

ELCC 343

Interpersonal Relationship, Ethics and Team Dynamics

3 credits, 45 hours lecture

The emphasis of this course will be on developing, refining and practicing skills to build and maintain relationships with others, particularly as they refer to the issues and ethical problems that face caregivers in the field of Early Learning and Child Care. A practice of relationships from the Alberta Curriculum Framework will be explored. The students will gain a stronger understanding of team concept, group and team dynamics and the various roles that exist within teams and will develop capacity to improve their team performance.

Prerequisite: ELCC Certificate or equivalent

NOTE: Not available to students with credit in ELCC 305 and ELCC 306.

Instructor:

Dr. Chinwe Ogolo

Childhood Studies | Instructor

P: 780.792.5727 | E: Chinwe.Ogolo@keyano.ca

Office Hours:

Monday: 2:30-3:30

Tuesday: 1:30- 2:30

If you require confidential assistance outside of weekly office hours, please email to schedule a time.

Your email will be returned within 24 hours. Emails sent on weekends will be answered on the next business day. Any casual course-related questions are encouraged to be posted on the course forum within Moodle.

Hours of Instruction:

Mondays at 6:30 PM

Tuesdays at 6:30 PM

Delivery Mode

In Course ELCC 343, we are using the HyFlex course delivery mode. HyFlex is short for “hybrid-flexible.” What this means is that, as the student, **you** have a **choice about how you participate in class on a daily/weekly basis**. The options for attending/participating this class are below:

Options for Attending/Participating Class (choice can be made daily/weekly):

- a) **Face-to-face** in our classroom on campus at our regular class time (depends on your section).
- b) **Online virtually via Zoom (Synchronously)** at our regular class time (see details below in the “Expectations” section).

Please note that you may asked to indicate your intended participation mode on a weekly basis using a poll tool in Moodle.

Attending Online Virtually via Zoom:

1. Enter our Moodle course, go to Course Information section, and click on the Online Virtual Session Zoom link to join the class.
2. Once you click on “Online Virtual Session Zoom link,” a dialog box will appear, click the Join Meeting button.

Expectations of Students with Respect to Technology:

Log in to Moodle at least three times a week to check announcements and the schedule (it's good to get into the habit of checking Moodle daily for each of your courses).

1. Participate in class regardless of whether you attend face-to-face, virtually via Zoom (synchronously), or asynchronously.
2. If you choose to attend class virtually via Zoom or Teams:
 - a. make sure that your technology is updated and ready for each class (log in 5-10 minutes early to check updates and connections).
 - i. Note: Public Wi-Fi connections sometimes may not support the bandwidth necessary for Zoom.
 - ii. Headphones are recommended.
 - iii. Cameras on preferred.
 - b. once you enter the Zoom room, all you need to do is wait for the session to begin.
 - i. There may be second difference between the virtually and "real life," so you will experience the lecture with a little bit of lag. However, this will not be noticeable unless you are attending in person and also have Zoom/Microsoft Teams open.
 - ii. You instructor will monitor all questions that come in, so don't worry about any lag.
3. If you choose to attend class in person, it is recommended that you bring a device to class to login to Zoom session for group work.
4. Be respectful of your peers and the instructor regardless of whether you attend face-to-face or virtually.
5. Having non-course-content-related technology issues?
 - a. If you ever have a problem, first try using a different browser.
 - b. For Zoom related issues, you might find your answer at [Getting Started with Zoom](#)
 - c. For Moodle related issues, visit [Learning to use Moodle](#)
 - d. For general issues, you can contact thel or call 780-791-4965

Required Resources:

Connor, J. & Killian, D. (2012). *Connecting across differences: Finding common ground with anyone, anywhere, anytime* (2nd ed.). PuddleDancer Press.

Rosenberg, M. (2015). *Nonviolent communication: A language of life* (3rd ed.). PuddleDancer Press.

Course Outcomes:

Upon completion of the course, students will be able to:

1. Demonstrate and integrate the use of (Nonviolent) Compassionate Communication skills in the application of interpersonal conflict resolution, giving & receiving feedback, self-empathy, and effective communication – both honestly expressing and empathically listening.
2. Examine personal responses to power and control.
3. Strengthen awareness of how their attitudes and behavior/actions impact others.
4. Enhance ability to self-reflect and utilize various approaches for self-growth such as peer consultation/evaluation, reflection journal, and debriefing.
5. Demonstrate skills in team relationships including giving and receiving feedback, addressing concerns and issues with appropriate person(s), dealing with change and transition, and managing stress.
6. Compare and contrast the various roles within working groups and assess team dynamics in current work team.

