



DEPARTMENT HUMAN SERVICES

COURSE OUTLINE – WINTER 2016

CD2080 A3 Interpersonal Communications II

– 2 (4.5-0-0) 30 Hours

INSTRUCTOR: Cassandra Kostuk
OFFICE: H203

PHONE: 780-539-2041
E-MAIL: ckostuk@gprc.ab.ca

OFFICE HOURS: Tuesdays/Thursdays 3-4:30 p.m. or by appointment

CALENDAR DESCRIPTION: This course further explores the interrelationship between self - concept, self-awareness and communicative processes. Strategies for dealing with stress are examined.

PREREQUISITE(S)/COREQUISITE: Successful completion of first year or consent of Department

REQUIRED TEXT/RESOURCE MATERIALS: Ronald B. Adler, Judith A. Rolls, and Russell F. Proctor (2015) LOOK, Canadian Addition. Looking Out Looking In. (2nd Canadian Ed.). Scarborough, On: Nelson Education Ltd.

*A journal or notebook that makes you smile, for personal introspection/reflection exercises ☺

DELIVERY MODE(S): Classes will consist of a combination of lecture, audiovisual experiences, group discussion and hands on experiential learning exercises.

COURSE OBJECTIVES:

This course intends to provide students with:

- Further exploration of the interrelationship between self - concept, self-awareness and communicative processes learned in HS1000.
- Strategies for dealing with stress are also examined

LEARNING OUTCOMES:

Upon completion of the course learners will demonstrate:

1. Increasing insight into the relationship of self-awareness and communicative processes.
2. An understanding of the importance of self-concept and interpersonal relationships.
3. Knowledge of the relationship of appropriate self-disclosure to effective relationships and examine appropriate situations in which to self-disclose.
4. An understanding of stress and its positive and negative influences on job performance and personal well-being.
5. Awareness of strategies to manage stress.
6. Knowledge of and ability to implement strategies for identifying and resolving conflict in the workplace.
7. Understand various group process theories.
8. Practical competency skills in being effective in working with groups.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information

(<http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>)

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN “C-” IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

Important: In order to obtain credit for this course, students must achieve a minimum of a “C-”

EVALUATIONS:

In Class Assignments:	25%	due daily throughout the course
Working in Groups Assignment:	30%	due Feb 9
Reflection Journal Entries:	25% (5 x 5% each)	due Jan 19, 26, Feb 2, 9, 23
In Class Final Quiz:	20%	February 25

ALL assignments MUST be completed and turned in to pass the course

Submit your assignments on time. On time means at the end of class or, at the latest, 4:30pm on the due date.

It is the instructor's preference that students submit work type written in hard copy in class. Emailed assignments using GPRC email accounts will also be accepted. In class work will be submitted in handwritten form before the end of the class in which it assigned.

GRADING CRITERIA:

A minimum grade of C- is required to pass this course.

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN "C-" IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

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

Special Note: Last Day to Withdraw from Winter Courses with a (W) is March 7th, 2016

COURSE SCHEDULE/TENTATIVE TIMELINE:

Room H135, Tuesdays 9-11:20 AM / Thursdays 9:30-11:20 AM

The following is subject to change based on the needs of the specific class/students. Additional materials other than the textbook may be handed out in class.

	Date	Topic	Reading (Textbook)	Assignments/ Quizzes due date
1.	Jan 7	Introductions Course Overview Brief Review of HS1000		
2.	Jan 12	Communication and Relationships	Ch 8	Journal Reflection Due
3.	Jan 14	Self Esteem, Self-Concept & Self Disclosure	Ch 8	
4.	Jan 19	Improving Communication Climates	Ch 9	
5.	Jan 21	Nonviolent Communication	Ch 9	
6.	Jan 26	Working in Groups	In class handouts	Journal Reflection Due
7.	Jan 28	Working In Groups	In class handouts	
8.	Feb 2	Group Dynamics	In class handouts	Journal Reflection Due
9.	Feb 4	Managing Interpersonal Conflicts	Ch 10	
10.	Feb 9	Managing Interpersonal Conflicts	Ch 10	Journal Reflection Due Working in Groups Assignment due
11.	Feb 11	Identifying Stress	In class handouts	
	Feb 16	No Class Winter Break Closed		
	Feb 18	No Class Winter Break Closed		
12.	Feb 23	Stress Management	In class handouts	Journal Reflection Due
13.	Feb 25	In Class Final Quiz		Quiz today

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.

STUDENT 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 Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

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

USE OF MOBILE DEVICES, LAPTOPS AND OTHER ELECTRONIC DEVICES DURING CLASS

As research on learning shows, unexpected noises and movement automatically divert and capture people's attention, which means you are affecting everyone's learning experience if your cell phone, pager, laptop, etc. makes noise or is visually distracting during class. For this reason, I ask you to turn off your mobile devices during class. If there is a specific reason you need to have your mobile device turned on in class you may request permission in writing (i.e. sick child).

ABSENCES

In the event that a student will be absent from class, it is the responsibility of the student to personally email or call the instructor BEFORE class time in order for the absence to be considered excused. All other forms of communication will be considered unexcused. It is the individual responsibility of the absent student to request information and materials from the instructor for any class time missed. If a student is not in class they will not have an opportunity to do in class tasks/assignments at another time. The instructor reserves the right to consider an absence excused and to alter this agreement in extenuating circumstances at her discretion.

COMMUNICATION WITH INSTRUCTOR

Please use GPRC email accounts and create a habit of checking your email daily. This will be the main way the instructor communicates with students outside of class time. There are computers available for student use throughout the building. If you require assistance contact IT Help Desk (780) 539-2933/ helpdesk@gprc.ab.ca, Room D307. The instructor can also be contacted with by calling her office, meeting during office hours or scheduling an appointment.