



## DEPARTMENT OF HUMAN SERVICES

**COURSE OUTLINE** - HS 1000, SECTIONS A3 and B3      Winter 2014

A3 Monday / Friday      11:20 - 12:50      Room L229

B3 Monday / Wednesday 8:30 - 9:50      Room L229

**INSTRUCTOR:**      Wenda Housego

**PHONE:**      780-539-2703

**OFFICE:**      L 157

**E-MAIL:**      whousego@gprc.ab.ca

**OFFICE HOURS:**      Available by appointment

**REQUIRED TEXT/RESOURCE MATERIALS:** Ronald B. Adler, Judith A. Rolls, and Russell F. Proctor (2012) LOOK, Canadian Addition. Looking Out Looking In. (Canadian ed.). Scarborough, On: Nelson Education Ltd.

You will need a binder, paper and notebook for journal.

### **CALENDAR DESCRIPTION:**

Students will develop an awareness of, and skills for, interpersonal communication. An understanding of the concepts and principles of interpersonal communication serve as a basis for developing more effective communication skills.

**CREDIT/CONTACT HOURS:** 2 (30 hours)

**DELIVERY MODE (S):** Available on campus.

## **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.

## **TRANSFERABILITY:**

\*\* 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.

## **GRADING CRITERIA:**

Journal Writing Assignments	10%
In-Class Assignment	20%
Assignments #1 & #2	30%
Exams	30%
Participation	10%

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

### **EVALUATIONS:**

There will be a Mid-Term & Final Exam.

### **STUDENT RESPONSIBILITIES:**

The readings on the outline are to be read in preparation for the class date by which they are listed. There will be a review of the material, as well as time for questions from the homework. There will be a variety of interactive activities, including writing assignments, role-play, and discussions. Late assignments will be penalized except in the event of illness or an emergency absence.

Always speak to the instructor if you need to be absent, or if your circumstances cause you to fall behind in class. It is the responsibility of the student to keep up with all assigned work, either reading or writing. Being prepared for class is expected, even after an absence. For

backup, look around the room, select one or two reliable looking people, and exchange phone numbers.

**STATEMENT ON PLAGIARISM AND CHEATING:**

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/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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

**COURSE SCHEDULE/TENTATIVE TIMELINE:**