

I. COURSE DESCRIPTION:

This course provides an introduction to applied communication with particular emphasis on the development of reading, writing, researching, and thinking skills. The language skills developed in the course are useful to students in college courses as well as the workplace. In this course, the principles of writing are taught through the writing process.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**A. Learning Outcomes:**

1. Plan, develop, and write post-secondary-level expository essays (minimum of five paragraphs).
2. Recognize and apply grammar and spelling fundamentals.
3. Research information and document sources.

B. Learning Outcomes and Elements of the Performance:

Upon successful completion of this course, students will demonstrate the ability to:

1. Plan, develop, and write post-secondary-level expository essays (minimum of five paragraphs).

Potential elements of the performance:

- Identify audience and purpose
 - Formulate thesis statements
 - Support thesis statement with adequate and specific information
 - Provide unity, coherence, and organizational structure
 - Use prewriting techniques to develop and organize ideas
 - Use drafting techniques to write and revise copy
 - Write unified, well-organized paragraphs
 - Link ideas using transitional techniques
 - Write clear, concise, grammatically correct sentences that show a variety of style
 - Identify and employ expository patterns (example, process analysis, comparison or contrast, cause or effect, division or classification, description, definition)
2. Recognize and apply grammar and spelling fundamentals.

Potential elements of the performance:

- Evaluate the effectiveness of the communication produced
- Edit and revise content using available resources (e.g. spell checker, dictionary, thesaurus)
- Employ self, peers or professors as editors
- Recognize and correct English usage errors
- Respond appropriately to oral and written feedback

3. Research information and document sources.

Potential elements of the performance:

- Use the library effectively
- Locate and gather information from the most appropriate sources including personal communication, print, databases, and the Internet
- Examine, evaluate, select, and summarize information that is relevant and useful for inclusion
- Draw conclusions about how the information can be used
- Check for accuracy and credibility of sources
- Employ a variety of techniques to organize the information
- Incorporate research effectively, using direct quotations and paraphrases
- Present information according to style and conventions of an expository research essay
- Cite and document all sources using an accepted format (APA; MLA) to avoid plagiarism

III. TOPICS:

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. Research, documentation, and library skills
2. Editing skills:
 - * Students will be responsible for the ongoing practice of grammar fundamentals
 - * Students' specific learning needs will be identified from their writing
3. Sentence and paragraph development
4. Expository writing using some of the following:
 - a. Example
 - b. Process analysis
 - c. Comparison or Contrast
 - d. Cause or Effect
 - e. Division or Classification
 - f. Description
 - g. Definition
5. Production skills
Refer to Language and Communication Guidelines

IV. REQUIRED RESOURCES / TEXTS / MATERIALS:

1. *Communications for Law Enforcement Professionals*, John A. Roberts, Emond Montgomery
2. *Cites & Sources*; Haig, Rikes, Sutherland; Thomson Nelson
3. Language and Communication Guidelines (provided)
4. One 3.5" computer disk (dedicated to English)

V. EVALUATION PROCESS / GRADING SYSTEM:

MAJOR ASSIGNMENTS AND TESTING

(Refer also to the Language and Communication Guidelines.)

1. Writing Fundamentals

The professor will announce which of the following will be completed in class under test conditions (minimum of 20%). This 20% must include one in-class essay test or equivalent.

- One research essay (15%)
 - Related research skills (10%)
- Program-related writing (20%)
- Grammar and editing skills (15%)

Note: Professors will deduct marks for editing errors in final submissions.

2. Documentation and Research Skills

The sources of information used in research must be cited using a standard method of documentation (10%).

3. Final Examination

Achievement of course learning outcomes will be measured by a final in-class examination (30%).

NOTES:

1. The professor reserves the right to adjust the course delivery as he/she deems necessary to meet the needs of students.
2. Marking schemes for essays and other assignments will vary from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approaches as they assist students with differing levels of competence to meet the learning outcomes of the course and to respond to program area needs. However, the marking scheme for the PFP 104 final examination will be standard throughout the department.

METHOD OF ASSESSMENT (GRADING METHOD)

Students will be assessed on the basis of their research and documentation skills, written assignments, tests, editing, and a final examination.

The following letter grades will be assigned in accordance with college policy and the Language and Communication Department Guidelines:

V. EVALUATION PROCESS / GRADING SYSTEM (Continued):

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

NOTE: Students may be assigned a mid-term grade of “F” for unsatisfactory performance.

TIME FRAME

PFP104 involves three periods per week for the semester. All classes will be held in a computer lab. Students are expected to attend and to participate in class activities.

Mid-Term Grades

At **mid-term** one of the following grades will be assigned:

S	Satisfactory performance to the time of mid-term grade assignment (does not indicate successful completion of the course)
U	Unsatisfactory performance to the time of mid-term grade assignment (does not indicate unsuccessful completion of the course)
F	The course must be repeated; minimal performance has resulted in the course outcomes not being met

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office so that support services can be arranged for you.

Complementary Activities

To meet course objectives, students should expect to match each scheduled class hour with independent study.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *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/program, as may be decided by the professor/dean. 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.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.