



**Course Outline**

**CHILDHOOD STUDIES**

**ELCC 305E  
Interpersonal Relationships  
Winter, 2015**

**2 CREDITS  
2 HOURS PER WEEK**

**INSTRUCTOR: Hope Moffatt**

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**PHONE NUMBER:** (780) 791-8953  
**E-MAIL:** hope.moffatt@keyano.ca  
**OFFICE NUMBER:** 210A  
**OFFICE HOURS:**

Monday	3:00 – 5:00 PM
Thursday	3:00 – 4:00 PM
Friday	10:00 AM - Noon

**HOURS OF INSTRUCTION:**

Mondays 5:30 – 7:20 PM Room 216

**Please note: No classes on: Feb 16<sup>th</sup> (Family Day), 23<sup>rd</sup> (Reading Week), or April 6<sup>th</sup> (Easter Monday).**

**COURSE DESCRIPTION:**

*2 credits, 30 hours, 15 weeks*

The emphasis of this course is on expanding students' awareness of self and continuing to build effective communication skills, including attentive and reflective listening, giving and receiving feedback, assertiveness techniques and problem solving skills. Additional focus will be on developing skills to build and maintain relationships with others.

**PRE-REQUISITE(S):**

*ELCC 105 or EA 105 or permission of the Program Chair*

**COURSE OUTCOMES:**

By the end of the course, students will:

1. Increase self-awareness skills to understand personal role and responsibility in interpersonal relationships, issues and conflicts.
2. Demonstrate and integrate the use of Nonviolent Communication skills in the application of interpersonal conflict resolution, feedback and effective communication – both honestly expressing and empathically listening.
3. Examine personal responses to power and control.
4. Strengthen awareness of how our attitudes and behavior/ actions impact others.
5. Develop confidence in expressing viewpoints, speaking up to superiors/ leaders, and dealing with controversy.

6. Enhance ability to self-reflect and utilize various approaches for self-improvement such as peer consultation/evaluation, reflection journal, and debriefing

### REQUIRED RESOURCES:

- Connor, J. & Killian, D. (2012). *Connecting across differences: Finding common ground with anyone, anywhere, anytime* (2<sup>nd</sup> ed.). Encinitas, CA: PuddleDancer Press.
- Lamb, R. (2010). *NVC communication basics*. Victoria, BC: Lamb Consulting.
- Rosenberg, M. (2003). *Nonviolent communication: A language of life*. Encinitas, CA: PuddleDancer Press.

### TOPICS TO BE COVERED:

- ❖ Another way to see the world
- ❖ Needs: The primal force of life
- ❖ Really Listening
- ❖ Creating shared reality via observations
- ❖ Self-empathy & choice
- ❖ Fostering trust & collaboration: The power of requests
- ❖ Stepping into the fire: Enjoying & responding to anger
- ❖ When communication isn't possible: The protective use of force
- ❖ Thanks, but no thanks
- ❖ Integrating NVC in your life
- ❖ Emergent, burning topics...

### 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:

Since the nature of this course is human growth and interaction, evaluation will reflect: attendance; participation in group exercises; demonstration of skills in class, in other classes and in practicum/work settings; completion of assignments; and ability to self-reflect and self-evaluate.

Final evaluation will be determined through an assessment of skills learned by the end of the course. The decision about final grades is the instructor's responsibility. Poor attendance, lack of professionalism, a lack of communication skills, poor listening skills, and a lack of self-awareness are the primary reasons for failure in this course.

Grades for ELCC 305 shall be determined as follows, details to be determined, finalized in class, and set on Criteria Sheets:

**30%** - Attendance, prepared for class with readings completed, participation in class activities and discussions

**30%** - Feedback on growth and application of specific communication skills – both sending and receiving, from group/instructor/self.

**Due: April 13, 2015**

**40%** - Log of responses to the *Connecting Across Differences* text + class exercises &/or viewings.

**Due: weekly reflections, submitted Jan. 26<sup>th</sup>, March 2<sup>nd</sup> and March 30<sup>th</sup>**

**NOTE!!** If class is cancelled, for whatever reason, any assignments will be due and submitted at the **BEGINNING** of the following class.

### 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 April 20, 2015**
- 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 Winter, 2015:**

January 1	College Closed (New Year's Day)
January 5	Winter semester begins for academic programs Winter semester fees due
January 12	Winter late fee applied
January 16	Last day to drop academic programs
February 13	Last day to drop with 50% refund
February 16	College Closed (Family Day)
February 23 – February 27	Reading Week, No classes for academic programs
March 30	Last day to withdraw (Grade of W, 0% refund)
April 3	College closed (Good Friday)
April 6	College closed (Easter Monday)
April 24	Last day for Childhood Studies Classes
May 8	Convocation

**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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**Hope Moffatt, Instructor**

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**Date**

**Reviewed and approved by:**

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**Vincella Thompson, Dean**

\_\_\_\_\_  
**Date**