SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

TITLE: Language and Communication Guidelines

AUTHOR: Language and Communication Department

DATE: 2011 - 2012

APPROVED: "Angelique Lemay"   June, 2011
                   _____   _____
                   CHAIR, COMMUNITY SERVICES   DATE

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 late penalty of 10 percent will be deducted after the final grade is assessed (ie. a "B" paper will be reduced to a "C"). These late submissions will be assigned a grade but may not receive feedback. Submissions will not be accepted one week past the due date.

Professors may, however, extend deadlines should students provide, either prior to the due date or immediately upon their return to the College, proof of illness or other hardship. 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 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.

b. 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.

c. Communication

Students are expected to practise the behaviours of active listeners by selecting and using appropriate strategies and language cues to share, acquire, and clarify information, and are expected to respond appropriately to oral and written feedback.

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 Calibri, Arial, Franklin Gothic Book or Times New Roman, etc.
- a font size of 12
- legible print
- left flush margin only (no justified margins)
- 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. Header is in uppercase.

- 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. The titles on the title page and first page are not bold; all headings except for the references page are in bold.

KEYWORD(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   2

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

12.5 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.

Adapted from *Cites & Sources*, (Revised 3rd ed.) pp.12-17. Note: *Cites & Sources* does not use the standard APA format for the title page or header; unless your program stipulates otherwise, please use the *Cites & Sources* (Revised 3rd ed.) format for your College documents.

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

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