



Human Services

COURSE OUTLINE – Summer 2016

CD2080 – Interpersonal Communications II – 2 (2-0-0) 30 Hours

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OFFICE HOURS: N/A Please email or phone me

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Adler, R.B., Rolls, J.A., Proctor II, R.F. (2014). *Look: Looking out, looking in (2nd Canadian Edition)*. Canada: Thomson. ISBN-13: 978-0-17-667341-3

DELIVERY MODE(S):

CD 2080 is a two-credit course in Interpersonal Communications. This course further explores the interrelationship between self-concept, self-awareness, and communicative processes. Strategies for dealing with stress are examined. This course is delivered on the Internet and will be accessed through Moodle, a Web program that allows you to work from anywhere at any time. Although you will be working through CD 2080 with a group of others, over a sixteen (16) week period, you will be able to do most of your work at any time of day or night. As this is a Hybrid course, on four occasions throughout the eight weeks, we will also use the Blackboard Collaborate feature in Moodle to come together for an online audio/video conference. On these occasions only, we will all need to be online at the same time and we will work to find times when everyone can join in.

You will need to pay close attention to the course schedule.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- Gain increasing insight into the relationship of self-awareness and communicative processes.
- Demonstrate an understanding of the importance of self-concept and interpersonal relationships.
- Explore the relationship of appropriate self-disclosure to effective relationships and examine appropriate situations in which to self-disclose.
- Demonstrate an understanding of stress and its positive and negative influences on job performance and personal well-being.
- Explore strategies to manage stress.
- Implement strategies for identifying and resolving conflict in the workplace.
- Explore various group process theories.
- Practice skills in being effective in working with groups.

TRANSFERABILITY:

A list of institutions to which this course transfers (For example: UA, UC, UL, AU, GMU, CU, CUC, KUC. Please note that this is a sample and it must be replaced by your specific course transfer)

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** 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:

Your final grade for this course will be based on:

Discussion Posts – 40% of the final grade.

The grade for discussion posts will be based on the combined total discussion marks for **all Units.**

Assignments – 40% of the final grade.

Weightings: Unit 1: 10%
 Unit 2: 10%
 Unit 3: 10%
 Unit 4: 10%

Both Discussion Posts and Assignments will be marked based on the Discussion Rubric and Assignment Rubric located in your Moodle course space. Please become familiar with both these marking Rubrics.

Participation – 20% of the final grade.

The grade for participation will be based on your successful completion of the following:

- ✓ Course Outline Quiz
- ✓ Attendance in all four online class audio/video lectures
- ✓ Completion and submission of all four Unit Evaluation Forms
- ✓ Completion and Submission of both Mid-Term and Final Instructor Evaluation Form

Late Assignment Policy

Assignments are to be submitted by the due date. Unless arrangements have been made with the instructor prior to the assignment due date, late assignments will be docked 5% per week. If the assignment is not received within two weeks of the initial due date, a grade of zero will be given.

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

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 SCHEDULE/TENTATIVE TIMELINE:

Before You Get Started

Course Outline Quiz: You begin working on your course material, you will need to familiarize yourself with this course outline and complete the Course Outline Quiz. You can attempt the quiz as many times as you need to in order to receive 100%. You will not be able to proceed in the course unless you receive a mark of 100% on the Course Outline Quiz.

Introduce Yourself Discussion: Once you complete the Course Outline Quiz requirement, you then will need to go to the first discussion space titled “Introduce Yourself” and follow the instructions.

Once you have completed the two above steps, you are ready to begin working in the course.

Course Manual

The course manual will guide you through each of the units in CD 2080 Interpersonal Communication II. CD 2080 divided into 4 units. You are to complete the units as they appear.

Each unit contains:

Course Notes which include information about the specific topics. Course notes are the “meat” of the unit and set the stage for your other readings and activities. A reference list is included at the end of each Unit’s Course Notes so that you know where all course information was obtained.

Media Files: Some Unit’s also contain a Media File as well. These are files that add additional support and information to understanding the key concepts of the textbook and online meeting lecture content. You will need to watch any video’s and/or read any additional documents found within the Media Files.

Discussions: Each unit has a discussion space for you to participate in. All of the discussion questions are designed to help you understand the course content or to help you put theory into practice. **The discussion posts are a required part of this course. All discussion posts will be marked using the Discussion Rubric located in your Moodle course space.**

Initial Post – The initial post should be a minimum of 250 words, maximum of 500 words (word count does not include any references that you list). Post directly to the discussion board (no attachments please). Each student should integrate the textbook readings, lectures, and PowerPoint slides 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 deadline given by your instructor.

Response Posts – After your initial post, you should post responses to two other classmates. Response posts should be 75-150 words and contribute to the depth of thought and add insight to the overall discussions. Please ensure that your response posts are completed by the deadline given by your instructor.

Instructor Participation – Your instructor will respond and enhance posts periodically when necessary and appropriate.

40% of your final grade for this course is based on the quality of work shown in your discussion posts.

Unit Evaluations, Mid-term and Final Instructor Evaluations: Each unit has a required Unit Evaluation form for you to fill out and get back to the department. Additionally, at the mid-term point and conclusion of the course, there is also an Instructor Evaluation form to complete. Completing these forms is a portion of your total participation mark for this course.

Assignments

Assignments are an important part of your learning. It is strongly recommended that you **keep copies of your work before submitting it to your instructor.** Save a copy on your computer, and, if possible, make a photocopy.

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.

Withdrawal

If you must withdraw from the course, please notify your instructor and submit a withdrawal form included in your *Student Handbook* by the required deadlines. The distance student handbook explains withdrawal procedures. Please contact your instructor for clarification of withdrawal policies.