



**COURSE OUTLINE**

**ECD 215  
INTERPERSONAL COMMUNICATION SKILLS**

**45 HOURS  
3 CREDIT COURSE**

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Kim Diamond, Instructor

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Dean, Applied Arts

YUKON COLLEGE  
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Course Outline revised in June 2010 by Ray Marnoch in collaboration with Yukon College colleagues.

Re-formatted in November 2011.

Yukon College  
P.O. Box 2799  
Whitehorse, Y.T.  
Y1A 5K4

**ECD 215  
INTERPERSONAL COMMUNICATION SKILLS**

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**INSTRUCTOR:** Kim Diamond

**OFFICE HOURS:** Upon Request  
**OFFICE LOCATION:** Upon Request

**HEHS TELEPHONE/EMAIL:** 668-8845, [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)  
**HEHS FAX:** 867-668-8845

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**COURSE OFFERING** Mondays 6:30-9:30 pm  
**DAYS & TIMES:** January 6- April 28, 2014

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**COURSE DESCRIPTION**

Healthy interpersonal relationships are central to our happiness, overall well-being, and work place success. Effective communication skills are critical in such interpersonal relationships. This course uses an experiential and self reflective approach. It aids students in the development of personal strengths and self-awareness that contribute to communication skills and positive relationships with others in daily life and in the workplace. Attention is given to many influences and factors affecting interaction (self concept, perception, emotions, listening, verbal and nonverbal messages, cultural and situational differences, and dealing with conflict).

**LEARNING OUTCOMES**

Upon Successful completion of the course, students will:

- Describe and critically analyze the components of effective interpersonal communication skills.
- Use self-analysis and reflection to examine personal communication styles and the attitudes, beliefs and values that underlie them.
- Employ interpersonal communication skills to establish and enhance personal work-based relationships characterized by open and honest

communication and effective conflict resolution.

- Utilize effective communication skills appropriate to purpose, audience, and situation.

## **DELIVERY METHODS/FORMAT**

This 45-hour course will be delivered in the classroom setting by the instructor. The presentation of information will be primarily delivered by the instructor, and occasionally by guest speakers.

Each lesson will include a variety of teaching/learning strategies. These strategies may include: lecture, large and small discussion groups, in-class projects, experiences, simulations, role plays, skill demonstrations, observations, readings, audio-visual aids, guest speakers, and student's individual assignments.

It is recommended that students have completed Grade 12, with English 12

## **COURSE REQUIRMENTS AND EVALUATION**

### **Attendance and 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 is essential.

### **Attendance**

Students are expected to attend and participate in all classes.

If a student misses a class they are expected to communicate with their instructor ahead of time or at least that same day if. It is the responsibility of the student to collect the information from classmates if they are absent from all or a portion of a class. Students are responsible for obtaining handouts and completing assignments for any classes missed.

### **Participation**

Students are expected to be actively involved in discussions, and must take responsibility for their own learning. The students own personal experience and thoughts will provide much of the material for discussion.

Students in this course are expected to support their own and each other's **learning by:**

- Completing assigned readings and/or activities PRIOR to each class
- Coming to class prepared to integrate their knowledge
- Receiving feedback non-defensively;
- Giving honest and helpful feedback;
- Sharing readings and resources;
- Behaving in a respectful and professional manner;
- Collaborating with all class members in group work; and
- Supporting the participation of all students in the course.

The emphasis will be placed on learning by doing, and on personal reflection on individual experiences.

### Evaluation

Each evaluative component is designed to help the student synthesize knowledge from class, readings, personal knowledge, and traditional knowledge to build greater understanding. Planned class discussions are enriched when students have completed assigned work at the appropriate time. **Therefore, handing in all assignments on the due dates is very important.**

Please note that **ALL** assignments must be completed in a satisfactory manner (over 50% grade) to receive a passing grade for the course.

### Summary of Evaluative Components/Assignments:

ASSIGNMENT #	ASSIGNMENT NAME	VALUE
Assignment #1	Preparation and Participation	15%
Assignment #2	Mini Assignments	35%
Assignment #3	Video Tape of Assertive Speaking and Listening	35%
Assignment #4	Role-Playing Group Presentation	15%

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.

**ALL** assignments must also be submitted punctually. **5% will be deducted** for each calendar day that an assignment *is late*. Remember that a passing grade must be achieved on all assignments. Therefore if an assignment is handed in more than 10 days late, it will result in a failing grade for the course.

Assignments will not be accepted more than one week (7 calendar days) following the due date **unless arrangements made with instructor of that specific course in advance of due date**. Assignments not handed in one week after due date will receive a 0 (failing) grade.

### Plagiarism

Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be documented according to standard procedures (APA). The resubmission of a paper for which you have previously received credit is considered a form of plagiarism.

Plagiarism is academic dishonesty, a serious academic offence, and will result in you receiving a mark of zero (F) on the assignment or the course. In certain cases, it can also result in dismissal from the college.

### **STUDENTS WITH DISABILITIES OR CHRONIC CONDITIONS**

Reasonable accommodations are available for students with a documented disability or chronic condition. It is the student's responsibility to seek these accommodations. If a student has a disability or chronic condition and may need accommodation to fully participate in this class, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or [lassist@yukoncollege.yk.ca](mailto:lassist@yukoncollege.yk.ca) .

### **INSTRUCTOR CREDENTIALS**

The course will be taught by a person with a related degree in Education, Health or Human Services. Knowledge and experience both in educating adults and in content area is essential. Other qualifications may be considered.

### **EQUIVALENCY/TRANSFERABILITY**

Please check the following link

<http://www.yukoncollege.yk.ca/programs/info/e.cd> for information about transferability of Early Childhood Development Courses.

### **REQUIRED TEXTBOOKS/MATERIALS**

Adler, R., Rosenfeld, L., Proctor, R. & Winder, C. (2012). *Interplay: The Process of Interpersonal Communication*. 3rd Canadian ed. New York: Oxford University Press.

One Flash Stick (at least 2 GB)

