

COURSE SYLLABUS



COURSE TITLE: ICW 112 – Sharing Voice: Communications

CLASS SECTION:

TERM:

COURSE CREDITS: 3

DELIVERY METHOD(S):

Camosun College campuses are located on the traditional territories of the ləkʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 updates please visit <https://camosun.ca/about/covid-19-updates>.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Andrea Williams

EMAIL: williamsa@camosun.ca

OFFICE: In person or D2L Collaborate

HOURS: Meetings to be arranged individually with Instructor- Mondays and Fridays 830am-6pm

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will learn to communicate in effective and respectful ways for the workplace. They will have opportunities to practice their verbal and written communication skills, and strengthen their online communication skills. Students will be introduced to programs that will assist them to work online and to engage the community in culturally respectful and effective ways.

PREREQUISITE(S):

CO-REQUISITE(S):

EQUIVALENCIES:

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, students will be able to offer community their ability

to:

1. Use effective and culturally respectful communication skills (e.g., public speaking, active listening, and writing) in the workplace.

2. Create, review, and summarize documents and reports effectively.
3. Use software and programs to communicate, schedule, manage, and share files.
4. Assess the ethical and respectful use of images and artwork by respecting consent, copyright and protocols.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Required course materials will be provided on D2L

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	NOTES
Wed. Sept. 6	Opening Circle and Course Introduction	
Mon. Sep. 11	Professional Communications - Verbal	
Wed. Sept. 13	Professional Communications – Written and Visual Communications	
Mon. Sept. 18	Healthy Habits, Online Safety, Critical Thinking	Email Composition and Etiquette due
Wed. Sept, 20	Collaborative Visioning	
Mon. Sept, 25	Staying Organized /Planning and Reporting	
Wed. Sept, 27	Social Media Tools for Event Promotion/ Copyright and Intellectual Property	Social Media Critical Analysis Essay due
Mon. Oct 2	National Day for Truth and Reconciliation/Orange Shirt Day	
Wed. Oct, 4	Referrals, Trust, Ethics and Confidentiality	
Mon. Oct 9	Thanksgiving Day	
Wed. Oct 11	Preparing Documents Case Study Presentations	Responsive, Supportive and Respectful Communications due
Mon. Oct, 16	Objective Documentation and Story Keeping	
Wed. Oct, 18	Closing Circle and Final Presentations	Event Planning and Project Proposal due

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Email Composition and Etiquette	15%
Social Media Critical Analysis Essay	20%
Case Studies: Responsive, Supportive and Respectful Communications	25%
Event Planning and Project Proposal Development	40%
	TOTAL
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

All assignments are to be double spaced, Times New Roman 12-point font, and must include a title page, introduction, body, and clear headings. It is also very important to use citations and references (APA Style) for anything that is from a source that is not your own thoughts, or it is considered plagiarism.

Plagiarism & Academic Dishonesty - If plagiarism, cheating, or academic dishonesty can be documented, the penalty will be an automatic “zero” on the assignment in question. Camosun College’s policy on Plagiarism can be found here: <http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.1.pdf>

All assignments will be submitted to the D2L site, and in a Microsoft Word format. External links to documents such as Google Docs, or other file formats specific to other word processor programs, will not be accepted. External links to presentations, videos, or other creative assignment formats may be accepted depending on assignment requirements. The instructor will provide outlines, marking rubrics, and overviews for the assignments. Meetings with the instructor are recommended and encouraged if a student is struggling with the content. Assignment rubrics are provided on D2L in advance for every assignment as outlined in the proceeding sections of this syllabus.

“Make-up assignments”, “additional work” or “alternate assignments” for the purposes of increasing grades are not offered in this course. Students must monitor their own progress and access assistance/resources early on if there is a risk of being unsuccessful in the course. All grades are available on the course D2L site. Additional Camosun College supports and resources are listed within item #8 of this document. It is the student’s responsibility to understand the content and expectations of the assignments that are due.

Late Assignments: All assignments must be completed/submitted on the date assigned. Late assignment grades will be reduced by 5% per day and after 7 days will receive a zero unless an extension is negotiated and approved by the instructor in advance of the assignment due date.

Request for Extensions: Extension requests for assignments will be considered under exceptional circumstances. Request must be made at least 48 hours before the assignment due date. Requests will be reviewed on a situation-by-situation bases. If an assignment is submitted after an approved extension, the assignment will be subject to the full late penalties based on the original due date as though no extension was granted.

Attendance is required in order to receive the learning in this class. If you miss a class it will affect your ability to meet the learning outcomes and understanding of the course material. If you need to miss a class, you are invited to complete a make-up assignment for each class you miss.

Missed Class Makeup Reflection: You need to have a minimum 10 minute discussion (in person or on the phone) with at least 2 other students in your class to learn their perspective of the important aspects of the class missed. Ensure you identify which students you have spoken to. Complete and submit a 200 word paper which describes the key elements of the class, along with your own reflections on the subject.

Please submit this paper on D2L before the next class. *Note: It is the student's responsibility to track the dates missed and to follow up with colleagues about content missed, while they still remember.

Confidentiality: All students' personal stories, opinions, or content shared at any point within the course (e.g. during online virtual sessions and in the online discussions forums or in email) are strictly confidential unless in cases of Duty to Report. All unauthorized recordings or screenshots of this material is prohibited. Moreover, students are under no obligation to disclose any personal information, thoughts, or opinions for the purpose of completing the course or assignments. If this is a concern at any point in the course, please discuss the matter with the instructor

SCHOOL OR DEPARTMENTAL INFORMATION

Eyē? Sqâ'lewen - Centre for Indigenous Education & Community Connections

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous

Support Service	Website
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

Academic Progress

Please visit https://www.camosun.ca/sites/default/files/2021-05/e-1.1_0.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.