

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**TITLE:** Language and Communication Guidelines

**AUTHOR:** Language and Communication Department

**DATE:** 2010 - 2011

**APPROVED:** "Angelique Lemay" Aug. 2010

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**CHAIR, COMMUNITY SERVICES** **DATE**

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## To the Students:

The following guidelines have been compiled to help students successfully complete courses offered by the Language and Communication Department.

### I. Attendance

Attendance plays an important role in successful learning and skill development, so students are expected to attend all scheduled classroom hours and computer labs.

### II. Textbooks

Students are responsible for purchasing the required texts and materials in the first week of the semester, and for accessing course material on LMS, if applicable.

### III. Assignments

#### a. Completion

Students should attempt all assignments. Smaller in-class assignments and homework, both 'for marks' and 'not for marks', are often assigned to practise skills required for larger assignments.

#### b. Due Dates

Students have the responsibility to be aware of assignment and testing due dates.

#### c. Submission

All assignments must be submitted on the due date at the beginning of the class period unless otherwise specified by the professor. A paper copy (rather than an electronic file) of the assignment is required unless otherwise specified by the professor.

To protect students, assignments must be delivered by the student/author to the professor.

#### d. Academic Honesty

All submissions must be the student's individual work. Students who engage in academic dishonesty, as defined in the *Student Code of Conduct*, will receive automatic failure for that submission and/or such other penalty, up to and including expulsion from the program/College.

Collaboration is not allowed unless pre-approved or requested by the professor. Unauthorized collaboration constitutes plagiarism and will be treated as such.

All first-level Language and Communication courses include a unit on Research and Documentation to ensure that all Sault College students can successfully use APA (or in some cases MLA) for referencing source material.

Students are encouraged to use *SafeAssign* as protection against inadvertent plagiarism.

**e. Revision**

The professor may allow up to two unsatisfactory assignments to be revised and resubmitted. A successful revision may be upgraded to a maximum grade of "D".

The final submission of a major report, in-class test, and/or final exam is not eligible for revision/rewrite.

**f. Late Submission**

Students must request permission of the professor to submit an assignment after the due date. A penalty applies: there will be a 10 percent reduction after the final grade is assessed (ie. a "B" paper will be reduced to a "C"). Submissions will not be accepted one week past the due date. These late submissions will be assigned a grade but may not receive feedback.

Professors may, however, extend deadlines should students provide proof of illness or other hardship either prior to the due date or immediately upon their return to the college. For compassionate reasons, professors may choose to waive the late penalty.

**g. Copies**

For their own protection, students are responsible for retaining all drafts, computer files, and returned assignments until end-of-semester grade reports have been distributed.

**IV. Absence****a. Calling In**

Students should contact their professors prior to their scheduled classes to advise that they will be absent. Medical documentation may be required in the case of late submissions or missed tests or exams.

**b. Missed Work**

Students are responsible for obtaining and completing work assigned during absences.

**c. Missed Tests**

Professors will announce dates for tests and assignments that are listed on the course outline at least one week in advance.

If a student is unable to write a test on the assigned date, the following procedure is to be followed:

- i. The student will provide the professor with advance notice, preferably in writing (e-mail or voice mail), of his/her need to miss a test.
- ii. In the event of an emergency on the day of a test, the student must immediately advise the professor of the absence and may require documentation to support the reason for the absence.

- iii. All decisions regarding rescheduling of tests, if approved, will be at the discretion of the professor.
- iv. The student is responsible for making arrangements, immediately upon return to the college, with his/her course professor for make-up of the missed test **prior** to the next scheduled class in that course. Failure to comply with these guidelines may result in a zero grade for a missed test.

#### **d. Missed 'Spot' Quizzes/In-Class Work**

Professors reserve the right to give unannounced quizzes and in-class assignments; absent students will not be allowed to write these at a later date.

#### **e. Oral Presentations**

For courses involving oral presentations, students must adhere to dates set unless they have made prior arrangements with the professor. Students who do not present on their presentation date will forfeit the mark for that assignment.

