

## DEPARTMENT OF EDUCATION COURSE OUTLINE – Winter 2023

### HS 1000 – EC: Interpersonal Communication – 2 (2-0-0) 30 Hours 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Tanya Ray                      **PHONE:** 780-539-2786  
**OFFICE:** H209                                      **E-MAIL:** [tray@nwpolytech.ca](mailto:tray@nwpolytech.ca)

**OFFICE HOURS:** Please email me or call. I can set up appointments in the evening for a call or zoom.

**CALENDAR DESCRIPTION:** This course will develop an awareness of and skills for interpersonal communication. Self-understanding and growth are emphasized as a foundation upon which effective interpersonal communication skills are built.

**PREREQUISITE(S)/COREQUISITE:** none

**REQUIRED TEXT/RESOURCE MATERIALS:**

Adler, R.B., Proctor, Rolls, J. A. & Proctor, R. F. (2019) LOOK: Looking Out Looking In. (4th Canadian Ed.). Scarborough, Ontario: Nelson

**DELIVERY MODE(S):** There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).

## **COURSE OBJECTIVES:**

This course will provide students with:

- Awareness of and skills in interpersonal communication
- Foundations for self-understanding and personal growth, as well as the understanding that these are the elements upon which interpersonal communication skills are built.

## **LEARNING OUTCOMES:**

Upon completion of this course learners will effectively:

- Explain why human communication is important and describe the characteristics that define interpersonal communication.
- Understand the principles that underlie interpersonal communication and identify the components of effective interpersonal communications.
- Understand the development of self-concept and self-esteem and the role that they play in interpersonal communication.
- Identify steps to improve self-concept.
- Gain a clearer understanding of the relationship between perception and communication and develop skills to understand others more effectively
- Understand characteristics of our spoken language and apply strategies that are designed to make verbal communication more effective.
- Identify types of non-verbal communication and explaining how they affect our interpersonal relationships.
- Understand the role our culture plays in the expression of emotions and how emotions impact interpersonal communication.
- Identify barriers to effective listening and use the skills of active listening to promote interpersonal communications.

## **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## **EVALUATIONS:**

Discussions:	50% of final grade (10% per unit & the “Introduce yourself” discussion board post)
Assignments:	40% of final grade (10% per unit)
Quiz:	10% of final grade

**GRADING CRITERIA:** A minimum grade of C- is required to pass this course.

- Assignment details and specific instructions will be discussed in class and provided on myClass.
- Assignments must be submitted in the dropbox on myClass by midnight on the due date.
- Any extensions must be discussed with the instructor ahead of time and are dealt with on an individual basis.
- All assignments must be completed to pass this course.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE: COURSE SCHEDULE/TENTATIVE TIMELINE:**

Please note: Specific due dates within each unit will be posted in D2L (myClass)

DATE	TOPIC/CHAPTER	ASSIGNMENT/TEST
Weeks 1-2 Jan 4 – Jan 22	Let's Get Started!	All tasks in this section must be complete by: January 22 @ 11:59 PM
Weeks 3-5 Jan 23 – Feb 12	Unit 1	All Unit 1 tasks must be completed by: February 12 @ 11:59 PM
Weeks 6-8 Feb 13 - March 5	Unit 2	All Unit 2 tasks must be completed by: March 5 @ 11:59 PM
Weeks 9 - 11 March 6 – March 26	Unit 3	All Unit 3 tasks must be completed by: March 26 @ 11:59 PM
Weeks 12 – 14 March 27 – April 16	Unit 4	All Unit 4 tasks must be completed by: April 16 @ 11:59 PM

## **STUDENT RESPONSIBILITIES:**

NWP expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding student rights and responsibilities.

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**\*\*Note:** all Academic and Administrative policies are available on the same page.

## **ASSIGNMENT POLICY**

Assignments are an important part of your learning. It is strongly recommended that you keep copies of your work before submitting it to me, so go ahead and save a copy on your computer.

Instructors have the right to set specific deadlines for each of the assignments (or their parts) in any course. Late assignments will be penalized (see our late policy at the end of this course outline).

Forty percent of your final grade for the course is based on the quality of work shown in your assignments. All assignments will be marked using the assignment rubric located in your D2L course space. Assignments should be submitted in a Word document or PDF format. All written work is to be submitted directly to me through the D2L Drop Box. I do not accept emailed copies. If you are citing any thoughts, ideas, or quotes that are not your own, please use APA style. If you are unsure of any aspect of APA style, you can either refer to the APA manual within your D2L or contact the GPRC Library for APA assistance.