.  The ordering ISBN/price is below for your bookstore order.
<b>Bookstore</b>	<ol style="list-style-type: none"><li>1) Book stand alone - Adler/Rolls/Proctor II - LOOK : Looking Out, Looking In <b>ISBN – 9780176870980, Price - \$104.95 List</b></li><li>2) Book with MindTap access code - LOOK:, 4th Edition + MindTap Printed Access Card <b>ISBN – 9780176916220, Price - \$109.95 List</b></li></ol>
<b>D2L student tutorials</b>	<ol style="list-style-type: none"><li>3) MindTap stand alone (Digital only - includes full e-book) - MindTap Instant Access for Adler's LOOK: <b>ISBN – 9780176881399, Price - \$99.95</b></li><li>4) Recommended is to purchase book with MindTap as this is required and the least expensive option.</li></ol> <a href="https://www.camosuncollegebookstore.ca/buy_access_codes.asp">https://www.camosuncollegebookstore.ca/buy_access_codes.asp</a>  <a href="https://elearningtutorialscamosun.opened.ca/">https://elearningtutorialscamosun.opened.ca/</a>  <b>ISBN: 9780176881399 E-book with MindTap</b>

---

All courseD2L information and material is at the start of the semester, in D2L. Access and upfront chapter notes, pre-audio recordings, videos, assignments, and chapter quizzes provide opportunities for students to be self-paced, as long as all due dates are met (asynchronously online and synchronously for 50 minutes on/Wednesdays).

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Sept 08	Course Overview	
Sept 15	Introduction	Quiz Pretest
Sept 22	Interpersonal Communication Chapter 1	Quiz Two/Discussion Post One
Sept 29	Perception Chapter 3	Quiz Three/Discussion Post Two Two/Reflection Assignments 1 & 2
Oct 06	Emotions Chapter 4	Quiz Four/Discussion Post Three/Two/Reflection Assignments 3 & 4
Oct 13	Language Chapter 5	Reflection Assignment 5
Oct 20	Non verbal Chapter 6	Quiz Five/Reflection Assignment 6
Oct 27	Communication and Self Chapter 2	Quiz Six
Nov 03	Listening Chapter 7	Reflection Assignment 7
Nov 10	Listening Chapter 7	Quiz 7
Nov 17	Relational Dynamics Chapter 8	Quiz 8/Reflection Assignment 8
Nov 24	Improving Climate Chapter 9	Quiz 9/Reflection Assignment 9
Dec 01	Managing Conflict Chapter 10	Quiz 10/Discussion Post four/Reflection Assignment 10
Dec 08	Course Review	Transcript Analysis Questions
Exam Week Dec 13-23	Final Exam on all ten chapters	TBA

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

---

DESCRIPTION	WEIGHTING
Transcript Analysis Questions (scheduled in quizzes)	10%
Ten Reflection Video Assignments	20%
Ten Quizzes (Best 9 of 10 scores 4% each)	36%
One Final Exam scheduled during Exam Week	18%
Four Discussion Posts (4% each)	16%
<b>TOTAL</b>	<b>100%</b>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

---

### **A. Attendance:**

Students registered and waitlisted will receive an email one week prior to the start of class. Be sure to reply to this email confirming your interest in this course. Registered students retain their seats and waitlisted students' names will remain on list until a seat becomes available. **No email reply means the opportunity to register for the course is lost.**

**B. Transcript Analysis Questions in (d2L)** there is a transcript of a dyad listener and speaker. The listener demonstrates skills, roadblocks, and students are to analysis these by completing a series of questions. These questions are set up as a quiz and students write in quizzes on Wednesday, **December 08th, worth 10% of course.**

**C. Ten Reflections including ten videos in Mind Tap and ten reflection activities in D2L.** Mind Tap: to register for this electronic student resource: [https://login.nelsonbrain.com/course/MTPN-CHRQ-9S34\\_](https://login.nelsonbrain.com/course/MTPN-CHRQ-9S34_) Students' view the video in Mind Tap and then complete a reflection activity on the same video in D2L. Video viewings and reflection activities are due prior to the writing of chapter quizzes. Videos are on the skills covered in textbook chapters 3-10. Each of the 10 reflections are worth 2% for **20% of course.**

**D. Weekly Quizzes:** There are weekly chapter quizzes that comprise 10 multiple choice and 10 true and false questions. The purpose is to ensure the student keeps up with the reading text material. **Quizzes are scheduled following Wednesday collaborate seminar.** During quizzes if there are any technical difficulties either email: [lenihan@camosun.bc.ca](mailto:lenihan@camosun.bc.ca) or we can meet in collaborate. The best scores on nine of ten quizzes **comprise 36% of course=4% each quiz.**

**E. Discussion Posts:** There are four discussion forums. Students are responsible for responding to one of the two questions. Within each forum, there are two questions to choose one. Students thread their response to fellow students, and then reply to an answer of one fellow student. A marking rubric is included to guide students' responses and evaluations. There are four forums, each worth 4%. **Total worth 16% of course.**

**E. Final Examination:**

There is a final examination on chapters one through ten. This exam comprises 78 multiply choice questions, similar to questions on the weekly chapter quizzes and 52 matching questions for a total of 130 points. Online final exam will be set up 15 minutes ahead of schedule, in order to login on D2L and ensure all devices are working and connected to WIFI. Email me any of your questions or technical difficulties during the writing of the final examination or we can meet in collaborate. Final exam date is **during scheduled examination week, December 13-23, and it is worth 18%.**

SCHOOL OR DEPARTMENTAL INFORMATION

---

Camosun Psychology Club Information

During the fall and winter semesters, the Psych Club meets each Friday at 1:30pm. Please contact Dr. Michael Pollock if interested in attending - PollockM@camosun.bc.ca

Journal of Camosun Psychology Research

Discover how to publish research. <https://cc.arcabc.ca/islandora/object/cc%3Apsycjournal>

American Psychological Association

The hub of our discipline <https://www.apa.org>

Canadian Psychological Association

The Canadian hub of our discipline <https://cpa.ca/>

Co-operative Education & Career Services

Learn about how to access a co-op experience for your career. <https://camosun.ca/services/co-operative-education-and-career-services/contact-co-operative-education-and-career>

STUDENT RESPONSIBILITY

---

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

---

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

---

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/services/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services->

and-support/e-2.9.pdf and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.