

DELIVERY MODE(S): Internet Delivery using D2L Software, e-mail, Zoom Meeting, and telephone.

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@nwpolytech.ca

COURSE OBJECTIVES:

This course will provide students with:

1. Awareness of and skills in interpersonal communication
2. Foundations for self-understanding and personal growth, as well as the understanding that these are the elements upon which interpersonal communication skills are built.

LEARNING OUTCOMES:

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

** 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:

Discussions: 40% of final grade (10% per unit)

Assignments: 40% of final grade (10% per unit)

Participation: 20% of final grade includes:

Course Outline Quiz

“Introduce yourself” discussion board post

A minimum of 1 Zoom meeting will be scheduled and, as this is an on-line course, attendance is optional.

MORE:

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:

ITEM	DATE(S)	ASSIGNED WORK
Let's Get Started!	Weeks 1-3 May 1 - 21, 2023 Orientation Meeting Sunday April 30 1:00 – 1:30 PM All tasks in this section must be complete by: Sunday, May 21, 2023 11:59 PM	Orientation Online Zoom Meeting - <ul style="list-style-type: none"> • Introductions and Welcome • Review Course Outline & Textbook details • Review Course Assignment and Discussion Post Rubrics • Overview of D2L course site Zoom meeting link: Time: Apr 30, 2023 01:00 - 01:30 PM Mountain Time (US and Canada) Join Zoom Meeting https://nwpolytech.zoom.us/j/95316696552 Meeting ID: 953 1669 6552 Discussion Board Post 'Introduce Yourself' and Course Outline Quiz Due: Sunday, May 21, 2023
Unit One	Weeks 4-5 May 22 – June 4, 2023 All Unit 1 tasks must be completed by: Sunday, June 4, 2023 11:59PM	Unit One Discussion Board Post and Responses Due: Sunday, June 4, 2023 at 11:59 PM Unit One Assignment Due: Sunday, June 4, 2023 at 11:59 PM
Unit Two	Weeks 6 - 8 June 5 – June 18 2023 UNIT 2 All Unit 2 tasks must be completed by: Sunday, June 18, 2023	Unit Two Discussion Board Post and Responses Due: Sunday, June 18, 2023 at 11:59 PM Unit Two Assignment Due: June 18, 2023 at 11:59 PM
Unit Three	Weeks 9 - 10 June 19 – July 9, 2023 UNIT 3 All Unit 3 tasks must be completed by: Sunday, July 9, 2023	Unit Three Discussion Board Initial Post Due: Sunday, July 9, 2023 11:59 PM Unit Three Discussion Board Response Posts Due: Sunday, July 9, 2023 11:59 PM
Unit Four	Weeks 11-13 July 10 – July 23, 2023 UNIT 4 All Unit 4 tasks must be completed by: Sunday, July 23, 2023 at 11:59 PM	Unit Four Discussion Board Initial Post Due: Sunday, July 23, 2023 at 11:59 p.m. Unit Four Assignment Due: Sunday, July 23, 2023 at 11:59 p.m. Course Evaluation Due: TBA (Students will be notified)

STUDENT RESPONSIBILITIES:

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 <https://www.nwpolytech.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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

Additional Information (Optional):

COURSE MATERIALS

Each unit contains a combination of course notes, media files, discussion boards, assignments, and drop boxes.

Course Notes: The course notes are the ‘meat’ of the unit and set the stage for your other readings and activities. You **MUST** read through the course notes as well as textbook readings before completing any assignments or discussion posts.

Discussion Questions (Posts): The discussion questions are designed to help you understand the course content or to help you put theory into practice. They are a required part of the course, and all discussion posts will be marked using the discussion rubric located in the D2L course space

Initial post: The initial post should be a minimum of 250 words and a maximum of 500 words (word counts do not include any references that you list). Post directly to the discussion board (no attachments).

Each student should integrate the textbook and course note readings 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 due date in order to receive any marks for it. Discussions posted after the due date will be graded a 0%.

Response posts: After your initial post, you should post responses to two other classmates. Response posts should be 75-150 words long and contribute a depth of thought and add insight to the overall discussions. Like initial posts, all response posts must also be completed by the due date in order to receive any marks.

Instructor participation: I will respond and enhance posts periodically when necessary and appropriate.

Forty percent of your final grade for this course is based on the quality of work shown in your discussion posts. That is a lot! Take note of this and participate accordingly.

ASSIGNMENTS: Assignments are an important part of your learning. It is strongly recommended that you keep copies of your work before submitting it to me, so go ahead and save a copy on your computer.

Instructors have the right to set specific deadlines for each of the assignments (or their parts) in any course. Late assignments will be penalized (see our late policy at the end of this course outline).

Forty percent of your final grade for the course is based on the quality of work shown in your assignments. All assignments will be marked using the assignment rubric located in your D2L course space. Assignments should be submitted in a Word document or PDF format. All written work is to be submitted directly to me through the D2L Drop Box. I do not accept emailed copies. If you are citing any thoughts, ideas, or quotes that are not your own, please use APA style. If you are unsure of any aspect of APA style, you can either refer to the APA manual within your D2L or contact the GPRC Library for APA assistance.