



Course Outline

CHILDHOOD STUDIES

**EA 105A
Personal Development & Interaction
Semester, 2014**

**2 CREDITS
2 HOURS PER WEEK**

INSTRUCTOR: Hope Moffatt

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OFFICE NUMBER: 210A

OFFICE HOURS:

Monday	3:00 – 5:00 PM
Tuesday	4:00 – 5:00 PM
Wednesday	Noon – 1:00 PM
Thursday	3:00 – 4:00 PM

HOURS OF INSTRUCTION:

Mondays 1:00 – 2:50 PM Room 216

COURSE DESCRIPTION:

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. They will demonstrate self-awareness and increased effectiveness in relationships by practicing appropriate self-disclosure, giving and receiving feedback, and expressive and receptive communication skills. Students will identify and assess whether their personal qualities match with the professional qualities necessary for the childhood development profession.

2 Credits, 15 weeks, 30 hours

PRE-REQUISITE(S):

No Prerequisites and/or co-requisites

COURSE OUTCOMES:

The student will be able to:

1. Increase self-awareness and recognize personal accountability for feelings, needs and actions.
2. Identify and explain the influences that values, beliefs, perceptions and biases have on verbal and non-verbal communication
3. Examine and work to improve communication skills - both receptive (active, reflective and empathic listening) and expressive (affirmations, clear expectations and I-messages)
4. Practice giving and receiving feedback to achieve more authentic personal and professional relationships, using the Nonviolent Communication model
5. Demonstrate growth of communication abilities in interactions with adults
6. 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.

REQUIRED RESOURCES:

Covey, S. (1998). *The seven habits of highly effective teens*. New York, NY:

Fireside Books.

Rosenberg, M. (2003). *Non-violent communication: A language of life*. (2nd

Edition). Encinitas, CA: PuddleDancer Press.

TOPICS TO BE COVERED:

Please Note:

This course outline may be modified to facilitate unforeseen time constraints. Time allotted to each topic is subject to change.

- ❖ 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
- ❖ Expressing Appreciation
- ❖ Synergize
- ❖ Sharpening the Saw

MOODLE

Go to <http://ilearn.keyano.ca>

This course is supported through Moodle. Assignments, readings and handouts will be posted on Moodle. Login information will be provided by your instructor. For further instructions please see the Moodle handout.

EVALUATION:

Assignment	Percentage	Due Date
In-class assignments: Brown Bag exercise	10% (C/NC)	September 15, 2014
Assignments: Personal Story	25%	Nov. 3, 2014
Log of reflections, responses	40%	Weekly, with submissions Sept. 29, Oct. 27, Dec. 1, 2014
Self-Evaluation of skills	25%	Dec. 8, 2014

GRADING SYSTEM:

Letter Grade	Description	Grade Points
A+		4
A	Excellent	4
A-		3.7
B+		3.3
B	Good	3
B-		2.7
C+		2.3
C	Satisfactory	2
C-		1.7
D+		1.3
D	Minimal Pass	1
F	Failure	0

Students intending to transfer to other institutions require a 'C-' as a minimum grade. Transfer information on each course is available at the [Alberta Council on Admission and Transfers](#).

PERFORMANCE REQUIREMENTS:

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 be 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 8, 2014**
- 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.

Students should consult:

<http://keyano.ca/current-students/students/exams>

IMPORTANT DATES for Fall, 2014:

September	
Tuesday, 2	Orientation day
Wednesday, 3	Fall semester begins
Tuesday, 9	Last day to add courses for academic programs Tuition for Fall semester is due. Late fee of \$100 charged on any outstanding balance after this date
Tuesday, 16	Last day to drop courses for academic programs. Last day to waive health and dental benefits.
Tuesday, 30	Fall Awards application deadline
October	
Friday, 10	Last day to withdraw from courses with 50% refund of tuition fees.
Monday, 13	Thanksgiving Day, College closed.
Friday, 24	Last Day to withdraw from courses without academic penalty

November Tuesday, 11	Remembrance Day, No classes
Thursday, 25	Keyano College Student Awards ceremony
December Friday, 12	Last day of Classes for Childhood Studies programs.
Wednesday, 21	Fall grades due to Registrar by 4:30 p.m. **Winter term Classes resume on Monday, January 5, 2015

COLLEGE POLICIES

Equality, Equity and Respect

The Keyano College is committed to providing an environment of equality, equity and respect for all people within the College community. All members of this community are considered partners in developing teaching and learning contexts that are welcoming to all. Faculty, staff, and students are encouraged to use inclusive language to create a classroom atmosphere in which students' experiences and views are treated with equal respect and valued in relation to their gender, ethnic and cultural background, and sexual orientation.

Students should consult:

<http://keyano.ca/current-students/individual-rights>

Plagiarism and Cheating

Every student expects to be treated and evaluated fairly in a course. Plagiarism and cheating robs everyone of this right.

No student may submit words, ideas or data of another student or person as his or her own in any writing, project, assignment, quiz, electronic presentation, exam etc. Any work used that is not the student's own must be clearly cited as belonging to someone else. There are penalties for using other's work and not citing it. The Student's Rights & Responsibilities document clearly outlines these penalties and the appeal process.

- No learner can obtain information from another student during an exam.
- No learner can bring unauthorized information (paper or electronic) into an exam or quiz.
- No student can submit work done in another course for grading in this course without the written prior approval of the course instructor.
- No student can submit copyright protected or commercially produced materials as part or all of an assignment without proper citation & permission.

Student Rights & Responsibilities

Students should consult the Keyano College Credit Calendar or online at:

<http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1112-10-full.pdf>

Specialized Supports and Duty to Accommodate

Disability Support Services: Learner Assistance Program

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to

assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

Specialized Supports and Duty to Accommodate

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.



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Fall, 2014**

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2 HOURS PER WEEK**

Hope Moffatt, Instructor

Date

Reviewed and approved by:

Vincella Thompson, Dean

Date