



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Department of English**

**ENGL-175-001**  
**Professional Writing for Community Services**  
**Winter 2018**

**COURSE OUTLINE**

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

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

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**1. Instructor Information**

(a) Instructor	Kari Jones		
(b) Office hours	Monday and Wednesday 1:30-3:00		
(c) Location	Paul 328		
(d) Phone	370-3349	Alternative:	
(e) E-mail	jonesk@camosun.bc.ca		
(f) Website	Karijones.ca		

**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) Report Writing for the Community Services by Dianna McAleer
- (b) There are a few readings on the D2L site which you will be responsible for printing off and bringing to class on the appropriate day.

### 4. Course Content and Schedule

Date	Readings	On-line and in-class Topics	Assignments
<b>Week 1</b> Jan 8 + 10	Chapter 1 and 2 of textbook And on-line material	Writing for an audience 6 Cs of professional writing	Homework #1 Due In class on Wednesday
<b>Week 2</b> Jan15 + 17	on-line material	Writing reports Active Writing	Homework #2 due in-class on Wednesday
<b>Week 3</b> Jan 22 + 24	On-line material	What is descriptive and narrative writing? What is objective writing?	Homework #3 due in-class on Wednesday
<b>Week 4</b> Jan 29 + 31	<i>How Texas Teaches History</i> by Ellen Rockmore On-line material	Summary What Is it? Review of How Texas Teaches History	Progress Report Due January 29  <b>In Class</b> Summary Due January 31
<b>Week 5</b> February 5 + 7	On-line material	Incident Reports And Introduction to APA	APA exercise in class on Wednesday
<b>Week 6</b> February 12-16	<b>Reading Break</b> No on-line material (We all need a little break)		
<b>Week 7</b> February 19 + 21	<i>A Decolonizing Approach to Health Promotion in Canada: The Case of the Urban Agricultural Community Kitchen Garden Project</i> And on-line material	Exploration of the reading	Incident Report Due February 19  <b>In-Class</b> Summary #2 Due February 21
<b>Week 8</b> February 26 + 28	On-line material	More on APA this week	
<b>Week 9</b> March 5 + 7	On-line materials	Funding proposals	Homework #4 due in-class on Wednesday
<b>Week 10</b> March 12 + 14	Chapter 6 of textbooks	Funding Proposals part 2	Homework #5 due in class on Wednesday
<b>Week 11</b> March 19 + 21	on-line material	Funding Proposal Presentations	Presentations in class March 21 Proposals due
<b>Week 12</b> March 26 + 28		Writing research reports	
<b>Week 13</b> April 2 + 4			
<b>Week 14</b> April 9 + 11		Infographic Presentations	Research Paper Due

## 5. Basis of Student Assessment (Weighting)

Assignment	Due Date	Value
<b>Progress Report (10%)</b>		10%
<b>Incident Report (10%)</b>		10%
<b>Text Summary (x3) (20%)</b> <ul style="list-style-type: none"> <li>• <i>How Texas Teaches History</i> by Ellen Bresler Rockmore</li> <li>• <i>A Decolonizing Approach to Health Promotion in Canada: The Case of the Urban Agricultural Community Kitchen Garden Project</i> by Erika Mundel and Gwen Chapman</li> <li>• <i>A Relational Approach to Cultural Competence</i> by Gaye Hanson</li> </ul>		20%
<b>Funding Proposal (20%)</b> <ul style="list-style-type: none"> <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 (presented) 5%</li> <li>• <b>Research Paper:20%</b></li> </ul>		25%
<b>Homework x 5</b>		5%
<b>Participation, Attendance (10%)</b>		10%

## 6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

## 7. Recommended Materials to Assist Students to Succeed Throughout the Course

N/A

## 8. College Supports, Services and Policies

### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @

<http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

## College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

## College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

## A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

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://camosun.ca/about/policies/index.html> 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.