The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursedescriptions/current>
Please consult the web for updates that may occur during the year.

Description: Interpersonal Skills

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

STAFFING

Examiner: Andrea Quinn
Moderator: Gerry Tehan

REQUISITES

Pre-requisite: Students must be enrolled in one of the following Programs: BPSH or BPSB. Students enrolled in other degrees may be permitted to enrol in this course with the examiner’s approval.

RATIONALE

To be a good psychologist in any domain requires good communication 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 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 (Assessment 3);
2. describe receptive aspects of interpersonal communication across a range of domains and demonstrate competence in these domains (All Assessment);
3. describe expressive aspects of interpersonal communication across a range of domains and demonstrate competence in these domains (All Assessment);
4. describe the interactive aspects of interpersonal communication and demonstrate competence in these domains (All Assessment);
5. generalise and apply these principles to the analysis and understanding of human behaviour (Assessment 1 and 2);
6. further develop critical evaluation and use of quantitative data and facility with media and computer technologies (All Assessment).

**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>
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<tr>
<td>2. Receptive Aspects: Listening, reading, non-verbals</td>
<td>20.00</td>
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<tr>
<td>3. Expressive Aspects: Speaking, writing</td>
<td>20.00</td>
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<tr>
<td>4. Interactions: Face-to-face immediate, time delay, telephones, e-mail, one-to-one, group</td>
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<td>5. Applied behavioural analysis</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).

No text is allocated for this course. Readings and other learning materials will be provided in class.

**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

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessments</td>
<td>55.00</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>
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<tbody>
<tr>
<td>PERSONAL DEVELOPMENT PLAN</td>
<td>100.00</td>
<td>20.00</td>
<td>27 Mar 2009</td>
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<tr>
<td>LEARNING JOURNEY ANALYSIS</td>
<td>100.00</td>
<td>40.00</td>
<td>14 May 2009</td>
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<tr>
<td>FIRST PRINCIPLES QUIZ</td>
<td>100.00</td>
<td>40.00</td>
<td>26 Jun 2009</td>
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NOTES

1. The two-hour FIRST PRINCIPLES quiz will be available for completion from June 6th to 26th. Note that June 26th will be the last day for completion.
2. Students requiring alternative assessment arrangements for disability or medical reasons should apply through the appropriate channels, or advise the Course Examiner as early in semester as practicable. Students with disabilities are encouraged to seek advice from a Disability Adviser at Student Services.

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 of the examiner then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded. No assignments will be accepted after model answers have been posted.

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:
   There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
   As there are no examinations in this course, there will be no deferred or supplementary examinations.

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.