### **V. Classroom Courtesy**

Students and professors should treat each other with respect, both in their words and their actions. Professional practices such as courtesy and punctuality, coming to class prepared to work, and academic honesty will be observed. Students who disrupt the learning environment (cell phone use, social networking, inappropriate laptop and computer use) will be asked to leave. Further detail is outlined in the college's "Student Code of Conduct".

#### **a. Use of Cell Phones and Other Devices**

Prior to entering the classes, students should turn off cell phones and other devices that can disrupt their classes.

#### **b. Use of Computers**

Students are to access only those programs as directed by their professors. Students should not disrupt lectures to get printing. The area around the printers should be kept neat and organized so students can retrieve their work with a minimum of disruption.

### **VI. Professor Contact Information**

Professors will provide students with their contact information: office number, extension, and email address.

### **VII. Evaluation/Grading System**

**Mid-Term** - See course outlines for mid-term grade information.

**Final Grade** - See course outlines for final grade information.

**VIII. Format of Assignments/Submissions**

All submissions are to be prepared according to the professor’s specifications. The following is suggested:

- word processing using plain fonts such as Arial or Times New Roman, etc.
- a font size of 12
- legible print
- left justification only
- upper case and lower case letters used appropriately
- 1” margins all sides
- information referenced according to APA style
- The standard APA heading style used by Sault College is:

Keyword(s) from Title 1

Some professors may request that you also include your last name, then an n-dash, before the keyword(s) in the header:

Name – Keyword(s) from Title 1

- Number all pages

For all Language & Communication assignments, use the APA title-page and document template shown below and on page 6.

**Title Page Template**

- In Microsoft Word, insert page Number in top-right corner, type the title using title case, and hit space bar five times.
- Same font and font size throughout document, including header.
- Double-spaced.
- Four spaces (two double spaces) between header and title.
- Course Name format:  
Course name/ space/ n-dash/ space/ course code/ hyphen/ section number
- Title is repeated on first line of second page. Except for the header, all titles and subtitles are in boldface.

Key Word(s) from Title 1

**Title of Assignment**

Student’s Name

Course Name – Course Code-Section No.

Professor’s Name

Day, Month Date, Year

**Title Page Sample**

College Writing 1

**Professional College Writing**

Pat Xiao

College Communication Skills – CMM110-35

Professor Jamie Dubois

Monday, February 1, 2010

**First Page Sample**

(Margins should be 1 inch all around)

College Writing 1

**Professional College Writing**

Language and communication is becoming increasingly important in today’s workplace. With tools such as email, Twitter, and Facebook being used professionally more and more, complementing the traditional memos, letters, and reports, it has been estimated that in the average business, a worker will spend roughly 12 ½ hours out of every 40-hour week writing (Gerson & Gerson, 2010). It is no wonder, then, that professional writing is a key component of the college curricula.

Learning to write well—clearly, concisely, accurately, and respectfully—begins on the first day of

Adapted from *Cites & Sources*, (3<sup>rd</sup> ed.) pp.12-17. Note: *Cites & Sources* does not use the standard boldface for headings and subheadings.

<b>APA Headings</b>	
Level	Format
1	<b>Centred, Boldface, Uppercase and Lowercase (Title Case)</b> Paragraph begins on next double-spaced line, indented one tab.
2	<b>Left-aligned, Boldface, Uppercase and Lowercase (Title Case)</b> Paragraph begins on next double-spaced line, indented one tab.
3	<b>Indented one tab, boldface, lowercase except for first letter, period.</b> Paragraph begins on same line.
4	<b><i>Indented one tab, boldface, italicized, lowercase except for first letter, period.</i></b> Paragraph begins on same line.
5	<b><i>Indented one tab, italicized, lowercase heading with period.</i></b> Paragraph begins on same line.

Adapted from *Publication Manual of the American Psychological Association*, (6<sup>th</sup> ed.) p. 62, and *Owl Purdue Online Writing Lab*, <http://owl.english.purdue.edu/owl/resource/560/16/>