

**Grande Prairie Regional College
Department of Human Services**

HS1203 Interpersonal Competence

Dates: Winter 2008: March 5 – April 16
N.B. There are no classes on Friday March 7 and Friday March 21

Class Times: Wednesday and Friday 1 – 2:20
Hours: 15
Credits: 1
Location: B304
Instructor: Pat Caulfield Fontaine, B.Ed., McGill University
Office: H130
Office Hours: by appointment
Phone: 539-2043
e-mail: pcaulfieldfontaine@gprc.ab.ca
Prerequisite: HS1000

Course Description:

In this course, we will build on the knowledge and skills from HS1000 and apply them to the development of skills for more complex situations, specifically those related to relationships at work, although they are generally applicable for all interpersonal relationships.

Text: Everyday Encounters An Introduction to Interpersonal communication (3rd Canadian Edition) Julia Wood and Anne Schweitzer

Class Format: Classes will be comprised of lecture, mixture of small group and class activities, role playing, discussion, videos and tasks.

Attendance Requirements: Attendance in this course is important as a significant amount of the course content is covered through in-class tasks and discussions. Students will receive 5% for attendance.

Course Objectives:

Upon completion of this course, students will:

1. Identify and discuss factors that contribute to a positive or negative communication climate in work settings.
2. Apply communication skills to promote a positive communication climate
3. Discuss the significance of conflict in interpersonal and workplace relationships, communication factors that affect it, and methods of dealing with conflicts.
4. Demonstrate the use of communication skills to resolve a conflict situation while maintaining a positive communication climate.
5. Discuss the role of communication in the workplace.

- 6 Develop knowledge and skills to become productive team members in the workplace.

.Grading Policies:

A+	4.0	90-100%
A	4.0	85-89%
A-	3.7	80-84%
B+	3.3	76-79%
B	3.0	73-75%
B-	2.7	70-72%
C+	2.3	67-69%
C	2.0	64-66%
C-	1.7	60-63%
D+	1.3	55-59%
D	1.0	50-54%
F	0.0	0-49%

Class Policies:

It is the right of the student and of the instructor to a favourable learning/teaching environment. It is the responsibility of the student and the instructor to engage in appropriate adult behaviour that positively supports learning. This includes, but is not limited to, treating others with dignity and respect.

*Please refer to the **Grande Prairie Regional College 2007-2008 Calendar** regarding **student conduct**.

- Regular attendance and active class participation help you understand the content and be a successful student. Absence from 20% and over of the class hours will result in a grade of 0% for attendance.
- Assignments are due in –class or before 4:30 on the assignment due date. Late assignments will be deducted an initial 10% and 1% per day including weekends. Assignments will receive a grade of 0% after 10 days late.
- All work should be typewritten (or neatly handwritten) and double-spaced. Points will be deducted or work may be required to be rewritten when there is significant spelling or grammatical errors. Refer to the College calendar for assignments submission guidelines.
- Projects with other students require active involvement and contribution.
- Graded assignments will normally be returned within two weeks.
- Changes to the course outline will be discussed with you in class