

## **INTERPERSONAL COMMUNICATION FOR ADULT EDUCATION COORDINATOR SYLLABUS**

Spring 2021

- **GENERAL INFORMATION**

Instructor: Dr. An-Ti Lin

Office:

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Class time: Thursday 5pm 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 able 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, 2<sup>nd</sup> 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: 15%

Reading and article reviews: 15%

Project: 30%

Final report: 30%

Attendance: 10%

- **Course Schedule**

	Discussion Topic and Class Activity	Textbook Reading	Project
1	Class overview: Class introduction		
2	Overview of adult education coordinator skills	Chapter 2	BIO
3	The Interpersonal Communication Process: Understanding yourself as a communicator	Chapter 2	
4	Interpersonal communication- A skill-based model	Chapter 2	Future you
5	Practice		
6	Interpersonal Communication Barriers: Verbal Barriers	Chapter 3	
7	Interpersonal Communication Barriers: Culture and Context - <b>RBG</b>	Chapter 3	
8	International Meeting (TBN)	Chapter 7	Interview
9	Mid-term	Chapter 7	
10	Delegating tasks to appropriate team members	Chapter 11	Winner Speech
11	Final Project discussion	Chapter 11	
12	Presenting information to others	Chapter 11	

13	Presenting information to others	Chapter 12	
14	Principle and flexibility :Problem solving practice Managing different types of relationships	Chapter 12	
15	Working in Teams and Groups: Problem Solving and Decision-Making Conflict Management	Chapter 12	
16	Final project presentation and discussion		
17	Final project presentation and discussion		
18	Final exam		