

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Name: INTRODUCTION TO HUMAN RELATIONS

Course No.: ED 156

Program: TEACHER ASSISTANT

Semester: TWO

Date: JANUARY 1993 Previous Date: SEPTEMBER 1992

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New: Revision:

APPROVED: K. Oshara
Dean, Human Sciences and
Teacher Education

DATE: Jan. 2/93



Introduction to Human Relations
Instructor: L. Pozzebon, E3218, ext 553

Total Credit Hours: 45 hours

PHILOSOPHY/GOALS

This course will assist the learner to become more skillful in his/her ability to communicate with colleagues and clients in the Developmental Services Worker field. As a professional, it is imperative that one is able to relate and communicate with others in an effective manner.

The art of communication is a skill and the student will practice, as well as explore all facets of communications needed to be a professional in the DSW field. Self-exploration is critical to the learner as he/she can only discover their strengths and areas for improvement by critical self-appraisal of the experiential exercises. The process allows students to look inward as well as outward for the personal experiences that affect their communications with others.

STUDENT PERFORMANCE OBJECTIVES

Upon successful completion of the course, the student will be able to:

1. explore internal factors that affect their interpersonal relationships with others
2. explore external factors that affect their interpersonal relationships with others
3. explore relationships as part of their interpersonal communications with others

TOPICS TO BE COVERED

PART I

1. Elements and process of interpersonal communications
 2. Self-concept
 3. Perception
 4. Emotions
- TEST**

PART II

5. Language: Barrier and Bridge
 6. Non-verbal Communication
 7. Listening
- TEST**

PART III

8. Intimacy and Distance
 9. Improving Communication Climates
 10. Managing Interpersonal Conflict
- TEST**

METHOD OF EVALUATION

A final mark will be derived from the results of attendance, tests and self-inventories.

Attendance	15 %
Tests (3)	45 % (15 marks each)
Self-Inventories	40 % (5 marks each)

Attendance at 80% of the classes is a requirement to successfully pass the course. Attendance at less than 80% of the classes without an exceptional reason will result in a failing grade. One half mark will be credited for each class attended to a maximum of 15 marks.

After every three chapters a test will be administered. The tests will be comprised of multiple choice, true/false, fill in the blanks and matching questions and or practical application to T.A.

Students must complete and turn in for marking, one (1) self-inventory journal for each chapter covered. A time limit for handing in late journals as well as a penalty is in effect.

A final grade will be converted from numerical marks to alpha grades based on College policy.

A+	= 90-100%
A	= 80- 89%
B	= 70- 79%
C	= 60- 69%
R	= Less than 60% (repeat course)

REQUIRED STUDENT RESOURCES

Looking Out/Looking In, Ronald B. Adler and Neil Towne, 6th Edition

Activities Manual to Accompany Looking Out/Looking In, Ronald B. Adler, Neil Towne and Mary O. Wiemann, 6th Edition

ADDITIONAL RESOURCE MATERIAL

Additional resource books on the topic of Human Relations are available in the College library. Students will be given a practice test after each chapter. This test is not graded and is to be used by the student as personal feedback on their performance.

Introduction to Human Relations

Instructor: L. Pozzebon, E3218, EXT. 533

SPECIAL NOTES

1. I am available for individual discussion and assistance with the course material. Please feel free to contact me to set up at time. Course material is designed to be experiential and may "open personal issues" that cause discomfort for the student. If this is the case, you should see me as soon as possible to discuss ways or means of overcoming the problems created.
2. Buddy System - Get the name of another student and contact number to correspond to any changes/hand outs.
3. Unexpected Events/Sickness - Call me in advance if your are going to be absent from class. A message can be left at extension 554 or at the Human Sciences and Teacher Education office, ext 533. I will check messages prior to class.

In the case of my absence, or scheduling a special presentation, I will let you know well in advance, if another class will be cancelled or rescheduled.

4. Calendar - Mark in important dates, exams, assignments. Dates are tentative. Please keep in touch with any changes.
5. Tutoring is available from the Learning Assistance Centre. Please contact staff in this area if you need the assistance of a peer tutor.

Other services are available and you should read your College calendar for more information.

SPECIAL NOTES

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.