

Adler, A., Rodman, G, & Sevigny, A. (2015). *Understanding human communication*. 3rd Canadian edition. Don Mills, ON: Oxford University Press.

(b) Other n/a

4. Course Content and Schedule

Week / Class	Topic	Reading	Exams/Assignments
Week 1 Sept. 5	Overview of communication Labour Day – no scheduled class	Ch. 1	Introduce yourself (D2L) Sunday Sept. 11, 11:59 pm
Week 2 Sept. 12	Identities & perceptions, culture & diversity	Ch. 2	Quiz 1 - ch. 1, 2, 3 (D2L) Friday Sept. 16, 11:59 pm
Week 3 Sept. 19	Verbal communication, language	Ch. 3	Discussion #1 gender & language (D2L) Sunday Sept. 18, 11:59 pm
Week 4 Sept. 26	Non-verbal communication	Ch. 4	Quiz 2 - ch. 4 & 5 (D2L) Sunday Sept. 25, 11:59 pm
Week 5 Oct. 3	Listening	Ch. 5	Discussion #2 listening (D2L) Sunday Oct. 2, 11:59 pm
Week 6 Oct. 10	Interpersonal communication Thanksgiving – no scheduled class	Ch. 6 & 7	Quiz 3 - ch. 6 & 7 (D2L) Sunday Oct. 9, 11:59 pm
Week 7 Oct. 17	Social & mass media, communication theory	Ch. 8	Discussion #3 media literacy (D2L) Annotated bibliography due (D2L) Sunday Oct. 16, 11:59 pm
Week 8 Oct. 24	Group communication	Ch. 9	Quiz 4 - ch. 8, 9, 10 (D2L) Sunday Oct. 23, 11:59 pm
Week 9 Oct. 31	Solving problems in groups	Ch.10	Group exercise in class
Week 10 Nov. 7	Understanding the audience, creating persuasive messages	Ch. 11	Quiz 5 - ch. 11 & 12 (D2L) Outline due (D2L) Sunday Nov. 6, 11:59 pm
Week 11 Nov. 14	Developing a public presentation part 1	Ch. 12	Discussion #4 speeches (D2L) Sunday Nov. 13, 11:59 pm Presentation purpose statement due <i>in class</i>
Week 12 Nov. 21	Developing a public presentation part 2		
Week 13 Nov. 28	In-class presentations		Presentation scripts due (D2L) Sunday, Nov. 27, 11:59 pm
Week 14 Dec. 5	In-class presentations		Communication issue paper due (D2L) Sunday Dec. 11, 11:59 pm

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

- (a) Assignments
 - Online discussions (4 x 5%) 20%
 - Presentation 15%

 - Term essay on a communication issue:
 - Annotated bibliography 7%
 - Outline 8%
 - Essay 15%
- (b) Quizzes
 - Quizzes (5 x 5%) 25%
- (c) Exams
 - n/a
- (d) Other (e.g. Project, Attendance, Group Work)
 - Attendance / participation 10%

6. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

- | Standard Grading System (GPA)
- | Competency Based Grading System

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, Student Services or the College web site at <http://www.camosun.bc.ca>

STUDENT CONDUCT POLICY

There is a Student Conduct Policy. 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.

<http://www.camosun.bc.ca/policies/policies.html>

GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. 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		1
0-49	F	Minimum level has not been achieved.	0

2. 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.

B. 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 at <http://www.camosun.bc.ca/policies/E-1.5.pdf> 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.
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