



**School of Arts & Science**  
**APPLIED COMMUNICATION DEPARTMENT**

**COMM 160-  
Seminar 1  
2008F**

## **COURSE OUTLINE**

**The Approved Course Description is available on the web @ \_\_\_\_\_**

Ω Please note: this outline will be electronically stored for five (5) years only.  
It is strongly recommended students keep this outline for your records.

### **1. Instructor Information**

(a)	Instructor:	Andy Bryce		
(b)	Office Hours:	Th 1:00-2:00 Fr 1:00-2:00		
(c)	Location:	Y315B		
(d)	Phone:	370-3394	Alternative Phone:	361-5006
(e)	Email:	Bryce@camosun.bc.ca		
(f)	Website:			

### **2. Intended Learning Outcomes**

*(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)*

Upon completion of this course the student will be able to:

1. Participate in organizing a seminar that involves industry representatives 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**

(a) Texts None

(b) Other None

### **4. Course Content and Schedule**

Tuesdays 12:30-1:30

### **5. Basis of Student Assessment (Weighting)**

*(Should be linked directly to learning outcomes.)*

Pass/Fail based on Attendance, Organizing a Seminar, and Participating in Feedback

## 6. Grading System

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at **camosun.ca** for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. ( <i>For these courses a final grade will be assigned to either the 3<sup>rd</sup> course attempt or at the point of course completion.</i> )
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

## 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, at Student Services or the College web site at [camosun.ca](http://camosun.ca).

## STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**.  
It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED