EA 105A – Personal Development & Interaction
2 credits, 2 hours per week

The emphasis in this course will be on the growth of each individual in relation to others. Students will set goals for personal growth by identifying personal values, needs, roles, biases, strengths and weaknesses. Students will demonstrate self-awareness and increased effectiveness in relationships by practicing appropriate self-disclosure, giving and receiving feedback, and expressive and receptive communication skills. They will identify and assess whether their personal qualities match with the professional qualities necessary for the childhood profession.

Instructor

Instructor Name
Office location
Phone number
email.address@keyano.ca

Office Hours

Day 0:00 – 0:00
Day 0:00 – 0:00
Day 0:00 – 0:00

Hours of Instruction

Monday   3:00 pm – 4:50 pm   CC216

Required Resources

Textbook title,

Covey, S. (2014). *The seven habits of highly effective teens.* New York, NY: Fireside Books.

Rosenberg, M. (2015). *Non-violent communication: A language of life.* (3rd Edition). Encinitas, CA: PuddleDancer Press.

Course Outcomes

Upon successful completion of this course, the student shall be able to:

- Increase self-awareness and recognize personal accountability for feelings, needs and actions.
- Identify and explain the influences that values, beliefs, perceptions and biases have on verbal and non-verbal communication
- Examine and work to improve communication skills - both receptive (active, reflective and empathic listening) and expressive (affirmations, clear expectations and I-messages)
- Practice giving and receiving feedback to achieve more authentic personal and professional relationships, using the Nonviolent Communication model
- Demonstrate growth of communication abilities in interactions with adults

- Explore the fit between effective communication and the attitude of caring in the childhood development profession

The class will proceed throughout the semester according to the needs, skills and interests of the group. Each group of people presents a unique blend of personalities and abilities. Accordingly, the course content will reflect the needs and nature of the group and the individuals within the group.

Evaluation

Assignment	Percentage	Due Date
In-class assignments: Brown Bag exercise	**10% (C/NC)**	September 23, 2016
Assignments: **Personal Story**	**25%**	Nov. 4, 2016
Log of reflections, responses	**40%**	Due weekly, with submissions Oct. 7 & 28, Dec. 2, 2016
Self-Evaluation of skills	**25%**	Dec. 2, 2016

Details will be provided in class, with criteria sheets to guide your responses.

Course assignments have set due dates to manage both instructor and student workloads. Changes to due dates may occur to adjust overall student workload based on class consensus.

The department performance requirements (revised 2014) regarding student evaluation states that:

- Assignments are to be submitted in class on their respective due dates. If a student is absent from class, the assignment will considered late.
- Individual extensions require students to contact and ask permission from the instructor prior to the assignment due date. In addition, a signed request for extension, including the extenuating circumstances must be submitted at that time or as soon as possible.
- For assignments that are late without written permission:
- A grade will be deducted for assignments up to 3 days late. e.g. a B assignment will become a B-
- An additional grade will be deducted for assignments that are 4 – 7 days late; ie: An assignment with a grade of B now becomes a C+
- No assignments will be accepted after 1 week past the due date.
- ***No assignments will be accepted after the beginning of the class on final date of the course. The final due date for this course is December 5, 2016.***
- Since final exams are not a component of ELCC or EA courses and because learning is participatory, attendance and participation are part of the course grade. ***80% attendance and word-processed assignments when required by the instructor, are necessary to achieve a final grade of B or higher in ELCC and EA courses.***
- A grade of B on an assignment recognizes that the student has met the basic requirements and knows the applicable content thoroughly enough to be able to apply it. A grade of less than B brings attention to the student that there are gaps in understanding the content and skills required for that assignment. Students should use the criteria for assignments to guide assignment work.
- A grade of B+ or higher acknowledges excellence in quality and quantity of work. The student's assignment is above the basic requirements.

Students who do not complete all the required work should not expect to pass the course.

Grading System

Legend			
Percentage Scale	**Alpha Grade**	**4.0 Scale**	**Descriptor**
94-100	A+	4.0	
	A	4.0	Excellent
90-93	A-	3.7	
86-89	B+	3.3	
80-85	B	3.0	Good
75-79	B-	2.7	
70-74	C+	2.3	
65-69	C	2.0	Satisfactory
60-64	C-	1.7	
56-59	D+	1.3	Poor
50-55	D	1.0	Minimum Pass
0-49	F	0.0	Failure

A grade of C- is required for progression or transfer.

Proposed Schedule of Topics

- ❖ Intro/Overview, Change in our lives,
- ❖ Knowing ourselves and each other
- ❖ Covey's Foundational Principles
- ❖ Be Proactive
- ❖ Begin with the End in Mind, (Personal Mission Statement)
- ❖ Put 1st Things 1st
- ❖ Think Win-Win
- ❖ Seek First to Understand, then to be Understood
- ❖ Nonviolent Communication: What is it?
- ❖ Observation w/o Evaluation
- ❖ Feelings in communication
- ❖ Universal Needs
- ❖ Expressing Requests
- ❖ Receiving Empathically
- ❖ The Power of Empathy and Self-Empathy
- ❖ Synergize
- ❖ Sharpening the Saw

Please Note:

Date and time allotted to each topic is subject to change.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

Counselling and Accessibility Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

This course outline has been reviewed and approved by the Program Chair.

_____

[First Name, Last Name], Instructor

_____

Stephanie Brake, Chair   Date Authorized

_____

Vincella Thompson, Dean   Date Authorized

Signed copies to be delivered to:
Instructor
Registrar's Office