

# IND-1262A: Art & Science of Communication for Teachers Course Syllabus

- **Instructor: Dr. Maryam Torbati**
- **Number of Credits/Units: 3 Semester Credits/Units**
- **Format: Online Self-Paced Course**
- **You will have 3 months from your date of registration to complete the course.**

## **Course Description:**

Today's leaders/teachers must have an ability not only to analyze thoughtfully but also to communicate clearly and persuasively. According to researchers at Harvard Business school "No matter where you go, you need to be an expert at communicating. The words that you say and how you say it are important, as they can be misinterpreted if said in a different tone. So, teaching good communication skills is particularly important." This course will seek to strengthen the capacity to teach these skills.

The participant will look at the communication model to better understand both the sender's and receiver's responsibilities in the communication flow. The course addresses the importance of giving effective, constructive and positive feedback, resulting in keeping communication lines open. The course is devoted to the art and science of getting through to another human being and how communication impacts the brain. You will look at different styles of people and how they take in information. We will also be looking at the strategies for neutral and accepting audiences. This course is designed to provide teachers with the knowledge to teach communication methods and strategies. But most importantly, it will have you examine your personal barriers to effective communication.

## **Course Basics:**

- The brain and communication.
- The invisible connection that binds us all together.
- Why people need to communicate effectively.
- What is communication.
- Types of communication.
- The basic goals of communication.

- Ineffective communication: the mother of all problems.
- The factors that influence communication.
- Common reasons for breakdown of communication/relationships.
- Understanding the communication
- Eight essentials of effective communications.
- How it ties to CCSS

### **Course Objectives:**

By the end of the course, students will be able to:

- Identify the responsibility level of the sender and the receiver.
- Identify barriers that interrupt communication flow.
- Complete the Communication Model to identify how we communicate and how to be sure it is productive.
- Demonstrate listening skills.
- Identify the 4 types of feedback.
- Address how to give feedback - constructive and positive.
- Identify the difference between talking in abstractions or identifying behaviors.
- Identify statements that could cause defensive responses and break down communication.
- Receive feedback appropriately.
- Practice giving feedback
- Demonstrate knowledge of significant communication processes (two parts) and to communicate contemporary creative decision making based upon relevant data and research.
- Understand the forces behind every communication decision and using the influence of diversity to improve teaching and learning.
- Become aware of the latest research in communication.
- Be a more communicative teacher.
- Overcome self-limiting communication beliefs.
- Reach the unreachable learners through creative communication techniques.
- Practice positive communication.
- Utilize research on communication in psychology and education from multicultural perspectives.
- Engage learning techniques that can be used with children to develop effective communications within the classroom.
- Utilize the research behind communications.
- Practice skills that encourages effective communication.

- Review and analyze strategies that support healthy communication.
- Prepare activities that promote communication.
- Define “communication” in many perspectives.
- Organize the classroom environment to maximize communication instruction.
- Specify classroom conditions that promote students’ communications.
- Identify possible causes of lack of communication.
- Identify ways that technology can be used to assist a teacher in promoting communications.
- Demonstrate a deep knowledge of communication techniques.
- Apply a variety of communication strategies to enhance learning, improve knowledge, and the power of solving problems.
- Discuss and identify what communication strategies align to common core standards.
- Develop, expand, or adapt effective and practical Creativity enhancing lessons.
- Implement appropriate communication styles in different settings like reading, language arts, math, science, social studies, and many other subjects.
- Describe the components of communication.
- Describe how proper communications can help ELD & Special Ed students.
- Summarize the importance of communication in the classroom.
- Formulate questions about aspects of communication.
- Analyze how learners learn to be effective communicators.
- Create appropriate materials to teach communications
- In-depth and high-level critical thinking.

