



CAMOSUN COLLEGE
School of Arts & Science
Applied Communication Program

COMM 261, ACP Seminar 2
Winter 2013

COURSE OUTLINE

Note: Please keep this outline for your records. The College will not keep a copy indefinitely.

1. Instructor Information

- (a) Instructors: Andy Bryce, Rick Caswell, Lois Fernyhough
- (b) Office hours: Monday to Friday, 9 to 4, by appointment
- (c) Location: Y311B, Y315E, Y315C
- (d) Phone: 370-3394, 370-3396, 370-3397
- (e) E-mail: caswellr@camosun.ca, bryce@camosun.ca, fernyhol@camosun.ca

2. Intended Learning Outcomes

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

None

4. Course Content and Schedule

Workload

- Weekly seminar: 1 hour
 - Once per term presentation organization 4 hours
-

5. Basis of Student Assessment (Weighting)

- | | |
|--|-----|
| 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: | 32% |
| <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> | |
| 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. | 24% |
| 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. | 10% |
-

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

<p>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</p>
--

ACADEMIC CONDUCT POLICY

<p>There is an Academic Conduct Policy that 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, Registration, and on the College web site in the Policy Section. www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html</p>

Typical Seminar Formats

- Panel Discussion
- Demonstration
- Debate
- Case Study
- Lecture
- Role Play
- Brainstorm

Audio Visual Aids

The following audio-visual aids are available to you. Please take into consideration the amount of set up time you will have. Often the class before is late getting out, so you can't assume that you will have any more than 5 minutes to set up. If you have questions about setting up equipment or need help, please see the appropriate instructor *before* seminar day.

- Computer on Wheels and Data Projector
- Video Rolling Rack with VTR's
- 310 Video Monitor
- Audio Rolling Rack
- Video Cameras
- Digital Still Cameras

Check List of Tasks

Feel free to use this checklist of tasks to ensure you have covered all the basics needed for a successful seminar.

- Brainstorming Seminar Ideas
- Establishing a Format
- Liaison with Faculty Advisor
- Lining Up and Booking Guests
- Booking Equipment
- Mugs for Guests
- Parking Passes for Guests
- Managing Guests
- Setting Up Equipment
- Moderating
- Managing Feedback Sheets
- Sending Out Thank You Notes

Absences

To clarify what constitutes excused and unexcused absences at seminar and what that means in terms of losing marks:

It's easy: show up for every scheduled seminar and you don't lose any marks. You are starting with 30 marks for attendance. Look at this as money in your bank account. For each seminar attended, you get to keep approximately 3 marks for attendance and you get another 3 marks for handing in an evaluation form. More money in the bank.

You are allowed one excused absence. You must notify staff or faculty in advance (by phone, email or in person) in order to be excused from seminar. You will lose three marks to your account for not handing in the evaluation form, but you get to keep your three attendance marks for notifying us in advance. After you have used up your excused absence, you will be making a withdrawal from your account of six marks per absence. Why six? Three marks for missing the class, and three for not handing in the form, because how can you provide feedback if you're not there?

You can earn up to 42 marks for your group presentation and the end-of-semester on-line survey (worth 10), for a total possible of 100 marks. You need at least 60 to pass, so you can miss a couple of seminars due to illness or working on other projects without any worry about failing the course.
