



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

**COMM 261-001
Seminar 4
2009W**

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 1:30-2:30 Fr 9:00-10:00		
(c)	Location:	Y315B		
(d)	Phone:	370-3394	Alternate	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

Weekly seminar: 1 hour

Once per term presentation organization 4 hours

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: <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. <p>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.</p> | 30% |
| 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

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

Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

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 are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
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.

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