



CHRISTIAN HERITAGE COLLEGE

**SO114**

**FOUNDATIONAL INTERPERSONAL SKILLS**

This sample unit outline is provided by CHC for prospective and current students to assist with unit selection.

Elements of this outline which may change with subsequent offerings of the unit include Content, Required Texts, Recommended Readings and details of the Assessment Tasks.

Students who are currently enrolled in this unit should obtain the outline for the relevant semester from the unit lecturer.

<b>Unit code</b>	SO114
<b>Unit name</b>	Foundational Interpersonal Skills
<b>Associated higher education awards</b>	Diploma of Social Science Bachelor of Applied Social Science Bachelor of Counselling
<b>Duration</b>	One semester
<b>Level</b>	Introductory
<b>Core/elective</b>	Core
<b>Weighting</b>	Unit credit points: 10 Course credit points: Diploma of Social Science 80 Bachelor of Applied Social Science 240 Bachelor of Counselling 240
<b>Delivery mode</b>	Face-to-face on site
<b>Student workload</b>	<i>Face-to-face on site</i> Contact hours 35 hours Reading, study, and preparation 55 hours Assignment preparation 60 hours <b>TOTAL 150 hours</b> Students requiring additional English language support are expected to undertake an additional one hour per week.
<b>Prerequisites/ co-requisites/ restrictions</b>	Nil
<b>Rationale</b>	<p>Those working closely with people in all of the social sciences sectors need to develop basic interpersonal skills in the context of growing self-awareness. These skills, which are grounded in research and empirical support, are essential for the development of a strong therapeutic relationship, one of the primary factors for promoting positive outcomes for the consumers of social sciences services.</p> <p>For students to develop well-rounded interpersonal skills, specific practice, with time for development of skills and feedback from others, is necessary. Therefore, this unit approaches the topic in a holistic manner, integrating practice with communication, purpose, Christian values and beliefs, and cultural awareness.</p>
<b>Prescribed text(s)</b>	Ivey, A. E., Ivey, M. B., & Zalaquett, C. P. (2014). <i>Intentional interviewing and counselling: Facilitating client development in a multicultural society</i> (8th ed.). Pacific Grove, CA: Cengage Learning.

<p><b>Recommended readings</b></p>	<p><b>Books</b></p> <p>Bertolino, B. (2010). <i>Strengths-based engagement and practice: Creating effective helping relationships</i>. Essex, UK: Allyn and Bacon.</p> <p>Cormier, L.S., Nurius, P., &amp; Miller, G. R. (2013). <i>Interviewing and change strategies for helpers</i>. Pacific Grove, CA: Brooks Cole.</p> <p>Guterman, J.T. (2013). <i>Mastering the art of solution-focused counseling</i>. Alexandria, VA: American Counseling Association.</p> <p>Johns, C. (2013). <i>Becoming a reflective practitioner</i> (4th ed.). West Sussex, UK: Wiley-Blackwell.</p> <p>Johnson, D. W. (2012). <i>Reaching out: Interpersonal effectiveness and self-actualization</i> (11th ed.). London, UK: Pearson.</p> <p>Nelson-Jones, R. (2016). <i>Basic counselling skills: A helper's manual</i>. (4th ed.). London, UK: Sage.</p> <p><b>Journals</b></p> <p><i>International Journal of Clinical Skills</i></p> <p><i>Journal of Social Work Practice</i></p> <p>In addition to the resources above, students should have access to a Bible, preferably a modern translation such as The Holy Bible: The New International Version 2011 (NIV 2011) or The Holy Bible: New King James Version (NKJV).</p> <p>These and other translations may be accessed free on-line at <a href="http://www.biblegateway.com">http://www.biblegateway.com</a>. The Bible app from LifeChurch.tv is also available free for smart phones and tablet devices.</p>
<p><b>Specialist resource requirements</b></p>	<p>Digital recording device</p>
<p><b>Content</b></p>	<ol style="list-style-type: none"> <li>1. Introduction: Story and the person of the listener</li> <li>2. Building an ethical therapeutic relationship</li> <li>3. Attending</li> <li>4. Opening and questions</li> <li>5. Observing and body language</li> <li>6. Basic reflection and paraphrasing</li> <li>7. Summarising</li> <li>8. Reflecting feeling</li> <li>9. Empathy</li> <li>10. Multicultural implications of basic communication skills</li> <li>11. <i>Shalom</i> Kingdom implications of basic communication skills</li> <li>12. Introduction to confrontation and conflict resolution</li> <li>13. Complete interview</li> </ol>
<p><b>Learning outcomes</b></p>	<p>On completion of this unit, students will have demonstrated that they have:</p> <ol style="list-style-type: none"> <li>1. demonstrated knowledge and use of verbal and non-verbal communication skills within specific social sciences contexts;</li> <li>2. developed an understanding of the importance of interpersonal communication skills in the building of a strong and ethical therapeutic relationship;</li> <li>3. evaluated interpersonal communication skills within ethical and multicultural contexts;</li> <li>4. recognised and evaluated their own qualities and interpersonal skills;</li> <li>5. identified basic ethical principles and Christian worldview dimensions of any people-helping relationship; and</li> <li>6. communicated at an appropriate tertiary standard with special attention to correct grammars, punctuation, spelling, vocabulary, usage, sentence structure, logical relations, style, referencing, and presentation.</li> </ol>

<p><b>Assessment tasks</b></p>	<p><b>Task 1: Interview and annotated transcript plus process report</b></p> <p>Record a 10-minute interview and complete an annotated verbatim transcript.</p> <p>Word Length/Duration: Recording - 10 minutes; Report - 500 words</p> <p>Weighting: 10%</p> <p>Learning Outcomes: 1-4, 6</p> <p>Assessed: Week 6</p> <p><b>Task 2: Reflective essay</b></p> <p>Describe and reflect on your developing awareness of yourself as a social sciences practitioner.</p> <p>Word Length/Duration: 1,500 words</p> <p>Weighting: 40%</p> <p>Learning Outcomes: 1-6</p> <p>Assessed: Week 10</p> <p><b>Task 3: Interview and annotated transcript plus process report</b></p> <p>Record a 20-minute interview and complete an annotated verbatim transcript corresponding to ten minutes of this interview.</p> <p>Word Length/Duration: Interview - 20 minutes; Report - 1,500 words</p> <p>Weighting: Interview - 30%; Report - 20%</p> <p>Learning Outcomes: 1-4, 6</p> <p>Assessed: Week 13</p>
<p><b>Unit summary</b></p>	<p>This unit introduces students to the interpersonal communication skills that are the fundamental tools of all social sciences practitioners. Students will learn basic interpersonal communication theories and will gain skills through practice interviews and constructive feedback.</p>