Course Outline

MSPC 105: Interpersonal and Group Communication
Fall 2017
Cindy Brooks

Class Time: MW 3:30 – 4:50 pm  
Class Location: 2600

Office: 1617  
Office Phone: 403-343-4013

E-mail: cindy.brooks@rdc.ab.ca  
Office Hours: Mon 1-2 pm; Wed noon-1 pm or by appointment

Credit Hours: 3  
Prerequisite: ELA 30-1 or equivalent

Academic Calendar Entry
Theory and practice of communicating with other people in interpersonal and group situations, with an emphasis on professional settings. Topics include perception, listening, language, nonverbal communication, and group dynamics developing skills through practice and reflection.

Required Texts

Learning Outcomes
After completing the course, you should:
  • Explain the concepts and theories of interpersonal communication using correct terminology
  • Reflect on and practice perception, effective listening, management of nonverbal communication, selection of language
  • Describe the key concepts and theories of group theory, including group roles, rules, norms, dynamics, stages of group formation, leadership/power, conflict resolution
  • Demonstrate your individual role in creating effective group dynamics

Learning Activities
You will learn the concepts of this course through readings, lectures, online and in-class discussions, group work, presentations, and other in-class activities. In order to maximize your learning in this course, please read the assigned material before class and come to class prepared to demonstrate familiarity with the assigned readings. Feel free to contribute any material (online articles, video links) that you think might enhance class discussion.
Assessment
The specific requirements and due dates of all assignments appear on the *Course Schedule* and *Assignment Descriptions* documents and will also be discussed in class. The final grade will be based on the following breakdown:

- Journal Entries – Interpersonal Communication: 20%
- Group Project & Presentation & Essay: 35%
- Course Engagement (Participation): 20%
- Backpacks to Briefcases Summary: 05%
- Blackboard Quizzes (4 x 5%): 20%

**Note:** There is no final exam for this course.

**Late Assignments:** Assignments will be penalized 10% for every day they are late, with the weekend (Saturday and Sunday) counting as one day.

**Attendance Requirements**
Course Engagement (a.k.a. Participation) is a key component to learning the concepts in this course and is worth 20% of your final grade. I expect you to be present and actively involved in class activities. Class discussion participation is based on your contributions to answering questions and engaging the class in a conversation about the content. If you find it difficult to attend or fully participate in classes, you should meet with me to help resolve the problem. To ensure you receive an appropriate mark, please inform me of the reason for any absences due to illness or personal emergency. If you are forced to miss a class, you are responsible for gathering any information presented in your absence from another student; I will provide clarification if necessary.

**Grading Scale**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>4 Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>96-100</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>90-95.99</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>85-89.99</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>80-84.99</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>75-79.99</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>70-74.99</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>67-69.99</td>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>63-66.99</td>
<td>C</td>
<td>2.0</td>
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<tr>
<td>60-62.99</td>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>55-59.99</td>
<td>D+</td>
<td>1.3</td>
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<td>50-54.99</td>
<td>D</td>
<td>1.0</td>
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<td>0-49</td>
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**Respect**
You are expected to conduct yourself in a professional, respectful manner; professional attire is expected for presentations. Please arrive on time for class. Cell phones and other devices may be used only for course-related purposes.
The RDC Final Examination Policy

In courses with Final Examinations, the RDC Final Examination Policy will apply. Please review this document to ensure that you understand the contents and implications of the policy.

Academic Misconduct

Academic misconduct in all its forms is a serious offence. Academic misconduct is the giving, taking, or presenting of information or material that unethically or dishonestly aids oneself or another on any work which, under normal circumstances, is to be considered in the determination of a grade or the compilation of academic requirements or the enhancement of that student’s record or academic career. The two key areas of academic misconduct are plagiarism and cheating. Please read the definitions that follow.

Plagiarism: The use or close imitation of language, paintings, films, prototypes and ideas of another author and representation of them as one's own original work. The most common forms of plagiarism are copying or paraphrasing another author’s work without proper acknowledgement, using the ideas or lines of reasoning of another author’s work without proper acknowledgement, submitting work to which someone else has made substantial improvements to the content, and submitting the same work for multiple courses without approval.

Plagiarism can be judged to have occurred if the instructor has both the submitted material and original source that was copied, or if the student is unable to explain the terminology or ideas of a submission.

Cheating: Any attempt to give or obtain unsanctioned assistance in a formal academic exercise (e.g., examination). Some examples of cheating are unauthorized cheat sheets in a test or exams, the unauthorized use of electronic devices during an exam, and copying from an adjacent student.

- Student Misconduct: Academic and Non-Academic Policy
- Appeal: Formal Policy
- Appeals: Informal Resolution Policy

Important Red Deer College Dates – Fall 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 5</td>
<td>College open. No credit classes.</td>
</tr>
<tr>
<td>September 6</td>
<td>First day of classes for Fall-term and Full-Year 2017-2018 courses.</td>
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<tr>
<td>September 15</td>
<td>Last day to register late or add/drop Fall-term and Full-Year 2017-2018 courses.</td>
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<tr>
<td>September 15</td>
<td>Last day to have tuition refunded for Fall-term courses.</td>
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<tr>
<td>October 1</td>
<td>First day to apply for Fall 2018.</td>
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<td>October 3</td>
<td>Emergency Response Day.</td>
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<tr>
<td>October 9</td>
<td>Thanksgiving Day; College closed.</td>
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<tr>
<td>October 27</td>
<td>Mid-term feedback date for Fall-term courses.</td>
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<tr>
<td>November 9</td>
<td>Final exams schedule posted Fall-term.</td>
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<tr>
<td>November 10</td>
<td>College open. No credit classes.</td>
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<tr>
<td>November 13</td>
<td>Statutory holiday. College closed.</td>
</tr>
<tr>
<td>November 14</td>
<td>Credit classes resume Fall-term.</td>
</tr>
<tr>
<td>December 6</td>
<td>Last day to withdraw from Fall-term and Full-year 2017-2018</td>
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</tbody>
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courses and receive a WD.

December 6 Last day of classes for Fall-term.
December 11-16 Final exams written.
December 18 Deferred exams for Fall-term courses written.
December 20 Last day for submission of final grades for Fall-term courses.
December 21 Final grades available for Fall-term.
December 22 College closed at noon.
December 25-31 No classes for students.
January 13 Supplemental exams written for Fall-term written.

Prior Learning Assessment

This course may be eligible for Prior Learning Assessment and Recognition. Students should refer to the RDC Academic Calendar for a list of excluded courses.

Classroom Learning Resources

Blackboard will be used extensively in this course to share course content, communicate among instructor and students, and to submit assignments and write quizzes. Students should check Blackboard regularly.

Student Services on Campus

Students should be aware that Personal Counselling, Career, Learning and Disability Resources are provided by RDC. Students may inquire about locations at the Information Desk. It is the responsibility of students to discuss their specific learning needs with the appropriate service provider.

Learning Support (Library: 403-342-3264, help_learn@rdc.ab.ca)
- Writing Skills Centre (writingskills@rdc.ab.ca)
- Math Learning Centre (math concepts and advanced theoretical math)
- Learning Strategies (note-taking, studying, and exam-writing strategies)
- Peer-Assisted Study / Tutoring (one-on-one tutoring by students)

Disability Resources (Library: 403-357-3629, disabilityservices@rdc.ab.ca)
- Coordination of services (tutoring, alternate format text, note-taking, and so on)
- Academic accommodations, including exam accommodations

Counselling and Career Centre (Room 1402: 403-343-4064, counselling@rdc.ab.ca)

Changes to the Course Outline

It is the student’s responsibility to be familiar with the information contained in this course outline and to clarify any areas of concern with the instructor.

Students should refer to the Appeals: Formal Policy, Appeals: Informal Resolution Policy and Student Misconduct: Academic and Non-Academic Policy should questions or concerns about the Course Outline not be resolved directly with the instructor.

No changes will be made to this course outline without the consent of the class and the approval of the Associate Dean of the School of Arts and Sciences.

August 30, 2017