Description: Interpersonal Skills

<table>
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<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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Academic group: FOSCI
Academic org: FOS005
Student contribution band: 1
ASCED code: 090701

STAFFING
Examiner: Graeme Senior
Moderator: Gerry Tehan

RATIONALE
To be a good psychologist in any domain requires good communications skills that can be deployed across a range of contexts. Whatever the domain, a psychologist must be able to understand the message that is being communicated. In turn they must be able to communicate their thoughts and ideas in a clear manner be it verbally or in writing. Psychologists need also to be aware of the problems introduced when two or more people are involved in interactive communication. This course attempts to highlight and develop skills in these areas.

SYNOPSIS
Good communication skills are attributes that USQ affirms its graduates should have acquired upon completion of their degree. This course is aimed directly at fostering one aspect of communication skills; namely interpersonal communication skills. In this introductory level course, communications are broken down in into their constituent parts in the first instance. That is, students' abilities to discern the meaning in other people's communication is examined. Students' abilities to communicate meaning via speaking and writing are then addressed. These constituent processes are then combined in an interactive context.

OBJECTIVES
On completion of this course students will be able to:

1. identify own strengths and weaknesses as a communicator (Assignment 1, Assignment 2, Tests 1 through 3);
2. describe receptive aspects of interpersonal communication across a range of domains and demonstrate competence in these domains (Tests 1 through 3);
3. describe expressive aspects of interpersonal communication across a range of domains and demonstrate competence in these domains (Tests 1 through 3);
4. describe the interactive aspects of interpersonal communication and demonstrate competence in these domains (Tests 1 through 3);
5. generalise and apply these principles to the analysis of human behaviour (Assignment 1, Assignment 2);
6. further develop critical evaluation and use of quantitative data and facility with media and computer technologies (Assignment 1 and Assignment 2)

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. The range of interpersonal communication situations</td>
<td>20.00</td>
</tr>
<tr>
<td>2. Receptive Aspects: Listening, reading, non-verbals</td>
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<tr>
<td>3. Expressive Aspects: Speaking, writing</td>
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<tr>
<td>4. Interactions: Face-to-face immediate, time delay, telephones,</td>
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<tr>
<td>e-mail, one-to-one, group</td>
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**TEXT and MATERIALS required to be PURCHASED or ACCESSED**

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).


**REFERENCE MATERIALS**

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.


STUDENT WORKLOAD REQUIREMENTS

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<thead>
<tr>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Assessment</td>
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<td>Class Contact</td>
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ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<td>(see note 1)</td>
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<td>ASSIGNMENT 2</td>
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<tr>
<td>TEST 3</td>
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NOTES
1. Assignment due dates to be advised.
2. Test dates to be advised.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   It is the students' responsibility to attend and participate appropriately in all activities
   (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to
   study all material provided to them or required to be accessed by them to maximise their
   chance of meeting the objectives of the course and to be informed of course-related
   activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assessment items satisfactorily, students must obtain at least 50%
   of the marks available for each assignment.

3 Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of
   5% of the total marks available for the assignment will apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must achieve at least 50% of the
   available weighted marks for the summative assessment items.

5 Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the weighted aggregate of
   the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
   Not applicable.

7 Examination period when Deferred/Supplementary examinations will be held:
   Not applicable.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

9 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.

10 Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner.

11 Access to email, discussion groups and the internet is a departmental requirement. Students are expected to open their university provided email account and check it regularly for personal communication. Information sent this way will be regarded as being receivable.