

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: REPORTING IN THE HELPING PRACTICES

CODE NO.: ENG 225-3 SEMESTER: FALL

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1993 PREVIOUS OUTLINE DATED: JANUARY 1993

APPROVED: NADEAN KOCH, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION DATE 1993 06 09



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 students' skills in locating, gathering, and organizing information from professional journals and community agencies.

CREDITS

3

DURATION

one semester

HOURS/WEEK

3

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

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

1. Adapt the format, tone, and diction of a communication to the needs of a specific audience in a given situation.
2. Locate, gather, and apply information during the preparation of written and oral reports.
3. Demonstrate, in their written assignments, the ability to produce clear, accurate well-organized text in a variety of formats.
4. Give well-organized, coherent, effective oral presentation, using visual aids where appropriate.
5. Prepare an effective job-application package including the letter of application, resume, and an interview.
6. Demonstrate in their writing 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) log writing (5%)
  - b) minute taking (10%)
- Total: 15%

## 3. Short Research Assignments:

- a) memo reports
  - b) letters
  - c) accident/incident reports
- Total: 35%

## 4. Oral Reports

Total: 15%

## 5. Communication Strategies:

- barriers, audience, tone, language,  
and objectivity
- Total: 15%

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.

Marking schemes for assignments will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course.

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.

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.