SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: Advanced Communication for Aviation

CODE NO. :   CMM400-3   **SEMESTER:**   16F

PROGRAM: Aviation Technology (Flight)

AUTHOR: Language and Communication Department

DATE: June 2016   **PREVIOUS OUTLINE DATED:**   June 2015

APPROVED: "Angelique Lemay"   June 2016

                                          DEAN   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S):   CMM115/CMM110, CMM210

HOURS/WEEK: 3

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

II. 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 (on D2L)

2. Any technical communication textbook to be used as a resource

IV. TOPICS

1. Advanced primary and secondary research practices;
2. Techniques for improvised speech;
3. Research and organization for presentations;
4. Organizing and working within large groups;
5. Career and Employment research: building an employment package;
6. Employment interview preparation;

V. EVALUATION PROCESS / GRADING SYSTEM:

MAJOR ASSIGNMENTS AND TESTING

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(s)	10%
6.	Group, Collaborative Log	5%
7.	Group Presentation	10%
8.	Mini-research/Teaching Presentation	10%
9.	Support Document — brochure, PowerPoint, etc.	10%

Notes**:**

1. Professors reserve the right to adjust the course delivery as they deem necessary to meet the needs of students.
2. Professors will deduct marks for any grammar and fundamental errors in final submissions.
3. Some of the assignments may be in collaboration with program-related assignments.

4. The evaluation process/grading system and marking schemes for assignments may vary from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approaches in order to assist students of differing skill levels meet the learning outcomes of the course and in response to program areas.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
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.

If a faculty member determines that a student is at risk of not being academically successful, the faculty member may confidentially provide that student's name to Student Services in an effort to help with the student's success. Students wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

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.

VI.   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.

<u>Academic Dishonesty</u>**:**
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct.* The professor/instructor may impose one or more of the following College sanctions: letter of warning, temporary dismissal, letter of probation/sanction, restitution, and/or failing grade. 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.

<u>Prior Learning Assessment</u>:
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from Kelly Grant in Student Services. Students will be required to provide an unofficial transcript and course outline related to the course. Please refer to the Student Academic Calendar of Events for the deadline to apply. Credit for prior learning may also be given upon successful completion of a challenge exam or portfolio. Substitute course information is available in the Registrar's office.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located in LMS and on the Portal form part of this course outline.