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👤 “Please remember me and my family in your prayers.” 🌸

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Here you will find the syllabi and primary textbooks for all UoPeople courses. The Disclaimer for Use of the Repository can be found [here](#).

General Studies

PSYC 1205 Emotional Intelligence



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PSYC 1205: Emotional Intelligence

Syllabus

Prerequisites: None.

Credit Hours: 3

Course Description: Emotional intelligence is widely recognized as an important skill for both self-management and human interactions. This course introduces students to the principles of emotional intelligence, how to develop emotional intelligence, and using emotional intelligence to manage intrapersonal and interpersonal communication. Special attention is paid to emotional intelligence as a leadership skill, and the relationship between emotional intelligence and multicultural competency.

Required Textbook and Materials: UoPeople courses use open educational resources (OER) and other materials specifically donated to the University with free permissions for educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. The main required textbooks for this course are listed below and can be readily accessed using the provided links. There may be additional required/recommended readings, supplemental materials, or other resources and websites necessary for lessons; these will be provided for you in the course's General Information and Forums area, and throughout the term via the weekly course Unit areas and the Learning Guides.

- This course does not contain a main textbook; resources to all required reading will be provided in the course Learning Guide for each week.
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Software Requirements/Installation: No special requirements.

Learning Objectives and Outcomes:

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

1. Define emotional intelligence and its four subdomains (self-awareness, self-management, social awareness, and relationship management).
 2. Identify strategies to improve emotional intelligence.
 3. Apply the principles of emotional intelligence to leadership case studies
 4. Evaluate the relationship between emotional intelligence, diversity, and multicultural competency.
 5. Use credible sources to write effective arguments.
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Course Schedule and Topics: This course will cover the following topics in eight learning sessions, with one Unit per week. The Final Exam will take place during Week/Unit 9 (UoPeople time).

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Week 1: Unit 1 - What is Emotional Intelligence?

By the end of this Unit, you will be able to:

1. Articulate a clear and comprehensive definition of emotional intelligence.
2. Demonstrate an understanding of the four subdomains of emotional intelligence (self-awareness, self-management, social awareness, and relationship management).
3. Explain the significant role of emotional intelligence in personal development, involving self-awareness, emotional management, empathy, and relationship-building.
4. Explain the significant impact of emotional intelligence in professional settings, involving effective leadership, communication, conflict resolution, teamwork, and overall workplace success.

Week 2: Unit 2 - Self-Awareness

By the end of this Unit, you will be able to:

1. Develop the ability to accurately recognize and label your own emotions, as well as the emotions of others.
2. Utilize self-reflection methods and assessment to identify personal strengths and weaknesses.
3. Identify various techniques, exercises, and create a personalized plan for enhancing self-awareness for personal growth.
4. Evaluate the role of self-awareness in personal development and emotional intelligence.

Week 3: Unit 3 - Self Management

By the end of this Unit, you will be able to:

1. Identify and apply a range of strategies for managing emotions.
2. Establish emotional balance and impulse control by understanding the interplay between thoughts, emotions, and behaviors, and learning to respond to challenging situations.
3. Identify and explain stress management, resilience-building, emotional balance, and impulse control techniques.

Week 4: Unit 4 - Empathy and Social Awareness

By the end of this Unit, you will be able to:

1. Explain the definition of empathy and its importance.
2. Apply empathetic communication skills in interpersonal interactions.
3. Demonstrate social awareness and an appreciation of the importance of social competence.
4. Describe the relationship between emotional intelligence, diversity, and multicultural competency.

Week 5: Unit 5 - Interpersonal Relationships

By the end of this Unit, you will be able to:

1. Convey ideas, thoughts, and emotions clearly, respectfully, and assertively through verbal and nonverbal communication.
2. Utilize practical skills and strategies for managing conflicts.
3. Explain the dynamics of healthy relationships.
4. Identify relationship-building techniques and assess the effectiveness of communication and conflict resolution skills.

Week 6: Unit 6 - Emotional Intelligence in the Workplace

By the end of this Unit, you will be able to:

1. Identify decisions that build resilience in the workplace.
2. Identify strategies for creating and maintaining a positive work environment.
3. Identify skills and techniques for managing workplace conflicts constructively.
4. Apply emotional intelligence principles to address common workplace challenges.

Week 7: Unit 7 - Emotional Intelligence in Leadership

By the end of this Unit, you will be able to:

1. Explain the importance of emotional intelligence in effective leadership.
2. Demonstrate the capacity to lead with empathy.
3. Explain case studies and examples of emotionally intelligent leaders from various fields and industries.
4. Describe emotional intelligent principles to address leadership challenges and opportunities in real-world scenarios.
5. Summarize the impact of emotionally intelligent leadership and its role in fostering a positive work environment.

Week 8: Unit 8 - Applying Emotional Intelligence

By the end of this unit, you will be able to:

- 1. Integrate principles of emotional intelligence into daily lives.
- 2. Develop SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for personal and professional development.
- 3. Examine personal progress in integrating emotional intelligence, focusing on strengths and areas of improvement.
- 4. Create an actionable plan for future development, to include a method to monitor progress.

