

PSYCHOLOGY 340: INTERPERSONAL COMMUNICATION – FALL 2009

Instructor: Dr. Jason Cressey

Times: Tuesdays 14:30–16:20, Fridays 14:30–15:20

Venue: ELL 167

Course Description

This course focuses on human communication and different communication styles within interpersonal relationships. Topics covered include listening, responding, emotions, verbal and non-verbal communication and conflict management.

Course Text

Interpersonal Communication – Relating to Others (4th Canadian Edition) by Beebe, Beebe, Redmond & Geerinck (Pearson, 2007).

Course Prerequisites

Psyc 100A, 100B, 201 and third or fourth-year standing. Students who remain in courses for which they do not have the prerequisites do so at their own risk. Students who complete courses without prerequisites are NOT exempt from having to complete the prerequisite course(s) at some later date if such courses are required for their degree program. It is the student's responsibility to check their registration status. The last date for dropping/adding is September 25, 2009, and the last date for withdrawing from courses without penalty of failure is October 31, 2009.

Course Requirements And Grading

There are three ways to gain marks for this course. Regular class attendance is imperative to score well on the ongoing quizzes that test text *and* lecture material. There is no final exam.

- (i) 4 x in-class multiple-choice quizzes @ 15% each = 60%
- (ii) Written take-home assignment @ 25%
- (iii) In-class short-answer written assignment @ 15%

These points will be converted to letter grades according to the Psychology Department guidelines for all courses, as follows:

95–100	A+	80–84	B+	65–69	C+	50–59	D
90–94	A	75–79	B	60–64	C	0–49	F
85–89	A-	70–74	B-	(Final marks are rounded up at .5)			

Deadlines

To avoid a late penalty of 5% per day (or total loss of marks) all quizzes and assignments must be completed **at the scheduled time** unless prevented by illness, accident, family affliction (eg. a death), or an official University activity. In such cases, the student **must** provide written support or (for the final exam) make a formal request for Academic Concession through the Records Office.

Class Preparation & Quizzes

You are expected and required to read each chapter of the text *before* it is discussed and expanded upon in class. The course spreads all eleven chapters of the text equally across the duration of the classes, so your reading load is approximately one chapter per week. The classes are *not* substitutes for the text – rather, they will expand upon and discuss the research and implications behind the ideas raised in the text. In addition, several topics (usually covered during the shorter classes on Fridays) go entirely beyond the text. Any questions you may have about the text can be clarified in class, and it is your *understanding* that will be tested in the quizzes.

Quiz marking is handled by the course TA. After each quiz, the question *and* answer papers are collected. Your grades will be posted online. At the time of the next quiz, question papers and marked sheets from the previous quiz will be handed back, and the correct answers will be posted online.

The quiz questions will draw equally on the text chapters and lecture material. There will be a total of four **closed-book** quizzes in class interspersed throughout the course. The quiz dates and topic/material to be tested appear in the course schedule above. Each quiz consists of 50 multiple-choice questions. The quizzes are **not cumulative** over the entire course, but rather specific to the particular chapters and related classes.

Written Assignment

The assignment comes in two parts (in-class and take-home) and together these form a total of 40% of your final grade. Full details about completing the assignments will be given in class. In summary, you will be required to write eight short-essay type answers from questions that require an understanding of core concepts in the course and their application to the real world. Three of these questions will be in the timed conditions of class, the remaining five will be to complete at your leisure at home. **Please note:** As a safeguard against the unlikely event that your paper is misplaced or damaged

after you submit it, please retain a safe copy of your assignment answers. As you write your assignment, take steps to protect your work – computer problems will *not* exempt you from a late penalty.

Assistance

Dr. Jason Cressey is a sessional instructor and offers office hours by prior appointment – please e-mail canadaorca@hotmail.com if you have any questions or you wish to set up a meeting. The Teaching Assistant for the course is Jennifer Coverdale, who can be reached at jcoverda@uvic.ca

Class Date	Class activity and topic (note Quiz Dates in shaded area and Assignment details in bold)
Friday 11 September	Overview of course requirements, assignments etc. Chapter One – Introduction to Interpersonal Communication
Tuesday 15 September	Completion of Chapter One and Chapter Two: The Self
Friday 18 September	BEYOND THE TEXT: The Human Communication Process
Tuesday 22 September	Chapter Three: Interpersonal Communication and Perception. BEYOND THE TEXT: Ethics
Friday 25 September	Quiz 1 in class (on text and lectures for Chaps 1, 2, 3 + topics of ‘Human Communication Process’ & ‘Ethics’)
Tuesday 29 September	Chapter Four: Listening and Responding
Friday 2 October	BEYOND THE TEXT: Emotional Communication
Tuesday 6 October	Chapter Five: Verbal Communication Skills. Take-Home portion of written assignment posted online & discussed in class.
Friday 9 October	BEYOND THE TEXT: Body Language
Tuesday 13 October	Chapter Six: Non-Verbal Communication
Friday 16 October	Quiz 2 in class (on text and lectures for Chaps 4, 5, 6 + topics of ‘Emotional Communication’ and ‘Body Language’)
Tuesday 20 October	Chapter 7: Conflict Management Skills
Friday 23 October	BEYOND THE TEXT: Interviewing
Tuesday 27 October	Chapter 8: Interpersonal Communication and Cultural Diversity
Friday 30 October	BEYOND THE TEXT: Interspecies Communication. ** Submission deadline for Take-Home portion of written assignment **
Tuesday 3 November	Chapter 9: Understanding Interpersonal Relationships
Friday 6 November	Quiz 3 in class (based on text and lectures for Chaps 7, 8, 9 + topics of ‘Interviewing’ and ‘Interspecies Communication’)
Tuesday 10 November	University Reading Break – No Class
Friday 13 November	BEYOND THE TEXT: Public Communication. Graded take-home portion of written assignment returned in class.
Tuesday 17 November	In-class portion of written assignment (open book)
Friday 20 November	Chapter 10: Developing, Maintaining and Ending Interpersonal Relationships
Tuesday 24 November	Chapter 10 (continued). Chapter 11: Interpersonal Relationships at Home, on the Internet and at Work
Friday 27 November	Chapter 11 (continued). Course content wrap-up / remaining Q & A’s
Tuesday 1 December	Quiz 4 in class (based on text and lectures for Chapters 10, 11 + topic of ‘Public Communication’)
Friday 4 December	Remaining marked assignments/quizzes returned (no formal class)

UNIVERSITY OF VICTORIA
Department of Psychology

Important Course Policy Information
Winter 2009

Prerequisites

Students who remain in courses for which they do not have the prerequisites do so at their own risk. Students who complete courses without prerequisites ARE NOT exempt from having to complete the prerequisite course(s) if such courses are required for the degree program.

Program Requirements

For more information see pages 215-217 of the UVic Calendar 2009-10.

Registration Status

Students are responsible for verifying their registration status. Registration status may be verified using WebReg or by invoking the list (L) function on the TelReg system. Course adds and drops will not be processed after the deadlines set out in the current UVic Calendar.

Commitment to Inclusivity and Diversity

The University of Victoria is committed to promoting, providing and protecting a positive and supportive and safe learning and working environment for all its members.

In the Event of Illness, Accident or Family Affliction (See UVic Calendar, 2009-10, p. 34)

- ***What to do if you miss an exam other than one scheduled during the formal examination period***

Do not apply at Records Services for a "Request for Academic Concession". Instead submit documentation of the illness, accident or family affliction directly to your course instructor (or designated teaching assistant).

- ***What to do if you miss an exam scheduled during the formal exam period***

Apply at Records Services for a "Request for Academic Concession", normally within 10 working days of the end of the formal examination period. Records Services will forward the form to the instructor. If the concession is granted the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student's academic record.

- ***What to do if you require additional time to complete course requirements***

Apply at Records Services for a "Request for Academic Concession", normally within 10 working days of the end of the formal examination period. Records Services will forward the form to the instructor. If the concession is granted the instructor will determine how to deal with the situation. Where a concession is not applied for or where such application is denied, an N grade will be entered on the student's academic record.

Policy on Academic Integrity including Plagiarism and Cheating

The Department of Psychology fully endorses and intends to enforce rigorously the Senate Policy on Academic integrity (<http://web.uvic.ca/calendar2009/FACS/UnIn/UARe/PoAcI.html> , p. 32-33, UVic Calendar 2009-10). It is of utmost importance that students who do their work honestly be protected from those who do not. Because this policy is in place to ensure that students carry out and benefit from the learning activities assigned in each course, it is expected that students will cooperate in its implementation.

The offences defined by the policy can be summarized briefly as follows:

1. **Plagiarism.** You must make sure that the work you submit is your work and not someone else's. There are proper procedures for citing the works of others. The student is responsible for being aware of and using these procedures.
2. **Multiple Submission.** Only under exceptional circumstances may a work submitted to fulfill an academic requirement be used to satisfy another similar requirement. The student is responsible for clarifying this with the instructor(s) involved.
3. **Falsifying Materials Subject to Academic Evaluation.** This includes falsification of data, use of commercially prepared essays, using information from the Internet without proper citation, citing sources from which material is not actually obtained, etc.
4. **Cheating on Assignments, Tests, and Examinations.** You may not copy the work of others in or out of class; you may not give your work to others for the purpose of copying; you may not use unauthorized material or equipment during examinations or tests; and you may not impersonate or allow yourself to be impersonated by another at an examination. The Department of Psychology has a policy of not making old examinations available for study purposes. Therefore, use of old exams without the express written permission of the instructor constitutes cheating by the user, and abetting of cheating by the person who provided the exam.
5. **Being an Accessory to Offences.** This means that helping another student to cheat (for instance, by showing or communicating to them answers to an assignment, or by allowing them to view answers on an exam) is an academic offence.

Instructors are expected to make every effort to prevent cheating and plagiarism. This may include the assignment of seating for examinations, asking students to move during examinations, requests to see student identification cards, and other measures as appropriate. Instructors also have available to them a variety of tools and procedures to check for Internet and electronic media-based cheating. In instances of suspected or actual plagiarism or cheating, instructors, following prescribed procedures, are authorized to take steps consistent with the degree of the offence. These measures will range from a zero on the test or assignment or a failing grade for the course, probation within a program to temporary or even permanent suspension from the University.

Rights of Appeal are described in the Policy on Academic Integrity in the University calendar (on p. 32-33 in 2009-10).

The definitive source for information on Academic Integrity is the University Calendar (p. 32-33 in 2009-10) (<http://web.uvic.ca/calendar2009/FACS/UnIn/UARe/PoAcI.html>)

Other useful resources on Plagiarism and Cheating include:

1. The Learning Skills program: <http://www.coun.uvic.ca/learning/index.html>
2. The Ombudsperson's office: <http://www.uvss.uvic.ca/ombudsperson/pubsguides/plagiarism.pdf>
3. The English Department: <http://web.uvic.ca/wguide/Pages/CitPlagiarism.html>