COURSE OUTLINE

COURSE TITLE: REPORTING IN THE HELPING PRACTICES

CODE NO.: ENG 225-3            SEMESTER: FALL

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT


APPROVED: DEAN  DATE: Sept 16, 1991

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ON

ENG 225-3 REPORTING IN THE HELPING PRACTICES

INTRODUCTION TO THE COURSE

This course bridges students for employment in the human services field by providing courses and experiences in the technical subjects necessary to the successful completion of the related career. Projects and assignments will be drawn from the practical aspects of the work environment. Students will be required to develop critical thinking skills and to engage in problem-solving techniques. A variety of methods including classroom presentations, small group discussions, and individual assignments will be employed.

PREREQUISITES

No prerequisites are required for this course.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

1. Identify and analyze the ethical issues involved in reporting practices.
2. Develop and maintain effective communication skills in both written and oral formats.
3. Demonstrate proficiency in the legal requirements of reporting.
4. Understand and apply the principles of confidentiality and data protection.
5. Compile and present reports in a professional and ethical manner.

EVALUATION CRITERIA

Evaluation will be based on a combination of assignments, projects, and a final examination.

TEXTBOOK

No specific textbook is required for this course; however, recommended readings will be provided.
PHILOSOPHY/GOALS (COURSE DESCRIPTION)

This course prepares students for employment in the human services professions where skills of clarity, accuracy, and conciseness are necessary in both written and oral communications. Special emphasis is placed on adapting tone and language suited to the intended audience. Projects are designed to increase the student's skills in locating, gathering, and organizing information from professional journals and community agencies.

CREDITS
3

DURATION
15 weeks

HOURS/WEEK
3

PREREQUISITES
ENG 120-3 or the equivalent

ADVANCED CREDIT

Students who have completed a similar post-secondary course or who have relevant employment-related experience should consult the Coordinator of the Language and Communication Department.

TEXTBOOKS

Students will be responsible for using a variety of articles from human services periodicals and professional journals.

SUMMARY OF OBJECTIVES

1. Students will demonstrate the ability to adapt the format, tone, and diction of a communication to the needs of a specific audience in a given situation.

2. Students will develop skills in locating, gathering, and applying information during the preparation of written and oral reports.

3. Students, in their written assignments, will demonstrate the ability to produce clear, accurate well-organized text in a variety of formats.

4. Students will give well-organized, coherent, effective oral presentation, using visual aids where appropriate.

5. Students will prepare an effective job-application package including the letter of application, resume, and an interview.

6. Students will demonstrate comprehension of program-related material from professional journals.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentation, small group discussions, and directed readings will be used to respond to student's needs.
Evaluation will normally be done by the instructor, but in some assignments, peer evaluation may be required.

ASSIGNMENTS AND MARKING SCHEME

1. Employment Package:
   a) preparatory material (5%)
   b) typed copy of personal resume (5%)
   c) covering letter/letter of application (5%)
   d) interview (5%)
   Total: 20%

2. Summary Work:
   a) observational skills
   b) log writing
   c) synopses
   d) minute taking
   Total: 30%

3. Short Reports:
   a) memo reports
   b) oral reports
   Total: 20%

4. Grant Writing
   Total: 10%

5. Communication Strategies
   Total: 10%

6. Participation in classroom activities and discussion
   Total: 10%

TOTAL: 100%

N.B. In all cases, the instructor will determine the order in which assignments are to be covered. Students will be notified if changes in the assignment loading or marking scheme are required.

METHOD OF ASSESSMENT

Letter grades for assignments will be in accordance with the Language and Communication Department Guidelines.
The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

- **A+**: Consistently outstanding (90% - 100%)
- **A**: Outstanding achievement (80% - 89%)
- **B**: Consistently above average achievement (70% - 79%)
- **C**: Satisfactory or acceptable achievement in all areas subject to assessment (60% - 69%)
- **R**: Repeat -- The student has not achieved the objectives of the course and the course must be repeated. (Less than 60%)
- **CR**: Credit exemption
- **X**: A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements

Note: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

The midterm and final grades are found in the guidelines.