



## COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.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:	Kari Jones		
(b)	Office Hours:	Monday and Wednesday after class		
(c)	Location:	Paul 328		
(d)	Phone:		Alternative Phone:	
(e)	Email:	jonesk@camosun.bc.ca		
(f)	Website:	Karijones.ca		

### 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) *Report Writing for the Community Services* by Dianna McAleer

### 4. Course Content and Schedule

See attached sheet

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

Assignment	Due Date	Value
<b>Progress Report (10%)</b>		10%
<b>Interview Incident Report (15%)</b>		15%
<b>Text Summary (x4) (20%)</b> <ul style="list-style-type: none"> <li>• <i>What Writing Is</i> by Stephen King</li> <li>• <i>How Texas Teaches History</i> by Ellen Bresler Rockmore</li> <li>• <i>Pandemic: My Country is on its Knees</i> by Stephen Lewis</li> <li>• <i>Sexuality and sexual health of Canadian adolescents: Yesterday, Today and Tomorrow</i> by Eleanor Maticka-Tyndale.</li> </ul>		20%
<b>Funding Proposal (20%)</b> <ul style="list-style-type: none"> <li>• In-class work 5%</li> <li>• Presentation 10%</li> <li>• Written proposal 10%</li> </ul>		20%
<b>Research Report (25%)</b> <ul style="list-style-type: none"> <li>• Research Infographic 5%</li> <li>• Presentation 10%</li> <li>• Research Paper:15%</li> </ul>		30%
<b>Participation, Attendance and in-class exercises (5%)</b>		5%

### 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](http://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.

<b>IP</b>	<i>In progress: 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<sup>rd</sup> course attempt or at the point of course completion.)</i>
<b>CW</b>	<i>Compulsory Withdrawal: 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.</i>

## 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 the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED