

**Interpersonal Communication
Spring Second Quarter 2015**



General Course Information

Instructor: Professor Dave Jaye

Class Times: Week 10 to Week 19

Office hours: After class and by appointment. Do not email nor phone call me directly. Work through your Class President and Vice President or see me after class.

1. Course Description

This course is an introduction to various elements of interpersonal communication. An emphasis will be placed on increasing the individual learner's awareness of his/her own communication abilities. Theories about interpersonal communication will be heavily supplemented with activities designed to learn about and to improve communication skills.

2. General Education and Essential Employability Skills

This course provides the following Essential Employability Skills:

- #1: Communication
- #2: Job Interview Skills
- #3: Critical Thinking and Problem Solving
- #4: Information Management
- #5: Inter-Personal Communications Skills
- #6: Workplace English

3. Learning Outcomes

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

1. Identify personal communication strengths and weaknesses and establish specific goals to improve communication skills.
2. Outline the development of self-concept and its impact on interpersonal communication.
3. Demonstrate an understanding of how the process of perception influences interpretations of people and situations.
4. Identify the factors that affect listening and giving and receiving feedback.
5. Identify the factors that affect verbal communication.
6. Outline different types of nonverbal cues and their significance to congruent communication.
7. Identify the differences between assertive, nonassertive and aggressive communication and demonstrate competence in conflict management in both interpersonal and work relationships.

5. Resources and Supplies

a. Required

Textbook: Wood, J. & Schweitzer, A. (2010). Everyday Encounters. (4th Canadian Edition). Toronto: Nelson

Purchase a notebook and bring the notebook to every class

b. Supplemental

Companion website: www.everydayencounters4e.nelson.com

6. Methodology

The course will consist of lectures, discussions, self-exploration, oral presentations, films, and experiential activities designed to increase knowledge and skills in interpersonal communication.

7. Student Evaluation

A. Class Participation:	24%
B. Presentation	10%
C. Homework	10%
D. Quizzes	16%
E. Midterm	20%
F. Final	20%

Homework each week: Students must buy a small notebook and keep notes in each class. **I will check each student's book and notebook in class as part of your class participation grade.**

Class participation is defined as successfully answering questions, taking notes, writing answers in the book, bringing homework to class, attendance, chatting and misuse of the phone. The first week a student inappropriately plays with a phone in class is a warning and minus points. Starting the second week a student caught playing with their cell phone in class will lose the cell phone for one week and drop one grade score. Three missed classes means the student fails the course. Adequate notice has been given of scheduled tests and quizzes. If the student is not present, the result is recorded as zero. The instructor may make an exception and allow the test to be written at other than the scheduled time provided that: a) A medical certificate is presented as proof of the learner's inability to have been present at the scheduled time, or b) The instructor has agreed in advance that there is justification for the learner not being present at the scheduled time. All other absences must be made up via extra Word or Power Points.

Plagiarism is a serious academic offence subject to disciplinary action by Jiangnan University as described in the Lambton College policy Students' Rights and Responsibilities: Plagiarism means representing the work of others as one's own and is an act of academic dishonesty. Plagiarism includes:

1. Submitting as one's own work material which was wholly written or produced by someone else. If a team member refuses or fails to contribute to the team, the team will first meet with the class President to solve the situation. If a team member still refuses or fails to contribute to the team, the team may, by secret ballot kick the free loading student off the team and inform me of the change in team status.
2. Failing to give proper credit for information retrieved from print and electronic sources
3. Presenting the ideas of others as if the ideas were new and original
4. Downloading material from the Internet and presenting this information without giving proper credit. To avoid plagiarism, incorporate material appropriately in your writing by citing your source.
5. Having another student take your test. I will check your photo ID for the Midterm and Final Exam. Scratched off photo ID are not accepted. Leave cell phones at home or put cell phones in box at front of class during exams. No one leaves our class room early even if they finish tests or quizzes early.