SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: REPORTING IN THE HELPING PROFESSIONS

Code No.:   ENG. 225-3

Program: CHILD CARE AND ADOLESCENT WORKER, EARLY CHILDHOOD
                     EDUCATION, DEVELOPMENTAL SERVICES WORKER PROGRAMS

Semester: FALL/WINTER

Date: WINTER 1989

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

                                        New: _____   Revision: __X__

APPROVED: _____ N. KOCH   _January 9/89_
          Chairperson   Date

PHILOSOPHY/GOALS   (Course Description)

This course is designed for students preparing themselves for employment in social services professions where skills of clarity, accuracy and conciseness are necessary in both written and oral communications. Also special emphasis is placed upon adapting tone and language suited to the intended audience. Projects are designed to increase the student's skills in locating, gathering and organizing information from professional journals and community agencies.

The course also aims at increasing the student's awareness of formal and informal communication networks within and between agencies.

CREDITS	DURATION
3	16 weeks
HOURS/WEEK	PREREQUISITES
3	Eng. 120-3 or the equivalent

ADVANCED CREDIT

Students who have completed a similar post-secondary course or who have relevant employment-related experience should consult the Co-ordinator of the Language and Communication in Room E472.

TEXTBOOKS

Students will be responsible for using a variety of articles from human services periodicals and professional journals. Students will also need a copy of "A Resume Guide" (available free of charge from the Counselling Office, Room E134).

SUMMARY OF OBJECTIVES

1. Students will demonstrate the ability to adapt the format, tone and diction of a communication to the needs of a specific audience in a given situation.

2. Students will develop skills in locating, gathering and applying information during the preparation of written and oral reports.

3. Students, in their written assignments, will demonstrate the ability to produce clear, accurate well-organized text in formats such as the letter, memo, proposal and pamphlet.

4. Students will give well-organized, coherent, effective oral presentations, using visual aids where appropriate.

5. Students will prepare an effective job-application package including the letter of application, resume and an interview.

6. Students will demonstrate comprehension of program-related material from professional journals by producing an accurate summary that reflects the emphasis and tone of the original article.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, small group discussions and directed readings will be used to respond to student's needs.

Evaluation will normally be done by the instructor, but in some assignments, peer evaluation will be required.

ASSIGNMENTS AND MARKING SCHEME

1) Employment Package:

   a) first draft of personal resume (5%)
   b) typed copy of personal resume (5%)
   c) covering letter/letter of application (5%)
   d) interview   (5%)   **Total = 20%**

2) Conference Report:

   a) memo of request (5%)
   b) brief oral presentation of conference highlights (based on library research of periodicals) (10%)
   c) informative report of highlights (200-250 words) (10%)

                                                   Total = 25%

3) Group Proposal:

   a) written proposal and budget for the start-up of a new program or summer project. (10%)
   b) distribution of typed proposal and fielding of questions from class. (group oral presentation) (5%)
   c) memo of evaluation (5%)   **Total = 20%**

4) Promotional Material:

   a) production of a pamphlet or flyer to announce a new program or service to clients and/or families. (5%)
   b) letter to other community agency personnel to announce program. (5%)   **Total = 10%**

5) Critiquing/Problem Solving/Creative Thinking or
   Cooperative Project:

   Some assignments may be developed in conjunction with major
   subject courses. Details will be announced in class.

   Total = 15%

6) Attendance and participation in classroom activities and
   discussion.   **Total = 10%**

N.B.   In all cases, the instructor will determine the order in which
   assignments are to be covered. Students will be notified if
   changes in the assignment loading or marking scheme are
   required.

METHOD OF ASSESSMENT

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

   For _final_ grades, the following letters will be recorded:

   A+ - consistently outstanding
   A   - outstanding achievement
   B   - consistently above average
   C   - satisfactory/acceptable
   R   - **Repeat** (The student has not achieved the objectives of
          the course and must repeat the course.)