



## **CLASS FORMAT**

Classes will involve a variety of activities. There will be small group work, class discussions, mini-lectures, and a variety of other activities designed to promote active learning of the course content.

Student participation in learning activities is vital to this course. According to Edgar Dales's (University of Texas) research, we tend to remember 10% of what we read, 20% of what we hear, 30% of what we see, 50% of what we hear and see, 70% of what we say and **90% of what we both say and do.**

## **COURSE OBJECTIVES:**

Upon completion of this course, the student will:

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

## ASSIGNMENTS AND COURSE EVALUATION

Specific instructions and requirements for the following assignments will be handed out in class.

<b>Perception Checking</b>	<b>15%</b>	<b>Due: February 4, 2009</b>
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This assignment is designed to provide students with an opportunity to apply a perception check in order to clarify meaning of a situation in an interpersonal relationship.

In this assignment, you will be reporting on two situations in which you used perception checking to clarify another adult's behaviours or words.

<b>Responsible Language</b>	<b>15%</b>	<b>Due: February 23, 2009</b>
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This assignment consists of two parts. Part A includes rewriting the evaluative you-language statements using descriptive I-language. Part B is designed to give students the opportunity to practice taking responsibility for their thoughts and feelings by using I-language.

<b>Listening Assignment</b>	<b>15%</b>	<b>Due: February 25, 2009</b>
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This assignment consists of two parts. Part A consists of listening to an interaction between Emily and her grandmother, and identifying specific listening strategies employed by Emily's grandmother. Part B consists of listening to several voice clips, identifying the verbal and non-verbal content of each message and formulating a response that uses the effective learning strategies you have learned in unit five. This assignment will require the use of Blackboard.

<b>Unit Quizzes</b>	<b>50%</b>	<b>Dates: January 19, 26 February 2, 11, 25</b>
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Each of the five units in this course has a quiz worth 10% each. The unit quizzes are intended to encourage learners to read the assignment textbook chapters and additional readings.

<b>Participation</b>	<b>5%</b>
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Participation will be based on attendance, punctuality, participation in group and class activities, participation in class discussions, and even interaction during lectures (e.g. asking clarifying questions, offering illustrative examples, etc.).

## GRADING POLICIES

Final grades will be assigned using a **LETTER GRADING** system with a **FOUR-POINT SCALE** of numerical equivalents for calculating grade point averages.

<b>Descriptor</b>	<b>Letter Grade</b>	<b>Point</b>
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D+	1.3
Minimal Pass	D	1.0
Failure	F	0.0

## STUDENT SUPPORT

The Learning Center is available to assist students with written assignments. The center is located in room F215 and the contact number is 539-2957. If you have difficulty understanding a particular concept or have any other concerns regarding the course, please do not hesitate to discuss this as soon as possible with the instructor.

## BLACKBOARD

Blackboard is a Learning Management System that will be used to improve communication with and between students. I will post course resources such as the course outline, notes, handouts, etc. Blackboard is a password-protected environment that you can access 24/7 from any computer as long as you have internet access. Ensure you bring blackboard notes and readings to class.

## **RIGHTS, RESPONSIBILITIES AND PROFESSIONALISM**

Students are advised to familiarize themselves with their rights and responsibilities as outlined in the College calendar. Please refer to the College policy on Plagiarism and Cheating (pages 48 and 49).

## **ATTENDANCE**

Studies have found a correlation between attendance and final grades. Students will be responsible for content covered, assigned readings, and for any announcements that are made in class. If a student is unable to attend a particular class, it will be her/his responsibility to find out what was missed. For optimal learning and readiness for class participation, students should read the assigned chapter and articles before coming to class on the dates indicated on the class schedule.

## **ASSIGNMENT REQUIREMENTS**

1. Students are responsible to submit assignments **ON** or **BEFORE** the date they are due. Late assignments will be penalized at a rate of 5% per day (weekends and holidays included). For instance, an assignment graded at 75% would be credited 70% after one day late, 65% after two days, etc. Assignments 10 days past the due date will receive a grade of 0.
2. Unless stated otherwise, assignments must be typed, double-spaced and have at least one inch margins on sides, top and bottom to permit instructor comments. They must be printed on only one side of the page. Spelling and grammar will be considered in grading. (Please see rubrics)

With the exception of assignments completed in class, all assignments must have a cover page indicating:

- student name
- course name, and number
- assignment name
- instructor's name
- assignment due date
- date assignment submitted if different from the due date

*You are advised to keep either a hard copy or an electronic copy of everything you submit. It is also recommended that you back up your electronic copies as you are working on assignments.*

## **CELL PHONES AND ELECTRONIC EQUIPMENT**

Cell phones and other electronics are to be turned off during class. Cell phones and other electronics are not to be brought into quizzes.

## **LEARNING ENVIRONMENT**

The classroom learning environment is created by a joint effort between students and the instructor. If we work together, we can make classes more enjoyable and productive. Therefore please:

- Stay on topic.
- Avoid personal and private conversations.
- Ask for clarification whenever you need it.
- Participate in small group and large group class discussions and ensure others get equal opportunity to participate as well.
- Come prepared for class. Having your readings completed and assignments done on time will help with the understanding of topics discussed and assist you in knowing what questions to ask and/or prepare you to participate in class discussions.

## TENTATIVE CLASS SCHEDULE

<b>Date</b>	<b>Topic</b>	<b>Reading</b>	<b>Test/Assignment</b>
W Jan. 7	Introductions, review course outline, student/instructor expectations, Unit One - Interpersonal Communication		
M Jan. 12	Unit One – Interpersonal Communication	Pg. 4 – 34 Pg. 34-46	
W Jan. 14 & M Jan. 19	Unit two – Self Concept and Self Esteem	Pg. 50 - 78 skim pg. 79 - 96	<b><u>Jan 19</u> -Unit 1 Quiz</b>
W Jan. 21, M Jan 26 & W Jan. 28	Unit 3 – Perception and Communications	Pg. 100 - 128 Pg. 128 t-146 Serving Self Bias & Fundamental Attribution Error	<b><u>Jan 26</u> - Unit 2 Quiz</b>
M Feb. 2, W Feb. 4 & M Feb. 9	Unit 4 – Verbal and Non-Verbal Communication	Pg. 211-225 Skim 1 <sup>st</sup> . part of Ch. 5 Pg. 209 – 210 Pg. 226 – 240 Pg. 248 – 260 Pg. 268 - 298	<b><u>Feb. 2</u> – Unit 3 Quiz</b>  <b><u>Feb. 4</u> – Perception Checking Assignment</b>
W Feb. 11	Unit 5 – The Roles of Emotions and Listening in Interpersonal Communication	Skim pg. 150 – 154 Pg. 164 - 188	<b><u>Feb. 11</u> – Unit 4 Quiz</b>
Feb. 16 – 20	Winter Break – No Classes		
M Feb. 23 & W Feb. 25	Unit 5 – Continued	Disputing Irrational Thinking	<b><u>Feb. 23</u> – Responsible Language Assignment</b>  <b><u>Feb. 25</u> – Listening Assignment</b>  <b><u>Feb. 25</u> – Unit 5 Quiz</b>

