

EDISON STATE COLLEGE

Division of Health Professions

COMMON COURSE SYLLABUS

PROFESSOR:

OFFICE LOCATION:

E-MAIL:

PHONE NUMBER:

OFFICE HOURS:

SEMESTER:

I. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDIT HOURS:**

HUS 1111C – INTRODUCTION TO INTRA/INTER PERSONAL PROCESSES – AA – 3 CREDITS

An introductory experience in which specific skills needed for effective human service workers are examined and practiced. The focus is on the dynamics of intra and inter-personal processes

II. **PREREQUISITES FOR THE COURSE:**

ENC 1101, STA 2025 or MGF 1106, PSY 2012

III. **GENERAL COURSE INFORMATION:** Topic Outline.

- Interviewing, counseling and psychotherapy
- Communication skills
- Verbal and nonverbal communication
- Characteristics of a helping relationship
- Barriers to exchange of information
- Evaluation of the exchange of information
- Multicultural sensitive interviewing skills

IV. **LEARNING OUTCOMES AND ASSESSMENT:**

GENERAL EDUCATION COMPETENCIES:

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

Communication (COM): To communicate effectively using standard English (written or oral).

Critical Thinking (CT): To demonstrate skills necessary for analysis, synthesis, and evaluation.

Technology/Information Management (TIM): To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCIES
<ul style="list-style-type: none"> Distinguish between interviewing, counseling and psychotherapy 	Weekly Role playing exercise graded at 3 or higher on rubric	CT, COM
<ul style="list-style-type: none"> Demonstrate communication skills that enhance exchange of information between interviewer and the subject 	Weekly Role playing exercise graded at 3 or higher on rubric Midterm and Final Exams	GSR
<ul style="list-style-type: none"> Interpret messages exchanged in verbal and nonverbal communication 	Self assessment of role-played interviews	CT
<ul style="list-style-type: none"> Identify characteristics of a helping relationship 	Observational forms in role-play situations	CT, GSR
<ul style="list-style-type: none"> Demonstrate and analyze barriers to exchange of information 	Midterm and final exams	CT
<ul style="list-style-type: none"> Determine and evaluate exchange of information 	Self assessment on rubric of role playing	CT

V. DISTRICT-WIDE POLICIES

PROGRAMS FOR STUDENTS WITH DISABILITIES

Edison State College, in accordance with the Americans with Disabilities Act and the college’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI. REQUIREMENTS FOR THE STUDENTS:

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

VII. ATTENDANCE POLICY:

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

VIII. GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.”)

IX. REQUIRED COURSE MATERIALS:

(In correct bibliographic format)

X. RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.

XII. CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Learning Resource Center (LRC) media and other scheduled support, including scheduled tests.

XIII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

(Which would be useful to the students in the class)