7. Describe the ELCC professional's role in relationships with colleagues to share information and to collaborate on planning for care routines and children's play, learning, and development.
8. Identify and discuss issues in the field of early childhood and relate them to their own professional work.
9. Describe the CCCF Code of Ethical Conduct and recognize personal accountability for practicing in an ethical manner.
10. Demonstrate how a code of ethics underlies their responses to the ethical issues that arise in their work with children and families and in their responsibilities as advocates for children.

EVALUATION:

Since the nature of this course is human growth and interaction, evaluation will reflect 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, self-empathize 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 growth in communication skills, poor listening skills, and a lack of self-awareness are the primary reasons for failure in this course.

Grades for ELCC 343 shall be determined as follows, details to be determined, finalized in class, and set on Criteria Sheets:

Assignment	Value
Quizzes Several quizzes will be taken to determine whether students are engaging with the assigned textbooks.	30%
Group Presentation 1: Role Play Students will be evaluated on how well they work together to recommend solutions to real life scenarios in early childhood settings.	20%
Group Presentation 2: Does Your Team Work? For this assessment, you will set a goal with course teammates about a work issue or dilemma you are trying to overcome. Then, you will implement the goal and present your progress. In your report, you will reflect and elaborate on ethical considerations involved in the issue.	30%
Weekly Course Activities All graded activities are indicated in Moodle. Students will engage in active learning activities, such as: <ul style="list-style-type: none"> - Problem-based learning through group discussions and debates - Weekly log entries of reflections and responses to the Connecting Across Differences text and class exercises and experiences. 	20%

Assignment	Value
	100%

A minimum passing grade for this course is C- (60%), which is required for progression or transfer

Proposed Topics:

1. Self-awareness, Self-empathy, Self-reflection
2. Roles, responsibilities and consciousness in interpersonal communication
3. Compassionate, non-violent communication skills in interpersonal relationships
4. Self-care to manage stress
5. Conflict resolution
6. Your relationship with power and control
7. Issues in the early childhood field
8. The ELCC professional's role in relationships with colleagues
9. Workplace and team diversity
10. Roles and responsibilities within teams
11. Team relationship skills

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory Progression	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
Poor	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
Minimum Pass	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

Performance Requirements and Student Services**Student Responsibilities**

As a student, it is your responsibility to contact the Office of the Registrar to complete the required forms, including the Withdraw Course or Program or a Change of Registration form. Please refer to the important dates listed in the Academic Schedule in the [Keyano College credit calendar](#). The Keyano College credit calendar also has information about Student Rights and the Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and the Code of Conduct Policies.

Student Attendance

Class attendance is helpful for two reasons: First, class attendance maximizes a student's learning experience. Second, attending class is an excellent way to keep informed of matters relating to the course administration (e.g., the timing of assignments and exams). Ultimately, you are responsible for your learning and performance in this course. It is the responsibility of each student to be prepared for all classes. Absent students are responsible for the material covered in those classes, and students must ensure they are ready for their next class, including completing any missed assignments and notes.

Academic Misconduct

Students are considered responsible adults and should adhere to the principles of intellectual integrity. Intellectual dishonesty takes many forms:

- Plagiarism or the submission of another person's work as their 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,
- Submitting unchanged work for another assignment, and
- 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 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 Code of Conduct Policies. To ensure your understanding of

plagiarism, you may be required to complete the online [Understanding Plagiarism tutorial](#) and submit the certificate of completion.

Online Learning

Technology and internet connectivity will impact your online learning experience. You may be required to watch online videos, take online quizzes, or participate in live online classes. Live/virtual courses will be hosted in Microsoft Teams or Zoom. For all course delivery types, you will access your course resources on Keyano's learning management system: Moodle (iLearn). Login in using your [Keyano username and password](#). Keyano College operates in a Windows-based environment and having access to the correct tools for online learning is essential. Here's a list of recommended system requirements.

Internet Speed

Minimum download and upload speeds of 10 Mbps. Recommended download speeds of 25 Mbps and upload speeds of 10 Mbps (if you are sharing your internet at home). You can check your internet speed with [Speedtest by Ookla](#).

