



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:	Jasmine North, BA, MA
(b)	Office Hours:	TBA
(c)	Location:	Paul 235
(d)	Phone:	370-3330
(e)	Email:	northj@camosun.bc.ca

NOTE: An email will receive a quicker response than a phone message, but email accounts can be unreliable. If I do not respond within 48 hours, assume I did not receive your message. Likewise, I will expect you to acknowledge receipt of my messages.

2. Intended Learning Outcomes

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, Dianna. *Report Writing for the Community Services*. Toronto: Pearson, 2010.

(b) Recommended Text

Hacker, D., & Sommers, N. (2012). *A Pocket Style Manual* (6th ed.). New York, NY: Bedford.

4. Course Content and Schedule

See *Course Schedule*

5. Basis of Student Assessment (Weighting)

(a) Assignments

Incident Report	10%
Interview Transcript	5%
Interview Report	10%
Funding Proposal	15%
Summaries (2)	10%
Research Essay	20%
Infographic Poster	5%

(b) Other

Grammar Quizzes	5%
Practice "in-class" Exercises	10%
Discussion Participation	10%

Missed In-Class Essays and Tests:

Unless you can prove a medical issue with a doctor's note, all in-class assignments/ tests/ essays must be completed during the scheduled time.

A missed in-class assignment /test/ essay without a note will be given a grade of zero.

Failure to notify me of your medical issue within 2 days of the intended class will disqualify you for a make-up assignment and also result in a grade of zero.

If you already know that you are going to be unable to attend on the date an assignment is scheduled, please contact me ASAP. If your absence is justifiable, we will determine a re-schedule date as close as possible to the set date.

Missed work worth less than 3% cannot be made up at another date.

Late Assignments:

Assignments are due at the start of class unless otherwise specified.

Up to 5% per day (including weekends) can be deducted for lateness. Nothing will be accepted 5 days or more past the due date.

Requests for extensions will be considered, but only if the request is made in advance.

Rewrites are NOT allowed.

Readings, Homework, and Participation:

To do well, you must regularly 'attend' the class and complete all major assignments. Completion of online exercises and grammar quizzes, and participation in online discussions is also essential to your success in this course.

As with any course, it is also vitally important that you have completed all assigned readings and any exercises or discussions associated with those readings. You must come online prepared to actively and intelligently participate. Reading assignments are on attached schedule.

6. Grading System

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. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
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.