



Inclusive Interpersonal Communications – CYFS 101
Child, Youth and Family Studies Program/Education Assistant/
Early Childhood Education/Human Service Worker

Course Outline

COURSE IMPLEMENTATION DATE: May 1999
OUTLINE EFFECTIVE DATE: September 2020
COURSE OUTLINE REVIEW DATE: April 2025

GENERAL COURSE DESCRIPTION:

Inclusive Interpersonal Communications enables the student to develop interpersonal communication skills to enhance their professional and personal relationships. We also expect students to clearly evaluate their own values, beliefs, and attitudes that influence their interpersonal communication.

Program Information: CYFS 101 is a core course required in all of the following Child, Youth and Family Studies Programs: Education Assistant, Early Childhood Education and Human Service Worker certificates.

Delivery: This course is delivered face-to-face and online.

COTR Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Tara Ramdin, MA

Signature

APPROVAL SIGNATURES:

Department Head
Sandi Hill
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Heather Hepworth
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Department Head Signature

Dean Signature

EDCO

Valid from: September 2020 – April 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency Information on the College Website)

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: HHFP 101

Date changed: May 1999

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Adler, R.A., Rolls, J.A. & Proctor II, R.F. (2018). *Looking out/Looking in* (3rd Canadian ed).
Toronto, ON: Nelson Canada Ltd.

Haig, J., & MacMillan, V. (2018). *Cites & sources: An APA documentation guide* (5th ed).
Toronto, ON: Nelson Publishing.

Please see the instructor's syllabus or check COTR's online text calculator
<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- identify personal and environmental factors that impede effective communication;
 - evaluate personal listening styles and develop strategies to engage in active listening; express thoughts and feelings appropriately;
 - interpret others verbal and non verbal communication;
 - work effectively as a member of a team;
 - evaluate own communication styles;
 - demonstrate an understanding of the importance of confidentiality in a professional setting; adapt to other individuals' levels of communication;
 - demonstrate knowledge, and respect cultural, socio-economic, and family diversity; and
 - demonstrate knowledge of augmentative and alternative communication tools.
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COURSE TOPICS:

- The Process of Communication
- Self-Concept
- Perception
- Emotions
- Language
- Non-verbal Communication
- Listening
- Communication and Relational Dynamics
- Communication Climates
- Conflict Resolution
- Augmentative and Alternative Communication
- Team Building

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT (Face-to-Face and Online Delivery):

Assignments	% Of Total Grade
Assignments	60%
Weekly Discussion and Activities	20%
Quiz	<u>20%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	< 60

An overall letter grade of 60% is required for successful completion of this course.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

Late Policy: Assignments received up to one week past their due date will receive a penalty of 10%. Assignments received after the first week late will not be marked and the student will receive a zero for that assignment. Weekly discussion forums must be completed in the designated week and late postings will not be marked. Note that no assignments will be accepted after the last day of the semester.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.