SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Communication I

CODE NO. : CMM115   **SEMESTER:** Various

PROGRAM: Various

AUTHOR: Language and Communication Department

DATE: Jan. 2008   **PREVIOUS OUTLINE DATED:** Sep. 2007

APPROVED:

_____   _____
            CHAIR, COMMUNITY SERVICES   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): None

HOURS/WEEK: 2 hours in-class + 1 hour tutorial

I. COURSE DESCRIPTION:

This course will help students to develop the fundamental communication skills required to function effectively at college and in the workplace. Emphasis is placed on reading and responsive writing, summarizing, editing strategies, and research/documentation skills. Students will be able to read and respond with research and proper documentation techniques to produce college-level writing.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Read various sources critically.
   Potential Elements of the Performance:
   - Identify and look up new vocabulary
   - Recognize main ideas and supporting ideas
   - Know author's intent, emphasis, and ideas

2. Respond in writing.
   Potential Elements of the Performance:
   - Identify clearly the purpose and audience of the message in paragraph, summary or multi-paragraph formats
   - Write unified, coherent responses in paragraph, summary or multi-paragraph format
   - Follow the required format for idea development
   - Use computer to generate individual responses

3. Locate and cite the resources used in responses.
   Potential Elements of the Performance:
   - Identify nature of information required (primary and secondary research)
   - Research and use a variety of sources of information (including print, database, Internet, publisher's online library etc.)
   - Differentiate between common knowledge and original thinking
   - Evaluate information for credibility, currency, and relevance
   - Distinguish between direct quotations and paraphrases
   - Integrate quotations and paraphrases effectively into own writing
   - Incorporate in-text citations accurately
   - Produce a reference page to document sources using an accepted format (A.P. A.)

4. Produce, evaluate, and edit all responses.
   <u>Potential Elements of the Performance</u>:
   - Use language and style suitable to the purpose and audience
   - Computer generate, evaluate, edit, and revise responses
   - Recognize and correct English usage errors, applying spell check, grammar check, thesaurus, etc.
   - Practise grammar fundamentals using available resources as required
   - Respond appropriately to oral and written feedback

III. TOPICS:

1. Reading Skills
2. Responsive Writing (paragraph, summaries and multi paragraph formats)
3. Research and Documentation Skills
4. Editing Techniques

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. *Canadian Content 6th Edition* (2007) S. Norton, N. Waldman Thomson-Nelson publisher*.*

2. *Cites and Sources* (2nd Cdn ed.) J. Haig, G. Raikes, V. Sutherland, Thomson- Nelson

3. *Writer's Resources CD-ROM Version 2.0* (2nd ed.) J. Robitaille, B. Connelly, Thomson Heinle (2003)

4. Infotrac College Edition The Online Library (at professor's request) Thomson Learning –free access code with text

5. *Language and Communication Guidelines*

V. EVALUATION PROCESS/GRADING SYSTEM:

1. Responsive Writing Assignments   60%
   (30% will be written as in-class tests)

2. Editing Activities   20%

3. Research/Documentation   20%
   (multi-paragraph document)

All submissions must be the student's individual work. Collaboration is not allowed unless requested and previously approved by the professor.

ASSESSMENT/GRADING

Grade	Definition	Grade Point Equivalent
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.

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

NOTE A:
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 B:
1. The professor reserves the right to adjust the course delivery, as he/she deems necessary to meet the needs of the students.

2. Marking schemes for written assignments may 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.

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. Visit room E1101 or call Extension 2703 so that support services can be arranged for you.

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.

Communication:
The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool (if applicable).

Plagiarism:
Students should refer to the definition of "academic dishonesty" in the *Student Code of Conduct* publication. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or 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 and the college 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 contact the Student Services Office E1104. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who have credit for a comparable English course from another college or university and who wish to apply for direct credit transfer (advanced standing) should contact the Academic Assistant, in the office of the Chair, Community Services programs, E2201. Students will be required to provide a <u>course outline</u> and a <u>transcript </u>related to the course.