

COURSE SYLLABUS



COURSE TITLE: PSYC-154: Interpersonal Skills

CLASS SECTION: B02

TERM: Summer 2023

MEETING TIMES: **Tuesday 6:00pm-8:50pm; CHW Rm 339**

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture; In-person

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

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

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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: Carrie Kobelsky, MSc. (she/hers)

EMAIL: kobelskyc@camosun.ca

OFFICE: CHW 312/317

HOURS: Tuesday 4:30-5:30pm (in-person)

Thursday 1:00-2:00pm (online) <https://camosun-ca.zoom.us/j/69248867710>

or by appointment (online or in-person)

WEBSITE: <https://online.camosun.ca/d2l/home/259618> (our D2L site)

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



(a) Textbook (required)

Adler, R. B., Rollis J. A., & Proctor II, R. (2021). *Looking Out, Looking In* (4th ed.). Cengage.

(b) Course Readings (required)

Additional course readings may be provided in PDF format on D2L for some topics.

(c) Mindtap (optional)

Mindtap is the online study resource that comes bundled with the online version of the textbook. Included with your textbook is access to Mindtap. A step-by-step guide to access Mindtap can be found here:

<https://help.cengage.com/mindtap/mt-student/common/getting-started.html> The same information is posted to D2L in the Getting Started section.

Our course Mindtap can be accessed at:

<https://student.cengage.com/courselink/MTPNG25ZBWPS>

Course key: MTPN-G25Z-BWPS

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	DATE	ASSIGNMENTS/DEADLINES	CHAPTERS
1	May 2		Ch. 1: Interpersonal Communication; <u>omit</u> pp. 12-15 (Social Media and Interpersonal Communication)
2	May 9		Ch. 2: Communication and the Self
3	May 16		Ch. 3: Perception
4	May 23	Guided Reflection #1 due Tuesday, May 23 by 10pm on D2L	Ch. 4: Emotions <u>omit</u> Social Media pp. 94-95
5	May 30	Exam 1 (Ch. 1-4) Tues May 30 in class Bonus: Stay & Play! (7:30pm-8:30pm)	
6	Jun 6		Ch. 5: Language
7	Jun 13		Ch. 6: Nonverbal Communication
8	Jun 20	Guided Reflection #2 due Tuesday, June 20 by 10pm on D2L	Ch. 7: Listening
9	Jun 27	Exam 2 (Ch. 5-7) Tues Jun 27 in class Bonus: Stay & Play! (7:30pm-8:30pm)	
10	Jul 4		Ch. 8: Communication in Relationships <u>omit</u> Intimacy and Social Media pp. 232-233
11	Jul 11	NO IN-PERSON CLASS; entire module provided online in D2L Online assignment due Tuesday, Jul 25 by 10pm	Course Reading: Online Communication (provided in D2L)
12	Jul 18		Ch. 9: Communication Climates
13	Jul 25	Guided Reflection #3 due Tuesday, Jul 25 by 10pm on D2L	Ch. 10: Collaboration and Conflict
14	Aug 1	Exam 3 (Ch. 8-10) Tues Aug 1 in class	

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 notice is required. Deadlines can 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
Exams (3 non-cumulative exams x 15% each)	45%
In-class participation (best 8 of 10)	25%
Guided reflection activities (best 2 of 3)	20%
Online chapter assignment	10%
BONUS: Stay and Play; or article review	+2%
TOTAL	100% +2%

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](#) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

BREAKDOWN OF STUDENT ASSESSMENT

Exams (3 exams x 15% each) = 45% of final grade

You will write three in-class exams. Exams are non-cumulative, which means they will only cover material since the previous exam. **All course material is testable** (i.e., lectures, chapter readings, in-class activities). The format of all three exams will be multiple choice and short answer and will take place during class time. Note: There is no exam during the final exam period.

What to do if I miss an exam due to illness?

Contact me (kobelkskyc@camosun.ca) as soon as possible and a make-up exam will be scheduled. Please note that the make-up exam differs from the exam provided in-class.

What to do if I require special arrangements for exams?

Be sure that you are registered with the Centre for Accessible Learning (CAL) and have released your letter to the instructor. Then, be sure to request invigilation through the [Exam Invigilation Request form](#) at least two weeks in advance of the exam. Following the exam, be sure to come back to the classroom to participate in the bonus credit Stay & Play (see below)!

