

INTERPERSONAL COMMUNICATION FOR ADULT EDUCATION COORDINATOR SYLLABUS

- **GENERAL INFORMATION**

Instructor: Dr. An-Ti Lin

Office:

Email: linantyccu@gmail.com

Class time: Thursday 5:10pm to 7pm

- **COURSE DESCRIPTION**

In this class, students will learn communication, collaboration and problem solving skills. This course introduces students to the challenges and rewards of communicating with others in professional settings. Through lectures, video clips, activities, and links to the Internet, the course is designed with a dual approach consisting of both theory and application. In this class, students will learn communication, collaboration and problem solving skills. After completing the course, students will be to detect communication problems, and act as an effective communicator. In analyzing the dynamics of face-to-face encounters, we will examine a number of theories of communication, including misunderstandings, conflict, and stereotyping.

- **COURSE OBJECTIVES**

At the end of this course, students should be able to:

1. Define and describe the interpersonal communication process.
2. Explain models of human communication.
3. Demonstrate skill and sensitivity in using verbal and nonverbal communication.
4. Employ skills for communicating during conflict that afford increased satisfaction in interpersonal interactions.
5. Demonstrate a variety of skills and techniques to enhance and maintain your communication in close relationships.

- **REQUIRED TEXTBOOK**

Interpersonal Skills at Work, 2nd Edition, by John Hayes (2002)

The E-textbook is available in the Chung Cheng University library

- **ADDITIONAL READINGS**

Be sure to get on the class email list!! From time to time, I will send you articles, handout materials or directions by email to go to a particular Website to read an article.

- **TEACHING STRATEGIES**

Lecture

Activity- based

Individual presentations

Discussion

- **METHODS OF ASSESSMENT**

Students' understanding of interpersonal communication will be assessed through weekly quizzes, group projects, and individual presentations. Students will also be assessed on role-playing activities; namely, acting out real-life situations which demonstrate a communication principle such as conflict management.

- In-class activities: 30%
- Projects/ assignments (included final projects): 60%
- Attendance: 10%

- **Course Schedule**

Week	Lesson Content
1	Class Introduction <ul style="list-style-type: none"> • Overview of the course objectives and assignments • Explore the role and skills of an adult education coordinator
2	Understanding Andragogy <ul style="list-style-type: none"> • Teaching adults and nontraditional students: Principles of andragogy • Applications of adult learning theories in real-world settings
3	Fundamentals of Interpersonal Communication <ul style="list-style-type: none"> • Importance of interpersonal communication in adult education • Practical exercises to enhance listening and speaking skills
4	Developing Interpersonal Skills (Part I) <ul style="list-style-type: none"> • A micro-skills approach to interpersonal skill development • Awareness of self and others in communication
5	Developing Interpersonal Skills (Part II) <ul style="list-style-type: none"> • Building interpersonal competence through practice • Exercises for empathy, rapport, and adaptability

6	Cultural Barriers in Communication <ul style="list-style-type: none"> Identifying and overcoming cultural barriers in diverse settings Strategies for fostering inclusive and respectful communication
7	Project Work – The World’s Most Influential Person Nomination <ul style="list-style-type: none"> The project will focus on students imagining their future selves, crafting a compelling title, creating a visually striking cover page with their photo, and writing a short story
8	The World’s Most Influential Person project presentation <ul style="list-style-type: none"> Receive feedback from instructors and classmates
9	Delegating Tasks (Part I) <ul style="list-style-type: none"> Principles of delegating tasks effectively Practice: Identifying strengths and assigning tasks to team members
10	Delegating Tasks (Part II) <ul style="list-style-type: none"> Advanced delegation strategies for flexibility and accountability Group exercise: Simulated delegation scenarios
11	Problem-Solving Skills (Part I) <ul style="list-style-type: none"> Principles of problem-solving in interpersonal and team contexts Practical exercises for maintaining flexibility and focus
12	Problem-Solving Skills (Part II) <ul style="list-style-type: none"> Advanced problem-solving techniques and applications Case studies: Analyzing and resolving real-world scenarios
13	Project Management (Part I) <ul style="list-style-type: none"> Overseeing project delivery and making adjustments Practice: Monitoring progress and providing constructive feedback
14	Project Management (Part II) <ul style="list-style-type: none"> Fine-tuning project execution through active planning Role-play: Addressing project challenges dynamically
15	Final Project – Award Ceremony Preparation <ul style="list-style-type: none"> Group collaboration: Organize and rehearse the “World’s Most Influential Person” award ceremony
16	Final Project – The World’s Most Influential Person Award Ceremony <ul style="list-style-type: none"> Present final projects in a formal award ceremony setting Reflect on course achievements and future applications
17	Independent Study <ul style="list-style-type: none"> Students will refine their skills based on feedback, explore additional resources, and prepare a summary reflection on their learning
18	Independent Study <ul style="list-style-type: none"> Students will refine their skills based on feedback, explore additional resources, and prepare a summary reflection on their learning

First Class Announcement

Course Title: Interpersonal Communication for Adult Education Coordinator

Dear Students,

Our first class will be held on Wednesday, February 23. Please join the session on time.

Time: 5:15 PM

Platform: Google Meet

Meeting Link: <https://meet.google.com/aru-citt-tem>

親愛的同學您好：

更正第一堂課資訊如下：

日期：2 月 25 日（星期三）

時間：下午 5:15

請依更正後時間準時上線。若造成困擾，敬請見諒，謝謝您的配合。

Correction: The first class will be held on February 25 at 5:15 PM.

Thank you for your understanding.