CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-251-002
Advanced Communication
Winter 2018

COURSE OUTLINE

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

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

1. Instructor Information

(a)	**Instructor**	Sandra Ann Beck	
(b)	**Office hours**	Monday /Wednesday 11:30-1:30; Tuesday/Thursday 3:00-4:00 or by appt.	
(c)	**Location**	Young 226	
(d)	**Phone**	250-370-3516	**Alternative:**
(e)	**E-mail**	beckS@camosun.bc.ca	
(f)	**Website**		

2. Intended Learning Outcomes

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

1. Write a research report that reflects the generic structure of technical, scientific, or professional writing.

    a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to the research report.
    b) Differentiate between objective and subjective English and understand the purpose of each style of discourse.
    c) Apply Standard English to ensure readability of documents.
    d) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
    e) Apply ethical principles (copyright law, source documentation, and sensitive material) to the report-writing process.

2. Compose communication for a variety of audiences in various formats such as abstracts, definitions, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and user manuals.

    a) Write in a style that meets the informational needs and backgrounds of various audiences.
    c) Write in a style that exhibits brevity and clarity and avoids words of low information content.
    d) Employ numbers, units, equations, and abbreviations correctly in documents.

3. Design technical documents for high readability and appeal using word-processing software and techniques.

a) Achieve idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.

4. Design and deliver presentations that fulfill the principles of effective speaking, anxiety control, and visual enhancement:

a) Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of the presentation.
b) Use technical vocabulary appropriate for the intended audience.
c) Present information effectively and appropriately using effective speaking skills and anxiety-control strategies.
d) Use effective illustrative techniques to enhance the visual and informational quality of the presentation. Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools

3. Required Materials

(a) Texts

Course Pack English 251 Sandra Ann Beck

(b) Other

4. Course Content and Schedule

Date	Topic	Activity	Assignment
Jan 9	Course Outline	Collaboration Lateral Puzzles Moon Landing	
Jan 11	Research Question	Topic to Question	
Jan 16	Background	Writing the Problem References APA	
Jan 18	Rationale	Writing the Solution Persuasion	
Jan 23	Organization	Methodology Outcomes	
Jan 25	Research	Climate Change	**Proposal Due (10%)**
Jan 30	Search	Library Orientation	
Feb 1	Facts and Interpretations	Ten Mile Island Memos "Tarmageddon"	
Feb 6	Chronological, thematic	"Where has all the water gone?"	
Feb 8	Analysis	IMRAD MMR Vaccines	**Summary Due (10%)**
Feb 13	**Reading Break**		
Feb 15	**Reading Break**		
Feb 20	Critique	Correlation, Causation Fist-Clenching bad science	
Feb 22	Chronological	"Fast food and deprivation"	
Feb 27	Thematic	"An exploratory study of cyberbullying"	
Mar 1	Interpretation	"Food security"	**Critique Due (10%)**
Mar 6	Organization	:"Climate change, health, and vulnerability"	
Mar 8	Ethics	Scenarios	
Mar 13	Review	Individual Help	
Mar 15	Oral Presentation	Speaking	**Literature Review due (20%)**
Mar 20	Non-verbal Communication	Gestures, body language	
Mar 22	Listening		
Mar 27	Formal Report	Front pieces	**Oral Presentations (20%)**
Mar 29	Body	Public audiences	**Oral Presentations**
Apr 3	Discussion	Conclusions and Recommendations	**Oral Presentations**
Apr 5	Visuals	Illustrations	**Oral Presentations**
Apr 10	End Pieces	Appendices	**Oral Presentations**
Apr 12			**FINAL EXAM (10%)** **Formal Report due (20%)**

5. Basis of Student Assessment (Weighting)

(a) Assignments

ASSIGNMENT	VALUE
Proposal	10%
Summary	10%
Critique	10%
Literature Review	20%
Oral Presentation	20%
Formal Report	20%
Final Exam	10%

(b) Quizzes

(c)   Exams

(d) Other (e.g. Project, Attendance, Group Work)

6. Grading System

x	Standard Grading System (GPA)

	Competency Based Grading System

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

Late assignments will lose 5% per day unless accompanied by medical documentation of illness. Assignments more than five days late will lose 25%. Requests for extensions will be considered under special circumstances, but only if the request is made well in advance of the due date. **There are no make-up exams without medical documentation of illness leading to absence.**

Assignments submitted via email will be penalized 10%. Only paper submissions will be returned with written comments.

The penalty for plagiarism, both intentional and unintentional, is a grade of zero on the assignment. Papers that contain plagiarism may not be rewritten for credit.
Plagiarism includes the following: submitting part or all of an assignment written by someone else; copying and pasting one or more passages (even a few words) from another source without correct documentation; paraphrasing that too closely resembles the original in either form or content; submitting an assignment edited or corrected for grammar and/or content by a copy editor or tutor. Accessing any electronic device during an exam or in-class assignment constitutes a violation of the student conduct policy and will result in a grade of zero on the assignment.

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	*Incomplete*: 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	*In progress*: 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	*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.