

Grande Prairie Regional College

Department of Human Services

Course Syllabus

HS1000 Human Relations: Self and Others

Dates:	January 8, 2007 to March 14, 2007
Times:	8:30 – 9:50
Hours:	30
Credits:	2
Location:	A 211
Instructor:	Pat Caulfield Fontaine, B.Ed., McGill University
Office:	H130
Office Hours:	Tuesday and Thursday afternoon, Or by appointment
Phone:	539-2043
E-mail:	pcaulfieldfontaine@gprc.ab.ca
Prerequisite(s):	none

Course Description:

This course is designed to develop the student's awareness and skill in interpersonal communication. It emphasizes self understanding and awareness as a foundation from which to build effective interpersonal skills. This course requires that students commit themselves to self examination, are open to their own behaviour and have an orientation towards personal growth and change.

Required Text: Everyday Encounters An Introduction to Interpersonal Communication (3rd Canadian Edition) Julia Wood and Anne Schweitzer

Class Format: Classes will be comprised of lecture, independent and small group tasks, class discussion and professional development activities.

Attendance Requirements: Attendance in this course is important as a significant amount of the course content is covered through in-class tasks and discussions. Students will receive 5% for attendance.

Course Objectives:

Upon completion of this course, students should be able to:

1. Understand the characteristics, principles, and skills that define interpersonal communication.
2. Identify the components of effective interpersonal communication.
3. Understand the development of self-concept and the role it plays 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. Identify barriers to effective listening and use the skills of active listening to promote effective interpersonal communication
9. Explain how differences in cultural values, beliefs, and communication styles affect interpersonal relationships.

Grading Policies:

A final grade of “D” must be obtained in order to pass this course. The final grade is based on : Assignments (95%) Attendance (5%). Assignments and final grades will be based on the following system:

A+	4.0	90 – 100%	D+	1.3	55 – 59%
A	4.0	85 – 89%	D	1.0	50 – 54%
A-	3.7	80 -84%	F	0.0	0 -49%
B+	3.3	76 – 79%			
B	3.0	73 – 75%			
B-	2.7	70 – 72%			
C+	2.3	67 – 69%			
C	2.0	64 – 66%			
C-	1.7	60 – 63%			

Assignments:

See Assignment package.

Class Policies:

It is the right of the student and of the instructor to a favourable learning/teaching environment. It is the responsibility of the student and the instructor to engage in appropriate adult behaviour that positively supports learning. This includes, but is not limited to, treating others with dignity and respect.

*Please refer to the **Grande Prairie Regional College 2005/2006 Calendar** regarding **student conduct**.

- Regular attendance and active class participation help you understand the content and be a successful student. Absence from 20% and over of the class hours will result in a grade of 0% for attendance.
- Assignments are due in-class or before 4:30 on the assignment due date. Late assignments will be deducted an initial 10% and 1% per day including weekends. Assignments will receive a grade of 0% after 10 days late.
- All work should be typewritten (or neatly handwritten) and double-spaced. Points will be deducted or work may be required to be rewritten when there are significant spelling or grammatical errors. Refer to the College calendar for assignment submission guidelines
- Projects with other students require active involvement and contribution.
- Quizzes must be written on the specified date unless arrangements have been made in advance. A grade of 0% will be given for a missed quiz.
- Graded assignments will normally be returned within two weeks.
- Changes to this course outline will be discussed with you in class
- The last day to withdraw from this course with permission(W is assigned by the Registrar’s office) is **January 26, 07**