In-class Participation (best 8 of 10) = 25% of final grade

As this course is on communication, we will be completing participation activities **in class**. These participation activities are intended to reinforce the lecture material, provide interactive examples of concepts, and allow students to connect to the material through personal experience. All participation activities are graded as complete/incomplete, and no makeup participation points will be provided. Additional information on participation points will be provided in class and on D2L. Participation will be counted for the following dates: May 2, 9, 16, 23, June 6, 13, 20, July 4, 18, 25.

Guided Reflection Activities (best 2 of 3) = 20% of final grade

Guided reflection activities will require you to reflect on and critically evaluate course materials. You will be asked to integrate textbook and course material in a concise manner and write brief statements in response to written prompts. Guided reflections will be provided through the Discussions feature on D2L and will be provided at least one week in advance of the due date. Please note that no makeup guided reflection activities will be provided. If you miss a guided reflection activity (including due to illness), it will be the lowest grade dropped from your final mark. Additional information will be provided in class and on D2L.

Online Chapter Assignment = 10% of final grade

One week of the course will be provided in an online format to correspond with our chapter on online communication. This D2L module will be available for one week, and will consist of a short reading, pre-recorded lectures, and a quiz. The quiz will consist of multiple choice, short answer, and written reflection questions. Students are expected to complete all activities in the module and will receive a grade based on the score of a D2L quiz. Additional information will be provided in class and on D2L.

BONUS Stay & Play or Article Review = +2% Bonus

Stay & Play!

As many students in the course are registered in the Early Childhood Education program, we're going to use our communication skills and play with some toys! **Following Exam 1 and Exam 2 students are invited to the classroom from 7:30-8:30pm to play with a variety of toys and games and converse with your peers.** There will be different stations set up around the room, so you will be able to try out multiple activities. *This time is intended to build classroom connection and community.* Don't worry – even if you're not enrolled in the Early Childhood Education program, you're still welcome to come and play! Students will receive credit for each hour of participation, for a maximum of 2% increase in your final grade. If you do not wish to stay and play for some reason, but still wish to have the opportunity to earn the extra 2%, you may contact me no later than June 30th to arrange for an alternative option involving a written article review (see below).

Article Review

Students are not required to attend Stay & Play, and not all students wish to do so. As an alternative, students may instead opt to gain experience in communication by writing a review (at least 2 pages double spaced) of a journal article reporting original (i.e., empirical) research relevant to one of the topics we cover in this course. The review will be worth 2% of extra credit and only one review will be accepted. Please email me by June 30th if you wish to choose this option and include your chosen research article so that I can approve it. **NOTE:** The same journal article must **NOT** be used for any other assignments in this course. You will **NOT** receive any extra credit if the same article is used for another assignment. Article review guidelines will be posted in D2L.

COURSE GUIDELINES & EXPECTATIONS

Part of my role in this course is ensuring that students are succeeding! If you have questions about the course material, please ask me during class, contact me via email, attend office hours, or arrange for a one-on-one meeting (in-person or online).

What Students can Expect from Me

- **I'm available to help!** I am very responsive to email, expect an answer from me within 24 hours (excluding weekends). Sometimes I will ask for an in-person or online meeting as it can be challenging to convey information over email. If you do not hear a response from me, please send a gentle reminder email. **It is better to contact me earlier in the term rather than later if you are struggling so we can work on an education plan together.**
***NOTE:** Please DO NOT email me through D2L, as emails do not always make it to my inbox.
- All course material will be provided in D2L. This includes lecture slides, additional readings, assignment details, some participation activities, and all quizzes. Materials will be released on a per-chapter basis
- I will give and receive feedback. I will provide comments and feedback on the guided reflection activities and am happy to meet with you to discuss the feedback. I'm also open to receiving constructive feedback about your experiences within the course.

What I Expect from Students

The main expectation I have of students is that you dedicate time to this course. This can be done in several ways:

- Attend all class sessions, when possible **on time** (but please do not attend class if you are ill)
- Manage your time → dedicate time to course readings, studying, and assignments
- Check the D2L page often → all course materials will be provided on D2L
- Provide constructive feedback → let me know if certain formats are not working well for you, if you are interested in certain topics, or if you are not interested in some topics
- Let me know if you have any special circumstances → we all learn in different ways and with varying degrees of success. **If you find that you are struggling in the course, contact me and we can work towards a solution.**
- Conduct yourself appropriately during class → this includes listening to and interacting with others in a respectful manner. We are all very diverse and have different values, beliefs, and opinions. Within this course, we will aim to approach topics in psychology with a scientific, critical mind.

SCHOOL OR DEPARTMENTAL INFORMATION

Camosun Psychology Club Information

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

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>

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>

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

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](#) (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. To contact the Office of Student Support: 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.