

EA/ELCC 105A Personal Development and 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. 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.

No prerequisites and/or co-requisites

Instructor

Priscilla Lothian-Hendrix

CC202A

780 715-3900

Priscilla.Hendrix@keyano.ca

Office Hours

Monday: 10:00 am – 11:50 am

Tuesday: 5:00 pm – 5:50 pm

Friday: 8:00 am – 9:50 am

Hours of Instruction

Mondays 3:00 PM- 4:50 PM

Required Resources

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

Evaluation

<i>Assignment</i>	Percentage
In-class assignments: Reflection	10% (C/NC)
Assignments: Personal Story	25%
Weekly one page reflections	40%
Self-Evaluation of skills	25%

The class will proceed throughout the semester according to the needs, skills and interests of the group. Each group of students present 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.

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

Grading System

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

Proposed 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.

Priscilla Lothian-Hendrix, Instructor

Stephanie Brake, Chair

Date Authorized

Vincella Thompson, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office