

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Interpersonal communication		Code
Field of study Mathematics in Technology	Profile of study (general academic, practical) general academic	Year /Semester 2/3
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) elective
Cycle of study: First-cycle studies (Polish Qualifications Framework level six)	Form of study (full-time,part-time) full-time	
No. of hours Lecture: 30 Classes: - Laboratory: - Project/seminars: -		No. of credits 3
Status of the course in the study program (Basic, major, other) other		(university-wide, from another field) University-wide
Education areas and fields of science and art Technical sciences Technical sciences		ECTS distribution (number and %) 3 100% 3 100%
Responsible for subject / lecturer: dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 33 86 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		Responsible for subject / lecturer:
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	The student knows basic concepts related with issue of interpersonal communication, knows interpersonal rules. [PQF 4]
2	Skills	The student has skills of noticing, associating and interpreting occurrences in process of communication. [PQF 4]
3	Social competencies	The student is aware of the meaning of the interpersonal communication in the professional and private life. [PQF 4]
Assumptions and objectives of the course: Developing by students interpersonal abilities, i.e. the teamwork, effective negotiations, presentations, active listening.		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1	The student knows interpersonal rules. - [K_W12 (P6S_WK)]	
2	He has knowledge about preparation of the presentation (verbal and nonverbal communication). - [K_W12 (P6S_WK)]	
3	Student knows barriers of communication. - [K_W12 (P6S_WK)]	
Skills:		
1	The student is able to apply rules of interpersonal professional and private life. [K_U08 (P6S_UW)]	
2	The student is able to analyze communication process and recognize communication barriers. [K_U08 (P6S_UW)]	
3	The student is able to listen actively. [K_U08 (P6S_UW)]	

	The student is able to prepare the documentation and public speech. [K_U08 (P6S_UW)]
Social competencies:	
1	Students can work in team. [K_K01 (P6S_KK), K_K02 (P6S_KK), K_K04 (P6S_KR), K_K05 (P6S_KR)]
2	He is able to analyse independently social situations and to develop the knowledge concerning the social communication. [K_K01 (P6S_KK), K_K02 (P6S_KK), K_K04 (P6S_KR), K_K05 (P6S_KR)]

Assessment methods of study outcomes

written test - 12 questions,
 > 50 % - ndst
 ≤ 50%; 60% ≥- dst.,
 < 60%; 70%> dst plus,
 ≤70%, 85%> db,
 ≤85%, 91≥ db plus,
 ≤92%, 100%≥ bdb.

Discussions;

Course description

1. Process communication in everyday life and work. - Interpersonal communication, social communication, mass communication.
2. Characteristics of the interpersonal communication process. - The essence of communication. The model of communication process. The elements of the communication process. Different levels of communication.
3. Characteristics of communication. Communication functions.
4. The rules of interpersonal skills.
5. Types of interpersonal communication: verbal and non-verbal communication (oral and written). Features of non-verbal and verbal communication.
6. Methods of information communicating.
7. Methods of on persuasive communication. Types of persuasion. Rules of influence on people.
8. Communication barriers: technical, organizational and social.
9. Communication competencies and their impact on interpersonal relationships:
10. a) active listening and responding - obstacles to active listening; methods of improving the skills of active listening and responding
11. b) the effective using of words - Understanding linguistic announcements, preparing reports errors when writing reports;
12. c) Public Speaking - The role and the specificity of public expression. Preparing the presentation. The structure and principles the presentation. Features of the professional presentation. Analysis of the audience. Structure of sentences. Non-verbal behaviours during the presentation
13. Improving communication skills
14. Manipulation as a special case of the interpersonal communication.

Update: 10.2018

Basic bibliography:

1. Gronbeck B., German K., Ehninger D., Zasady komunikacji werbalnej, Poznań, 2001
2. Nęcki Z., Komunikacja interpersonalna, Wrocław, 2002
3. Stewart J., Podręcznik komunikacji interpersonalnej, Warszawa, 2003
4. Morreale S.P. , Spitzberg B.H. , BargeJ.K., Komunikacja między ludźmi, Warszawa, 2007

Additional bibliography:

1. Jabłonowska, L., Wachowiak, P., Winch, S., Prezentacja profesjonalna. Teoria i praktyka, Difin, Warszawa, 2008
2. Nęcki Z., Komunikacja międzyludzka, Wydawnictwo Profesjonalnej Szkoły Biznesu, Kraków 1996

Result of average student's workload

Activity	Time (working hours)
1. Lectures	30
2. Participation in the consultations related to the implementation of the education process	30
3. Become familiar with the indicated literature / teaching materials (10 pages of scientific text = 1 hr.)	40
4. Preparing to pass lectures and participate in the test	23+2

Student's workload

Source of workload	hours	ECTS
Total workload	75	3
Contact hours	50	2
Practical activities	0	0