Week 9: Unit 9 - Course Review and Final Exam

Course Requirements:

Discussion Assignments & Response Posts

Some units in this course require that you complete a Discussion Assignment. You are required to develop and post a substantive response to the Discussion Assignment in the Discussion Forum. A substantive response is one that fully answers the question that has been posed by the instructor. In addition, you must extend the discussion by responding to at least two (2) of your peers' postings in the Discussion Forum. Grading rubrics are provided in the Discussion Forum for each week. Discussion Forums are only active for each current and relevant learning week, so it is not possible to contribute to the forum once the learning week has come to an end.

Assignment Activities

The assignment activities are graded by your instructor. The grading rubric is listed under the assignment instructions. The grading rubric is a document that outlines the criteria that your instructor will use to grade your work

Quizzes

This course will contain three types of quizzes – the Self-Quiz, the Graded Quiz, and the Review Quiz. These quizzes may contain multiple choice, true/false, or short answer questions. The results of the Self-Quiz will not count towards your final grade. However, it is highly recommended that you complete the Self-Quiz to ensure that you have adequately understood the course materials. Along with the Reading Assignments, the results of the Self-Quiz should be used as part of an iterative learning process, to thoroughly cover and test your understanding of course material. You should use the results of your Self-Quiz as a guide to go back and review relevant sections of the Reading Assignments. Likewise, the Review Quiz will not count towards your final grade, but should also be used to assist you in a comprehensive review and full understanding of all course material, in preparation for your Final Exam. Lastly, the results of the Graded Quiz will count towards your final grade.

Final Exam

The Final Exam will take place during the Thursday and Sunday of Week/Unit 9, following the completion of eight units of work. The format of the Final Exam is similar to that of the quizzes and may contain a combination of different question types. You will have one attempt to take the exam, and it will be graded electronically. Specific instructions on how to prepare for and take the Final Exam will be provided during Week 8 (located inside the Unit 9 Learning Guide). Final Exams must be taken without the use of course learning materials (both those inside and outside the course). If particular materials are allowed for use during the exam, these will be noted in the exam's instructions.

Course Forum

The Course Forum is the place to raise issues and questions relating to the course. It is regularly monitored by the instructors and is a good place to meet fellow students taking the same course. While it is not required to participate in the Course Forum, it is highly recommended.

Class Introductions

This section is your opportunity to introduce yourself to your classmates and create a vibrant learning community. By sharing your background, interests, and goals, you can create meaningful connections and discover commonalities with your peers.

Course Policies:

Grading Components and Weights

Each graded component of the course will contribute some percentage to the final grading scale, as indicated here:

Items	Number of assignments	Weight
Discussion Forum	4	30%

Assignment Activities	6	50%
Graded Quiz (Unit 4)	1	5%
Final Exam	1	15%

Grading Scale

This course will follow the standard 100-point grading scale defined by the University of the People, as indicated here:

Letter Grade	Grade Scale	Grade Points
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	88-89	3.33
B	83-87	3.00
B-	80-82	2.67
C+	78-79	2.33
C	73-77	2.00
C-	70-72	1.67
D+	68-69	1.33
D	63-67	1.00
D-	60-62	0.67
F	Under 60	0.00

Grade Appeal

If you believe that the final grade you received for a course is erroneous, unjust, or unfair, please contact your course instructor. This must be done within seven days of the posted final grade. For more information on this topic, please review the Grade Appeal Procedure in the University Catalog.

Participation

Non-participation is characterized by a lack of any assignment submissions and inadequate contributions to the Discussion Forums. Also, please note the following important points about course participation:

- Assignments must be submitted on or before the specified deadline. A course timeline is provided in the course schedule, and the instructor will specify deadlines for each assignment.
- Any student showing non-participation for two weeks (consecutive or non-consecutive) is likely to automatically fail the course.
- Occasionally there may be a legitimate reason for submitting an assignment late. Most of the time, late assignments will not be accepted and there will be no make-up assignments.
- All students are obligated to inform their instructor in advance of any known absences which may result in their non-participation.

Academic Honesty and Integrity

When you submit any work that requires research and writing, it is essential to cite and reference all source material. Failure to properly acknowledge your sources is known as “plagiarism” – which is effectively passing off an individual’s words or ideas as your own. University of the People adheres to a strict policy of academic honesty and integrity. Failure to comply with these guidelines may result in sanctions by the University, including dismissal from the University or course failure. For more information on this topic, please review the Academic Integrity Policy in the University Catalog.

Any materials cited in this course should be referenced using the style guidelines established by the American Psychological Association (APA). The APA format is widely used in colleges and universities across the world and is one of several styles and citation formats required for publication in professional and academic journals. Refer to the [UoPeople APA Tutorials in the LRC](#) for help with APA citations. For help with using library, kindly refer to [UoPeople Library](#).

Code of Conduct

University of the People expects that students conduct themselves in a respectful, collaborative, and honest manner at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be permitted. Any conduct that interferes with the

quality of the educational experience is not allowed and may result in disciplinary action, such as course failure, probation, suspension, or dismissal. For more information on this topic, please review the Code of Conduct Policy in the University Catalog.