COURSE OUTLINE

PFP204

Prepared: Brian Calcafuoco   Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	PFP204: COMMUNICATIONS II
Program Number: Name	1202: POLICE FOUNDATIONS
Department:	COMMUNICATIONS
Semester/Term:	18W
Course Description:	This course helps students who wish to enter a criminal justice field 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.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	CMM115
Substitutes:	CMM210, CMM215, CMM225, ENG207, OEL106, OEL711
Vocational Learning Outcomes (VLO's): **Please refer to program web page for a complete listing of program outcomes where applicable.**	**1202 - POLICE FOUNDATIONS** #1. Complete all tasks in compliance with pertinent legislation, as well as policing standards, regulations and guidelines. #2. Analyze all relevant information and make effective and legally defensible decisions in accordance with ethical and professional standards. #3. Be accountable for ones actions when carrying out all tasks. #4. Develop and implement ongoing effective strategies for personal and professional development. #5. Ensure the respect of human rights and freedoms in all interactions. #6. Work co-operatively in multidisciplinary teams to achieve mutual goals. #7. Collaborate in the development and implementation of community policing strategies. #8. Monitor, evaluate and document behaviours, situations and events accurately and discreetly in compliance with legal, professional, ethical and organizational requirements. #9. Mitigate risks and maintain order by applying effective strategies in crisis, conflict and emergency situations. #10. Take positive actions to help crime victims. #11. Conduct investigations by collecting, documenting, preserving and presenting admissible

	evidence
Essential Employability Skills (EES):	#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. #2. Respond to written, spoken, or visual messages in a manner that ensures effective communication. #3. Execute mathematical operations accurately. #4. Apply a systematic approach to solve problems. #5. Use a variety of thinking skills to anticipate and solve problems. #6. Locate, select, organize, and document information using appropriate technology and information systems. #7. Analyze, evaluate, and apply relevant information from a variety of sources. #8. Show respect for the diverse opinions, values, belief systems, and contributions of others. #9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. #10. Manage the use of time and other resources to complete projects. #11. Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 60%, C

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Employment Package: Cover letter and Resume	10%
Oral Presentation with Written Component	10%
Research Project - Written Report	20%
Writing assignments - a. Mechanics - Editing and Grammar	5%
Writing assignments - b. Email, Memo and Letter Writing	15%
Writing assignments - c. Reports	40%

Books and Required Resources:

Cites & Sources by Haig, J. & MacMillan, V.
Publisher: Nelson Education Edition: 5th ed.

Evidence Notebook D24 3.5 x 5 by None
Publisher: Carswell: A Thomas Reuters Business

To Serve and Protect: Communicating in Law Enforcement in Canada by Valentino, L.
Publisher: Nelson Education
ISBN: 978-0-17-650125-9

Course Outcomes and Learning Objectives:

Course Outcome 1.

Critique and edit work recognizing quality of communication

Learning Objectives 1.

• Evaluate the effectiveness of the communication produced
• Edit and revise the content
• Recognize and correct English usage
• Respond to oral or written feedback

Course Outcome 2.

Plan, develop and write effective, professional documents (email, memos, letters, reports) while employing the six Cs (conciseness, clarity, cohesiveness, correctness, completeness, courtesy) in all written submissions.

Learning Objectives 2.

â€¢ Employ the writing process to produce written documents
â€¢ Plan and organize communications according to the purpose and audience
â€¢ Choose and produce, through technological means, the format (email, memo, letter, report) that is appropriate to the purpose
â€¢ Incorporate content that is meaningful and necessary
â€¢ Ensure that the material is free of mechanical errors, using appropriate software tools
â€¢ Evaluate communications and adjust for any errors in content, structure, style and mechanics
â€¢ Describe the relevance of the six Cs
â€¢ Employ the six Cs in all written submissions

Course Outcome 3.

Develop note-taking skills for purpose of creating accurate and complete police reports.

Learning Objectives 3.

â€¢ Examine the importance of keeping accurate records
â€¢ Describe incidents without altering main idea or adding bias
â€¢ Prepare notes to write effective police reports

Course Outcome 4.

Adapt the format, tone and diction of a communication to the needs of a specific audience

Learning Objectives 4.

â€¢ Define and use the principles of organization
â€¢ Recognize and apply appropriate tone in written and oral communication based on the audience
â€¢ Use the various formats of communication based on the need and purpose
â€¢ Use appropriate language in written and oral communication based on the audience

Course Outcome 5.

Submit an effective employment package including the cover letter and resume

Learning Objectives 5.

â€¢ Submit an effective letter of application responding to an advertised position
â€¢ Submit a résumé for the prepared letter of application
â€¢ Demonstrate how to research an employment opportunity

Course Outcome 6.

Research, prepare and present a written report and workshop/oral presentation on a program-specific topic.

Learning Objectives 6.

• Locate and collect information from a variety of sources
• Evaluate material for inclusion in written and oral reports
• Summarize and paraphrase information
• Document all sources using an accepted format (eg. APA)
• Present information according to style and conventions required
• Prepare a project plan for the research project
• Write a public announcement introducing the workshop
• Conduct an interview in the profession to obtain research
• Rehearse the presentation
• Produce a visual aid to enhance the presentation
• Deliver a well-organized presentation individually or collaboratively
• Use oral presentation techniques
• Field questions effectively

Date: Monday, January 22, 2018

Please refer to the course outline addendum on the Learning Management System for further information.