### **Textbooks - Read One of the Following Books:**

- [The Art and Science of Communication: Tools for Effective Communication in the Workplace](#) by [P. S. Perkins](#) and Les Brown(May 2, 2017)
- [Teacher Talk!: The Art of Effective Communication \(School Talk series\)](#) by Cheli Cerra M.Ed. and Ruth Jacoby Ed.D.(Apr 1, 2015)
- [Leadership: A Communication Perspective](#) by [Michael Z. Hackman](#) (Aug 6, 2015)
- [Intercultural Communication: A Contextual Approach](#) by [James William Neuliep](#) (Sep 30, 2016)
- [Talk Like a Winner: 21 Simple Rules for Achieving Everyday Communication Success](#) by [Steve Nakamoto](#) (Apr 24, 2018)

- [Understanding the Other Person Skillful Interpersonal Communication \(Health management series\) by Joan C. Tonn \(Jun 2019\)](#)

### **Course CCSS Standards for the Art of Communication:**

- Describe and define what is communications.
- Recognize effective communications.
- Recognize the lack of communications.
- Produce communicative learning environments based on respect and mutual kindness toward one another.
- Compare and contrast different types of communication.
- Development of critical thinking based on the best communication strategies.
- Why the classroom must be a microcosm of global environment.

### **Course Outline:**

#### **I. Recognizing and Understanding Communication Styles**

1. What is Communication?
2. Passive Communication
3. Aggressive Communication
4. Passive-Aggressive Communication
5. Assertive Communication

#### **II. Verbal Communication**

1. What Makes Up Verbal Communication?
2. How to Use Verbal Communication Effectively
3. Verbal Communication: Case Study

#### **III. Nonverbal Communication**

1. Defining Nonverbal Communication
2. Why is Nonverbal Communication Effective?
3. Reading Nonverbal Cues
4. Nonverbal Communication: Case Study

#### **IV. Communicating in Writing**

1. Using Written Communication
2. Pros and Cons of Written Communication

3. Tips for Avoiding Misunderstandings in Written Communication

#### V. Cultivating Conversational Skills

1. The Importance of Good Conversational Skills
2. Active Listening
3. Be an Engaging Speaker

#### VI. Group Communication

1. The Basics of Group Dynamics
2. Group Interaction and Communication
3. How to Be Effective in Groups
4. Miscommunication

#### VII. Communications Technology

1. Modern Technologies
2. Benefits of Communications Technology
3. Drawbacks of Communications Technology

#### VIII. Barriers to Communication

1. Physical Impairments to Communication
2. Outside Impediments Affecting Communication
3. Personality Conflicts and Communication
4. The Downside of Technology
5. Putting It into Action

#### IX. Cultural Aspects of Communication

1. What is Culture?
2. Working in a Global Community

#### X. Disagreements and Conflicts

1. Is Conflict Always Bad?
2. Avoiding Conflict
3. Fostering Healthy Conflict
4. Conflict Resolution

#### XI. Negotiation

1. What is Negotiation?
2. Compromise
3. Considering Everyone's Needs

4. When Negotiation Fails

## XII. Constructive Criticism

1. The Critic-Recipient Relationship
2. Personal Criticism
3. Offering Criticism
4. Receiving Criticism

### **Assignments:**

#### **Assignment 1.1 Reflection and Goals**

Reflect on your past experience with the Art & Science of Communication and describe your future goals for enhancing learning through Art & Science of Communication course.

#### **Assignment 1.2 Art & Science of Communication Book Review and Application**

Required textbook choice.

#### **Assignment 2.1: Readings/Videos to Acquaint You with Art & Science of Communication**

This assignment will help you to understand and reflect on what you have read about and viewed and how you can transfer this knowledge to your classroom.

#### **Assignment 3.1: Art & Science of Communication Lesson Pre-Planning**

Produce creative activities for implementing the Art & Science of Communication in your teaching curriculum.

#### **Assignment 4.1 & 4.2: Lesson Plan and Presentation**

Create a detailed, multi-paged, 3-Day lesson plan for applying Art & Science of Communication methods in your curriculum.

Create a 10-slide *PowerPoint* project based on the course readings, to present to an audience of peers.

## **Forum Posting**

Share your experience with other course participants