Computer System Requirements

Microsoft Windows	Apple (Mac)
Minimum Requirements: <ol style="list-style-type: none"> Windows 10 Operating System or above 4GB of RAM 10GB available hard drive storage space <ol style="list-style-type: none"> Install the Microsoft Office 365 suite (~3GB) * Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.) Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly. <p>*Microsoft Office 365 is free to Keyano students.</p>	Minimum Requirements: <ol style="list-style-type: none"> Mac Operating System 10.14 (Monterey) or above 4GB of RAM 10GB available hard drive storage space <ol style="list-style-type: none"> Install the Microsoft Office 365 suite (~3GB) * Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.) Mac has built-in anti-virus/malware software. It is important to install system updates to keep your device secured regularly. <p>*Microsoft office 365 is free to Keyano students.</p>
Recommended Upgrades <ul style="list-style-type: none"> 8GB of RAM Regularly back up or synchronize your files, locally or with a cloud-based storage option. <p>OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.</p>	Recommended Upgrades <ul style="list-style-type: none"> 8GB of RAM Regularly back up or synchronize your files locally or with a cloud-based storage option. <p>OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.</p>
Tablets, iPads, and Chromebooks are not recommended: they may not be compatible with the testing lockdown browsers and Microsoft Office 365.	

Specific Department Requirements

Business and OA programs require Windows 10.

Other programs may utilize Windows-based tools as well.

Computer Software

Students have access to Microsoft Office 365 and Read&Write for free using Keyano credentials.

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or course materials; this includes any recordings, slides, instructor notes, etc., on any platform. Thus, no student is allowed to share, distribute, publish or sell

course-related content without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

ITS Helpdesk

If you have issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

COVID-19 We are subject to provincial, and municipal bylaws, and policies. These decisions may change pending further direction from the Alberta Chief Medical Officer, Alberta Health Services, and other provincial guidelines. To protect yourself and others, get immunized, wash your hands, wear a mask, keep your distance (2m/6 ft) and remain home when feeling unwell. For the most recent COVID-19 information, please refer to albertahealthservices.ca/COVID.

Specialized Supports The Student Services Department is committed to Keyano students and their academic success. There is a variety of student support available at Keyano. All student services are available during Keyano business hours: Monday to Friday, 8:30 a.m. to 4:30 p.m. The College is closed on statutory holidays. If you require support outside of regular business hours, please inform the support service team, and they will do their best to accommodate your needs.

Accessibility Services provides accommodations for students living with disabilities. Students with documented disabilities or who suspect a disability can meet with an Access Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact the department to request accommodations for the following semester. Please note that requesting accommodations is a process and requires time to arrange. Contact the department as soon as you know you may require accommodations. For accessibility supports and disability-based funding, please book an appointment by emailing us at:

accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students and technology training and support to enhance learning. You can meet with an Access Strategist to learn studying and test-taking strategies. In addition, you can schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing:

accessibility.services@keyano.ca

Wellness Services offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators provide a safe and confidential environment for you to seek help with personal concerns. Our Wellness Navigator offers support with basic needs such as housing, financial and nutritional support, and outside referrals when needed. Wellness Services welcomes students to participate in group sessions that address topics including mindfulness and test anxiety throughout the academic year. Individual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research, information, and education technology supports as they engage in their studies. Library staff are available to help you online and in person throughout the semester. Librarians offer individual and small group appointments booked using the online [Book A Librarian calendar](#). The Library also provides research and subject guides to help you with your studies. To view a subject or course-specific guide, check out the complete list of online [Subject Guides](#). To start your research and access citation guides (APA, MLA, Chicago, or IEEE), visit the [Research Help page](#). The Library's collections (including print and online materials) are searchable using [OneSearch](#). The Library offers a Loanable Technology collection to support students accessing and using technology. For an up-to-date list of technology available for borrowing, visit the Library's [Loanable Technology webpage](#). For a detailed list of library resources and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or [chat with us online](#).

Academic Success Centre: The Academic Success Centre at Keyano College (CC-119) provides **free** academic support services to registered students, such as tutoring, writing support, facilitated study groups, workshops, and study space. Academic Content Specialists are available in Mathematics, Science, Trades, Power Engineering, Upgrading/College Prep, Human Services, English, Humanities, and more. Students are encouraged to visit the Academic Success Centre to discuss study strategies and academic concerns. For additional information, please email Academic.Success@keyano.ca.

Academic Success Coach: The Academic Success Coach is located in the Academic Success Centre and works with students to develop academic success plans, time management skills, study strategies, and homework plans. For additional information, please email Academic.Success@keyano.ca.

Authorization

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

Dr. Chinwe Ogolo, Instructor

Krista Lloyd-Michaud, Interim Chair

Date Authorized

Arlene Starks, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office