

PHILOSOPHY/GOALS (COURSE DESCRIPTION)

This course prepares students for employment in the human services professions where skills of clarity, accuracy and conciseness are necessary in writing reports and correspondence. The course is placed on adapting tone and language suited to the intended audience. Projects are designed to increase the student's skills in locating, gathering, and reporting information from professional journals and community agencies.

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

DURATION  
12 weeks

CREDITS  
3

PREREQUISITES  
ENG 120-3 or the equivalent

COURSE OUTLINE

HOURS/WEEK  
3

COURSE TITLE: REPORTING IN THE HELPING PRACTICES ADVANCED CREDIT

CODE NO.: ENG 225-3 SEMESTER: FALL

PROGRAM: VARIOUS TEXTBOOKS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1991 PREVIOUS OUTLINE DATED: JANUARY 1991

APPROVED: *M/low* DATE Sept. 16/91  
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INSTRUCTIONAL METHODS

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

PHILOSOPHY/GOALS (COURSE DESCRIPTION)

This course prepares students for employment in the human services professions where skills of clarity, accuracy and conciseness are necessary in both written and oral communications. Special emphasis is placed on 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.

CREDITS

3

DURATION

15 weeks

HOURS/WEEK

3

COURSE OUTLINE

PREREQUISITES

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 Coordinator of the Language and Communication Department.

TEXTBOOKS

Students will be responsible for using a variety of articles from human services periodicals and professional journals.

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 a variety of formats.
4. Students will give well-organized, coherent, effective oral presentation, 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.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentation, 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 may be required.

ASSIGNMENTS AND MARKING SCHEME

- |   |  |             |
|---|--|-------------|
| 1. Employment Package:                                  |  |             |
| a) preparatory material (5%)                            |  |             |
| b) typed copy of personal resume (5%)                   |  |             |
| c) covering letter/letter of application (5%)           |  |             |
| d) interview (5%)                                       |  | Total: 20%  |
| 2. Summary Work:  |  |             |
| a) observational skills                                 |  |             |
| b) log writing  |  |             |
| c) synopses   |  |             |
| d) minute taking  |  | Total: 30%  |
| 3. Short Reports:                                       |  |             |
| a) memo reports   |  |             |
| b) oral reports   |  | Total: 20%  |
| 4. Grant Writing  |  | Total: 10%  |
| 5. Communication Strategies                             |  | Total: 10%  |
| 6. Participation in classroom activities and discussion |  | Total: 10%  |
|   |  | <hr/>       |
|   |  | TOTAL: 100% |

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.

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.

The midterm and final grades are found in the guidelines.

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

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