

I. PHILOSOPHY\GOALS (Course Description):

This course helps students develop clarity, accuracy and conciseness in both written and oral communications. Special emphasis is placed upon adapting content to the needs of a specific audience in a given situation. Projects help students improve their skills in locating, gathering and organizing information from professional journals and community services.

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

DURATION
one semester

CREDITS
3

COURSE OUTLINE

HOURS\WEEK
3

COURSE TITLE: REPORTING IN LAW AND SECURITY AND CORRECTIONAL WORK

CODE NO.: ENG 207-3 SEMESTER: WINTER

PROGRAM: LAW AND SECURITY, CORRECTIONAL WORKER

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1992 PREVIOUS OUTLINE DATED: WINTER 1991

APPROVED: W. Lion DEAN DATE 91-12-11

- 1) organization correct grammar and punctuation, and accurate communication to the needs of a specific audience in a given situation
- 2) the ability to adapt the format, tone, and diction of a communication to the needs of a specific audience in a given situation
- 3) skills in producing clear, concise, well-organized text in memo, letter, report, and oral presentation formats
- 4) the ability to produce clear, accurate, well-organized text in memo, letter, report, and oral presentation formats
- 5) the ability to give well-organized, coherent, effective oral presentations. Video taping will be one of the mediums.
- 6) the ability to prepare an effective job application package including the cover letter and the resume
- 7) the ability to prepare and present a workshop based on a specific topic and designed to meet the needs of a particular audience

I. PHILOSOPHY/GOALS (Course Description):

This course helps students develop clarity, accuracy and conciseness in both written and oral communications. Special emphasis is placed upon adapting tone and level of language to the intended audience. Projects help students improve their skills in locating, gathering and organizing information from professional journals and community services.

CREDITS

3

DURATION

one semester

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.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, students will demonstrate:

- 1) organization, correct grammar and punctuation, and accurate spelling in all written submissions
- 2) the ability to adapt the format, tone, and diction of a communication to the needs of a specific audience in a given situation
- 3) skills in reading and writing clear, concise and accurate synopses
- 4) the ability to produce clear, accurate, well-organized text in memo, letter, report, and oral presentation formats
- 5) the ability to give well-organized, coherent, effective oral presentations. Video taping will be one of the mediums.
- 6) the ability to prepare an effective job application package including the cover letter and the resume
- 7) the ability to prepare and present a workshop based on a specific topic and designed to meet the needs of a particular audience

III. TOPICS TO BE COVERED:

1. Communicating Through Reports, Letters and Memos
2. Program-related Communication
3. Synopsis Reports
4. Communicating Orally
5. Project
6. Communicating to Get a Job

IV. LEARNING ACTIVITIES

The following instructional methods may be used: classroom presentations, role-playing, group activities, discussions, and directed readings.

Evaluation will normally be done by the instructor, but for some assignments peer evaluation can be required.

V. STUDENT RESOURCES:

1. The Complete Guide to Police Writing by Karen Jacob (optional)
2. Gage Canadian Dictionary - GAGE Educational Publishing Company
3. "A Resume Guide" available from the Education and Career Services, room HD200, extension 307.
4. Supplemental material will be provided by the instructor.

MAJOR ASSIGNMENTS:

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| 1. COMMUNICATION SKILLS | 10% |
| 2. COMMUNICATION THROUGH REPORTS AND MEMOS | 20% |
| a. memo, letter | |
| b. research report/paper | |
| c. synopsis report | |
| 3. PROJECT: WRITTEN AND ORAL COMPONENTS | 20% |
| a. project plan | |
| b. public announcement | |
| c. interview | |
| d. project presentation | |

4. PROGRAM-RELATED COMMUNICATION: WRITTEN AND/OR ORAL COMPONENTS 30%
A minimum of three of the following:
a. occurrence report
b. misconduct report
c. accident report
d. log report
e. police report
f. investigative report
g. case synopsis
5. COMMUNICATING TO GET A JOB 10%
a. Typed copy of personal resume
b. Cover letter/letter of application
6. PARTICIPATION IN THE CLASSROOM 10%
Activities and discussion

VII. SPECIAL NOTES:

N.B. In all cases, the instructor will determine the order in which assignments are to be covered. Students will be notified of changes in the assignment loading and marking schemes as required.

VIII. METHOD OF ASSESSMENT:

Letter grades will be assigned 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.