



COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/anth.html>

Ω Please note: the College electronically stores this outline for five (5) years only.
It is **strongly recommended** you keep a copy of this outline with your academic records.
You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

1. Instructor Information

(a)	Instructor:	Jeanne Iribarne		
(b)	Office Hours:	Monday to Thursday 11:30 a.m. to 12:30 p.m.		
(c)	Location:	Paul 328		
(d)	Phone:	3349	Alternative Phone:	
(e)	Email:	iribarne@camosun.bc.ca		
(f)	Website:			

2. Intended Learning Outcomes

(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

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

1. Writing

- Analyse audience and purpose to produce high-quality documents, using correct formats and documentation.
- Use professional writing skills effectively to produce work-related documents such as incident and progress reports, funding and service proposals, charts, case notes, objective assessments, summaries, client interaction notes, interview transcripts, business letters, memos, and emails.
- Produce objective, active writing as is appropriate for reports.
- Design documents for readability by employing well constructed paragraphs, bullets, headings, tables, charts or graphs, effective spacing and layout.
- Employ numbers, units, equations, acronyms and abbreviations correct in documents, adhering to standard conventions.
- Produce clear, complete, credible, and concise writing and reporting.

2. Reading

- Analyse audience and purpose of a variety of readings.
- Summarize readings to reflect coherently the original's ideas, purpose, organization, and tone.
- Analyze readings to understand and explore meaning and purpose.
- Critically read their own and others' writing.
- Critically review research materials and critique evidence-based practice.

3. Professionalism

- Analyse the needs of various audiences (professional and lay) and use vocabulary appropriate for the intended audience.
- Edit and proof their own and others' writing.
- Use workplace formats and structures appropriately including understanding the difference between informal and formal reports.
- Identify legal and ethical issues in respect to written documentation.
- Conduct effective research and apply standard methods of APA documentation.

3. Required Materials

(a) Texts

- McAleer, Donna. *Report Writing for the Community Services*. Toronto: Pearson, 2010.

- Course package for English 175, Winter 2014

4. Course Content and Schedule

(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

<u>Date</u>	<u>What We Will Cover</u>	<u>Major Assignments</u> <u>And Readings</u>
Week 1 Jan 6 to 10	Course introductions Professional communications	diagnostic+meeting
Week 2 Jan 13 to 17	Narrative and Descriptive Technique for Professionals Reporting speech, part I	Read: <ul style="list-style-type: none"> • Chapter 1 • Rosenfield
Week 3 Jan 20 to 25	Types of Reports Progress Reports Proposals Reporting speech, part II	Read: <ul style="list-style-type: none"> • Chapters 2, 3 • Okakok
Week 4 Jan 27 to Jan 31	Reflective Writing Reporting speech, part III	Read: <ul style="list-style-type: none"> • “Reflective Writing” • Stephen Lewis <p>progress report (1) due</p>
Week 5 Feb 3 to Feb 7	Reader-Focussed Communication Tone	Read: <ul style="list-style-type: none"> • Chapter 5 • Wagamese • Alfred

<p>Week 6 Feb 8 to Feb 14</p>	<p>Proposals—Tone and Structure (reading break and family day)</p>	<p>Read:</p> <ul style="list-style-type: none"> • Chapter 4
<p>Week 7 Feb 17 to Feb 21</p>	<p>Evaluating Sources: Four Standards for Professional Research, part II</p>	<p>Read:</p> <ul style="list-style-type: none"> • Maticka-Tyndale
<p>Week 8 Feb 24 to Feb 28</p>	<p>Conducting Research</p>	<p>proposals due</p>
<p>Week 9 Mar 3 to Mar 6</p>	<p>Documenting Research (APA) Report Ethics and Legal Issues</p>	<p>Read:</p> <ul style="list-style-type: none"> • Chapter 7 • Wagamese • Alfred
<p>Week 10 Mar 8 to Mar 13</p>	<p>Presentation Skills</p>	<p>Read:</p> <ul style="list-style-type: none"> • Chapter 7 <p>progress report (2) due</p>
<p>Week 11 Mar 15 to Mar 20</p>	<p>Formal Reports—Form, Tone and Apparatus</p>	
<p>Week 12 Mar 22 to Mar 27</p>	<p>Individual Appointments (and report review)</p>	<p>research report due</p>

Week 13 Mar 31 to Apr 4		presentations
Week 14 Apr 7 to Apr 11		presentations

5. Basis of Student Assessment (Weighting)

(This section should be directly linked to the Intended Learning Outcomes.)

(a) Assignments

Progress reports (two x10%)	20%
Text analyses (four, in class)	20%
Interview report	20%
Research report (incl. proposal, presentation)	30%
In class exercises and participation	10%

6. Grading System

(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College 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
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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^d 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.

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 the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED

IMPORTANT COURSE POLICIES

1. *Out of respect for the dynamics of classroom conversation, I will ask you to refrain from using electronic devices in the classroom, particularly during discussions (i.e. no cell phones and laptops during presentations, discussions, or small group work). Please see me if this policy will present difficulties for you.*
2. *In-class work (such as in-class writing and exams) cannot be rescheduled without medical documentation.*
3. *Assignments are due at the beginning of class on the due date. Unless we negotiate otherwise, late assignments will be accepted for one full week after the initial due date with a penalty of 10% per day, but these assignments will receive no written comments (only a grade). After one week, late assignments will not be accepted at all. Please keep track of deadlines. You are welcome to discuss your work with me at any time during office hours.*
4. *At the college level, we make an assumption of basic literacy and mechanical polish in all assignments. This means that an assignment with significant grammatical errors will not pass no matter how wonderful the ideas are. Also, please note that "re-writes" are not accepted except under extraordinary circumstances.*
5. *Your happiness and well-being as a student here are important to me and are important factors in your success. Please come see me if I can help you navigate through the college system in any way (even if the issue relates to another course).*