



COURSE OUTLINE

ELCC 125
INTERPERSONAL RELATIONSHIPS & COMMUNICATION
SKILLS

3 CREDITS

PREPARED BY: Faith Whiting, Instructor

DATE: October 15, 2020

APPROVED BY: Andrew Richardson, Dean

DATE: Click or tap to enter a date

APPROVED BY SENATE: May 25, 2015

RENEWED BY SENATE: Click or tap to enter a date



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INTERPERSONAL RELATIONSHIPS AND COMMUNICATION SKILLS

INSTRUCTOR: TBD

OFFICE LOCATION: Online

E-MAIL:

TELEPHONE: HEHS Office 867.668.8845

OFFICE HOURS: By Appointment

CLASSROOM: Online via Zoom

TIME: 1:00 – 3:00 pm

DATES: January 4th – April 12th, 2020

COURSE DESCRIPTION

Using self-reflection, theory, and experience, this course will help students develop effective communication skills for use in interpersonal relationships and team environments. The focus of skill development is for application to workplace environments, particularly in the North. Attention is given to the many influences and factors affecting interpersonal interactions and to the skills required to contribute to effective team processes.

PREREQUISITES

None. It is recommended that students have completed Grade 12, with English 12.

RELATED COURSE REQUIREMENTS

It is highly recommended that all students have access to a computer or other device and Internet to do their studies. The minimum specifications for a student device are as follows:

Requirement	Windows-based PC	Apple Mac/macOS-based PC
Operating System	Windows 10	macOS X
Web Browser	Firefox, Edge or Google Chrome	Firefox, Edge or Google Chrome
RAM/Memory	4 GB	4 GB
Storage	5 GB of available space	5 GB of available space

EQUIVALENCY OR TRANSFERABILITY

Please check the following link <https://www.yukonu.ca/programs/early-learning->

and-child-care for information about transferability of Early Childhood Development courses.

Listed in BC Transfer Guide

CAMO PSYC 154(3)
DOUG CCSD 1220(3)
LANG EDAS 1220(3)
UFV HSER 120 (3)

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Describe and critically analyze the components of effective interpersonal communication skills
- Demonstrate self-analysis and reflection to examine personal communication and the attitudes, beliefs, and values that underlie them
- Perform interpersonal communication skills to establish and enhance personal work-based relationships characterized by open and honest communication and effective conflict resolution in diverse environments
- Apply effective communication skills appropriate to purpose, audience and situation demonstrating and understanding of the differences in context of northern environments and First Nations cultures

COURSE FORMAT

This 45-hour course will be delivered online via Zoom by the instructor. A combination of synchronous (virtual real-time class meetings through Zoom) and asynchronous based (via Moodle) learning activities are provided. Each lesson will include a variety of teaching-learning experiences. Learning activities may include but are not limited to facilitator-led learning, discussion groups, projects, experiences, simulations, role plays, observations, readings, on-line exercises, guest speakers and students' individual assignments.

Students will be asked to participate in team and group situations. The instructor will serve as a resource to the teams, offering feedback on effectiveness and assisting with group process.

ASSESSMENTS:

Attendance & Participation

Much of the learning is done in the classroom. Students learn from each other, as well as from the instructor. Therefore, attendance and appropriate participation are essential.

Students are expected to attend and participate in all classes, are expected to be actively involved in discussions, and must take responsibility from their own learning. Their personal experience and thoughts will provide much of the material for discussion. Therefore, it is expected that students are prepared for classes by having completed the required readings, assignments, and other assigned work. Emphasis will be placed on learning by doing, and on personal reflection on individual experiences.

Professional behaviour is expected. If a class should be missed, the student will communicate with their instructor ahead of time.

Note: If a student is absent from more than 10% of the course, the instructor may designate make-up assignment(s), which would be designed to demonstrate the student's understanding of content missed. This opportunity is at the discretion of the instructor and, if undertaken, will be accompanied by an assignment contract.

Assignments

Assignments will be discussed at the beginning of the course and presented in writing with criteria clearly defined. All students are encouraged to contact the instructor if they have questions or concerns about assignments or their progress. In exceptional circumstances, students may discuss alternate arrangements with their instructor (such as late submissions of assignments, etc.)

ALL assignment must also be submitted punctually. **5% will be deducted** for each calendar day that an assignment is late.

Please see additional comments about assignments in the assignment package.

EVALUATION:

Assignment #1- Communication Reflections Log	40%
Assignment #2- Video Recording and Written Plan Speaking and Listening	30%
Assignment #3- Group Project	30%
Total	100%

REQUIRED TEXTBOOKS AND MATERIAL

Adler, R.B, Rosenfeld, L.B, Proctor, R.F. & Winder, C. (2020). *Interplay: The process of interpersonal communication. Fifth Canadian edition.* Toronto: Oxford University Press.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First

Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.