

CAMOSUN COLLEGE
School of Arts & Science
Applied Communication Program

COMM 160/261, ACP Seminar
Fall 2004

COURSE OUTLINE

The College does not keep this outline indefinitely. Keep this copy for your records.

1. Instructor Information

- (a) Instructors Rick Caswell, Andy Bryce, Kim O'Hare
- (b) Office hours: Monday to Friday, 9 to 4, by appointment
- (c) Location: Y315B, Y311A, Y315A
- (d) Phone: 370-3396, 370-3394, 370-3395
- (e) E-mail: caswellr@camosun.bc.ca, bryce@camosun.bc.ca, and ohare@camosun.bc.ca

2. Intended Learning Outcomes

The student will be able to:

- 1. **Participate** in organizing a seminar that involves industry representatives and outside communication experts; and discusses communication issues, industry values and/or career opportunities
- 2. **Evaluate** and **provide** appropriate feedback for presentations organized by other students

3. Required Materials

None

4. Course Content and Schedule

Workload

- Weekly seminar: 1 hour
 - Once per term presentation organization 4 hours
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5. Basis of Student Assessment (Weighting)

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| 1. Participation in organizing a presentation. These presentations will be done within an assigned group with a faculty advisor. Students will select a format and topics with the assistance of the advisor. The mark will be based on: | 30% |
| <ul style="list-style-type: none">• Suitable interaction with the faculty advisor during planning of the presentation.• Commitment from suitable guest(s) and a backup plan if guest(s) fail to appear.• Facilitation of the session including introduction and questions.• Success of the presentation as judged by peer evaluation. | |
| If the presentation is weak, students in the group will lose 5% for each of the above areas where there are serious problems. If the presentation earns 15% or less, faculty may decide insufficient work was done and assign a mark of 0 for this section. | |
| 2. Completion and submission of a feedback form by each student for each presentation. These forms will be completed at the end of each presentation. They are intended to give feedback to the group organizing the event. The mark will be proportional to the number of forms satisfactorily completed during the term. | 30% |
| 3. Attendance. The mark will be proportional to the number of sessions attended during the term. | 30% |
| 4. Completion and submission of an end-of-term program evaluation by 4:30 Friday of exam week. | 10% |
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6. Grading System

The following grading system will be used:

S (Satisfactory) 60% and above

U (Unsatisfactory) Less than 60%

Note: Applied Communication Program students must obtain a satisfactory grade in this course in order to continue in the program.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at http://www.camosun.bc.ca

ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section. www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html
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