



## **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).

This course is delivered online and will be accessed through D2L/myClass, a Web program that allows you to work from anywhere at any time. Although you will be working through HS 1000 with a group of others, over a fifteen (15) week period, you will be able to do most of your work at any time of day or night. **On occasions throughout the fifteen weeks, we will also use the Zoom within myClass/D2L to come together for an online audio/video conference. On these occasions only, we will all need to be online at the same time. It is your responsibility to make any accommodations necessary so that you can participate in the meeting. The dates and times for these meetings are posted on the course D2L site.**

## **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: 40% of final grade (10% per unit)  
 Assignments: 40% of final grade (10% per unit)  
 Participation: 20% of final grade includes: Course Outline Quiz  
 “Introduce yourself” discussion board post

**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 in order to pass this course.

Note: The passing grade for courses taken within the Human Services Department is C- (1.7)

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 MATERIALS**

Each unit contains a combination of course notes, media files, discussion boards, assignments, and drop boxes.

**Course Notes:** The course notes are the ‘meat’ of the unit and set the stage for your other readings and activities. You **MUST** read through the course notes as well as textbook readings before completing any assignments or discussion posts.

**Discussion Questions (Posts):** The discussion questions are designed to help you understand the course content or to help you put theory into practice. They are a required part of the course, and all discussion posts will be marked using the discussion rubric located in the D2L course space

**Initial post:** The initial post should be a minimum of 250 words and a maximum of 500 words (word counts do not include any references that you list). Post directly to the discussion board (no attachments).

Each student should integrate the textbook and course note readings to respond to the question. Your response should provide evidence of your reading and participation in the course. The initial post must be completed by the due date in order to receive any marks for it. Discussions posted after the due date will be graded a 0%.

**Response posts:** After your initial post, you should post responses to two other classmates. Response posts should be 75-150 words long and contribute a depth of thought and add insight to the overall discussions. Like initial posts, all response posts must also be completed by the due date in order to receive any marks.

**Instructor participation:** I will respond and enhance posts periodically when necessary and appropriate. Forty percent of your final grade for this course is based on the quality of work shown in your discussion posts. That is a lot! Take note of this and participate accordingly.

### **ASSIGNMENTS**

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.

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

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

<b>DATE</b>	<b>TOPIC/CHAPTER</b>	<b>ASSIGNMENT/TEST</b>
Weeks 1-2 Sept 1 - 15	Let's Get Started!	All tasks in this section must be complete by: Sunday, September 19, 2021 @ 11:59 PM
Weeks 3-5 Sept 16 - Oct 7	Unit 1	All Unit 1 tasks must be completed by: Sunday, October 9, 2021 @ 11:59 PM
Weeks 6-8 Oct 8 - 29	Unit 2	All Unit 1 tasks must be completed by: Sunday, October 31 @ 11:59 PM

Weeks 9 - 11 Oct 31 – Nov 19	Unit 3	All Unit 1 tasks must be completed by: Sunday, November 21, 2021 @ 11:59 PM
Weeks 12 – 14 Nov 20 – Dec 11	Unit 4	All Unit 1 tasks must be completed by: Sunday, December 12, 2021 @ 11:59 PM

Although the instructor feels that all the material in the textbook is important and interesting, **limited class time prevents discussion of all the material covered in the text.** You are responsible for learning textbook material that is not discussed in class.

**LATE ASSIGNMENTS:** Late assignments will only be accepted if arrangements have been made with the instructor prior to the assignment due date.

**STUDENT RESPONSIBILITIES:** The College expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the GPRC College calendar regarding 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 College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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