

UNITED STATES INTERNATIONAL UNIVERSITY SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

COURSE: PSY 4144 COMMUNICATION AND LEADERSHIP

CREDIT: 3 UNITS

CONTACT: mbusirochacha@gmail.com

1. DESCRIPTION

The course examines how leaders use communication and covers the relationship between leadership and communication styles. The communication skills needed by organizational leaders, how leaders use communication to facilitate change in organizations and how individuals' gender, race and/or ethnicity affect leadership and communication behaviors.

2. LINK TO THE UNIVERSITY WIDE MISSION STATEMENT OUTCOMES

The course content of PSY4144 is directly linked to the University Mission Outcomes of Higher Order Thinking, Preparedness for Career, Global Understanding with a Multicultural Perspective and Transformational Leadership.

3. LINK TO THE SCHOOL OF HUMANITIES AND SOCIAL SCIENCES STATEMENT OUTCOMES

This course is directly linked to the mission of the School of Arts and Sciences which is to provide an enabling learning environment through quality programs where undergraduate and graduate students acquire knowledge, skills, positive attitudes, values and desirable behavior. Further the SAS is committed to promoting the generation and dissemination of knowledge in order to create a better world.

4. LINK TO PROGRAM LEARNING OUTCOMES

The psychology program at USIU is designed to provide students with the necessary background to pursue a variety of professional careers within and related to the field. The following are the Program Learning Outcomes linked to this course:

- Articulate the major concepts, theoretical perspectives, empirical findings and historical trends in psychology
- Apply effective strategies for self management and self improvement
- Demonstrate effective communication and Interpersonal skills in a variety of settings
- Integrate and implement psychological knowledge, skills and values in occupational pursuits in a variety of settings.

5. EXPECTED COURSE LEARNING OUTCOMES

Identify and describe the major approaches to theories of learning; Behaviorism, Cognitive and Cognitive-Developmental.

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6. CONTENT AND CLASS SCHEDULE

6.1 Week One: Introduction

Learning Outcomes

- Describe the communication and its elements
- Explain the factors that influence the flow of communication
- Demonstrate the follow of communication in an organization
- Explain the objectives of communication

Sub-topic

- Definition of communication
- Elements of communication
- Factors affecting the flow of communication
- Objectives of communication

Readings

- Theories of communication

Assignment

- Class exercise “Discuss your personal communication issues in groups”

6.2 Week Two: The process of communication

Learning Outcomes

- Demonstrate an understanding of the communication cycle
- Distinguish between verbal and non-verbal communication
- Discuss the barriers of effective communication
- Explain the who, what, why, where and how in the communication process
- Understand the process of planning a message.

Sub-topic

- Meaning of words
- Non-Verbal communication
- Barriers of communication

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- Why? Who? Where? When? What? How?
- Planning the Message

Readings

Course text: Chapter 1

Assignment

Using an issue you wish to communicate, discuss the ‘5W & How?’

6.3 Week Three: Speaking Effectively

Learning Outcomes

- Describe the basic skills of speaking
- Demonstrate the qualities of speaking

Sub-topic

- Basic speaking skills
- Qualities to aim for when speaking

Readings

Course text: Chapter 2

Assignment

- Course Text: P.g. 20

6.4 Week Four: Listening

Learning Outcomes

- Understand the art of listening

Sub-topic

- Definition of listening
- Reasons for improving listening
- Aids to good listening

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Reading

- Course text: Chapter 3

Assignment

- Write down 5 aids to good listening on a card and intentionally practice each of them with a partner.

6.5 Week Five: Interviewing

Learning Outcomes

- Explain the meaning of an interview and the various types of interviews
- Describe the type of information expected in an interview
- Demonstrate the knowledge of planning and structuring an interview

Sub-topic

- What is an interview?
- The purpose of the interview
- Types of interview information
- How to plan an interview
- Structuring the interview

Readings

- Course text: Chapter 6- How to question and probe.

Assignment

- Quiz 1: Study Topics from week one to 4

6.6 Week Six: Communicating in Groups

Learning Outcomes

Sub-topic

- Advantages of groups
- Disadvantages of groups

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- Factors affecting group effectiveness

Readings

- Course text: Chapter 8

Assignment

- Course text: Pg. 105

6.7 Week Seven: Mid Semester Examinations

Readings Assignment

- Revision exercise

7. TEACHING METHODOLOGIES

- Lecture
- Group discussion
- Case Study
- Video clips
- Individual presentations

8. KET INSTITUTIONAL ACADEMIC POLICIES

Plagiarism and cheating

Plagiarism and cheating are considered to be acts of misconduct as per the university's academic code of conduct and ethics. (See student handbook 2.9.4 and catalog). Any student who commits plagiarism or cheats in the examination will be subject to sanctions up to and including dismissal from the university.

Absenteeism

Students are expected to attend **all** classes. Upon being absent from 7 classes in a three unit course, the instructor may give a student an 'F' grade for the course. If you have to be absent, please contact your instructor in **advance**.

Other Class Requirements

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- Lateness is strongly discouraged. Arriving to class 15minutes late twice will result to an absence
- Use of cell phones in will NOT be allowed in my class
- Respect for all is strongly encouraged
- Absolutely no make-ups (quizzes or exams) will be administered. Students MUST present a documented excuse to justify their absence on the day a quiz or exam is given. Only the following situations are excusable:

a) Serious illness (common colds and allergies don't count) documented by a visit to the physician

b) Hospitalization of an immediate family member (parents and/or siblings) also documented by a physician and a note from your parent.

c) A death in the family documented by a copy of the obituary and a note from your parent.

9. COURSE TEXT AND OTHER READINGS

Nicky Stanton. (2004). Mastering Communication, 4th ed; Palgrave, USA.

Northhouse Peter. (2009). Introduction to leadership concepts and practice. Sage. USA

OTHER BOOKS

Daft Richard (2008) The Leadership Experience, 4th ed; South-Western, USA

10. COURSE EVALUATION

• Attendance.....	10%	Class participation &
•	10%	Individual Presentation...
•20%	Quiz
• presentation.....	10%	Group
• exam.....	20%	Mid semester
• exam.....	30%	Final

11. USIU GRADING SYSTEM

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A 90 – 100
A- 87 - 89
B+ 84 - 86
B 80 - 83
B- 77 - 79
C+ 74 - 76

C 70 – 73
C- 67 – 69
D+ 64 - 66
D 62 - 63
D- 60 - 61
F 0 – 59