

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: REPORTING IN LAW AND SECURITY AND CORRECTIONAL WORK

CODE NO.: ENG 207-3 SEMESTER: WINTER

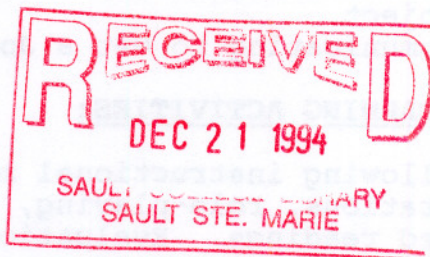
PROGRAM: LAW AND SECURITY, CORRECTIONAL WORKER

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1995 PREVIOUS OUTLINE DATED: JANUARY 1994

APPROVED: *N Koch*  
NADEAN KOCH, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION

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DATE



**I. PHILOSOPHY/GOALS (Course Description):**

This course helps students develop clarity, accuracy and conciseness in both written and oral communications. Special emphasis is placed upon adapting tone and level of language to the intended audience. Projects help students improve their skills in locating, gathering and organizing information from professional journals and community services.

**CREDITS**  
3

**DURATION**  
one semester

**HOURS/WEEK**  
3

**PREREQUISITES**  
ENG 120-3 or  
the equivalent

**II. STUDENT PERFORMANCE OBJECTIVES:**

Upon successful completion of the course, students will be able to do the following:

- 1) organize, correct grammar and punctuation, and spell accurately in all written submissions.
- 2) adapt the format, tone, and diction of a communication to the needs of a specific audience in a given situation.
- 3) read and write clear, concise and accurate synopses.
- 4) produce clear, accurate, well-organized text in memo, letter, report, and oral presentation formats.
- 5) give well-organized, coherent, and effective oral presentations.
- 6) prepare an effective job application package including the cover letter and the resume.
- 7) prepare and present a workshop based on a specific topic and designed to meet the needs of a particular audience.
- 8) use the computer to produce accurate reports.

**III. TOPICS TO BE COVERED:**

1. Communicating Through Reports, Letters and Memos
2. Program-related Communication
3. Reports
4. Communicating Orally
5. Project
6. Communicating to Get a Job

**IV. LEARNING ACTIVITIES:**

The following instructional methods may be used: classroom presentations, role-playing, group activities, discussions, and directed readings. Evaluation will normally be done by the professor, but for some assignments peer evaluation can be required.

V. STUDENT RESOURCES:

1. A Canadian Writer's Reference by Diana Hacker, Nelson Canada
2. Gage Canadian Dictionary - GAGE Educational Publishing Company
3. "A Resume Guide" available from the Placement and Liaison Office room A0150, extension 307.
4. Supplemental material will be provided by the professor.

MAJOR ASSIGNMENTS:

1. COMMUNICATION SKILLS 15%
2. COMMUNICATION THROUGH MEMOS AND LETTERS 10%
  - a. memo
  - b. letter
3. PROJECT: WRITTEN AND ORAL COMPONENTS 30%
  - a. project plan }
  - b. public announcement } . . . 5%
  - c. interview }
  - d. project presentation . . . 15%
  - e. research report/paper . . . 10%
4. PROGRAM-RELATED COMMUNICATION: WRITTEN AND/OR ORAL COMPONENTS 40%

A minimum of three of the following:

  - a. occurrence report
  - b. misconduct report
  - c. accident report
  - d. log report
  - e. police report
  - f. investigative report
  - g. case synopsis
5. COMMUNICATING TO GET A JOB 5%
  - a. Typed copy of personal resume
  - b. Cover letter/letter of application

VII. SPECIAL NOTES:

N.B. In all cases, the instructor will determine the order in which assignments are to be covered. Students will be notified of changes in the assignment loading and marking schemes as required.

Due to the nature of testing, students are required to contact the professor before the test if they are to be absent. Students that do not contact the professor in advance, will not be given the opportunity to write.

**VIII. METHOD OF ASSESSMENT:**

Letter grades will be assigned in accordance with the Language and Communication Department Guidelines.

The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

**NOTE:** Students may be assigned an "R" grade early in the course for unsatisfactory performance.

**PLAGIARISM**

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

ADVANCED CREDIT

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Language and Communication Department. Those who have related employment-centred experience should see the Prior Learning Assessment (PLA) Coordinator.

