

I. COURSE DESCRIPTION:

This course provides advanced training for aviation students to organize and present information, using a teamwork approach. Emphasis will be placed on recognizing audience needs, using persuasive techniques, practicing interpersonal skills, and enhancing presentation skills. A major component of the course will consist of career exploration, preparation of a resume and cover letter, and interview skills.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

A. Learning Outcomes:

1. Analyze, develop, and practice communication strategies as they apply to cockpit management
2. Design a resume, cover letter, and/or other related career communication
3. Produce clear, concise, accurate, well-organized, professional, computer-generated documents
4. Demonstrate, practice, and evaluate individual effort in a collaboration and teamwork environment
5. Produce and evaluate career interviews
6. Give well-organized, coherent, effective, oral presentations ranging from impromptu talks to prepared, collaborative, persuasive presentations that recognize and use the elements of communication theory, respond to specific audiences and purposes, and utilize traditional and/or electronic visual aids where appropriate.

B. Learning Outcomes and Elements of the Performance:

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

1. Analyze, develop, and practice communication strategies as they apply to cockpit management.

Potential elements of the performance:

- Focus on active listening
- Recognize influence styles
- Recognize effective communication
- Analyze effective and ineffective communication models
- Recognize key communication elements
- Research scenarios where cockpit communication is essential

2. Design a resume, cover letter, and/or other related career information.

Potential elements of the performance:

- Employ elements of document design theory to generate a resume and cover letter
- Research and define potential employment possibilities
- Inventory and relate education and skills to current job market
- Produce portfolio, business cards, and/or other supports for employment
- Demonstrate essential presentation skills
- Produce a potential career analysis

**LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE
(Continued):**

3. Produce clear, concise, accurate, well-organized, professional, computer-generated documents.

Potential elements of the performance:

- Produce a report, proposal, or other analytical or persuasive report appropriate to audience and purpose
 - Design and/or keep an accurate log, journal, or other record appropriate to aviation technology.
 - Locate, gather, summarize, apply, and document information, including graphics, from both primary and secondary sources.
 - Design and produce a brochure or power point presentation appropriate to aviation technology
4. Demonstrate, practice, and evaluate individual effort in a collaboration and teamwork environment.

Potential elements of the performance:

- Collaborate with peers on projects, reports, presentations, role-playing, discussions, or other assigned activities
- Recognize stages of team development and growth
- Practice team skills within a working environment
- Participate in peer editing of writing projects
- Evaluate individual role within group
- Complete assigned tasks within group
- Demonstrate responsibility toward group success

5. Produce and/or evaluate a practice career interview.

Potential elements of the performance:

- Demonstrate presentation skills essential to job application and interview
- Research essential interviewing skills
- Analyze and interpret communication behavior
- Research and analyze various ways to present resume packages via Internet, video, teleconference, etc.
- Present various topics related to interviewing

6. Give well-organized, coherent, effective, oral presentations ranging from impromptu talks to prepared, collaborative, persuasive presentations that recognize and use the elements of communication theory, respond to specific audiences and purposes, and utilize traditional and/or electronic visual aids where appropriate.

Potential elements of the performance:

- Recognize audience's needs, knowledge level, characteristics, and attitude
- Define the purpose of the communication
- Present an organized thesis and/or statement of intention

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE
(Continued):**

- Recognize and present the elements of persuasiveness, i.e. define the topic, provide evidence, and make the case
- Select the most appropriate evidence to achieve purpose and persuade
- Design and present appropriate visual support
- Recognize and interpret non-verbal communication
- Identify the most effective communication strategies for the purpose and audience

III. REQUIRED RESOURCES / TEXTS / MATERIALS:

1. Language and Communication Guidelines (provided)
2. Any technical communication textbook to be used as a resource

IV. EVALUATION PROCESS / GRADING SYSTEM:

MAJOR ASSIGNMENTS AND TESTING

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|--|-----|
| 1. Professional Resume and Cover Letter | 15% |
| 2. Career Report/Employment Interview | 20% |
| 3. Evaluative Summary | 10% |
| 4. Personal Summary/ Log of Major Group Activity | 10% |
| 5. Short, Impromptu, Oral Report | 10% |
| 6. Group, Collaborative Log | 5% |
| 7. Group Presentation | 10% |
| 8. Mini-research/Teaching Presentation | 10% |
| 9. Support Document — brochure, PowerPoint, etc. | 10% |

The following letter grades will be assigned in accordance with college policy:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	4.00
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 a non-graded subject area.
U	Unsatisfactory achievement in a 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.

Mid-Term Grades

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

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|---|---|
| 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 |

Note: 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.

V. SPECIAL NOTES

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

The Addendum

The provisions contained in the Addendum are located on the student portal. Students are responsible for becoming familiar with this information.