

1. 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 communication to the needs of the audience. 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

PREREQUISITES
ENG 150-3 or
the equivalent

HOURS/WEEK
3

COURSE OUTLINE

COURSE TITLE: REPORTING IN LAW AND SECURITY
AND CORRECTIONAL WORK

ADVANCED CREDIT

CODE NO.: ENG 207-3 SEMESTER: WINTER

PROGRAM: LAW AND SECURITY, CORRECTIONAL WORKER

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1993 PREVIOUS OUTLINE DATED: JANUARY 1992

APPROVED: NADEAN KOCH, DEAN, SCHOOL OF DATE 1992 12 10
ARTS AND GENERAL EDUCATION



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. A Canadian Writer's Reference by Diana Hacker, Nelson Canada
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:

1. COMMUNICATION SKILLS 10%
2. COMMUNICATION THROUGH MEMOS AND LETTERS 15%
 - a. memo
 - b. letter
3. PROJECT: WRITTEN AND ORAL COMPONENTS 30%
 - a. project plan }
 - b. public announcement } . . . 10%
 - c. interview }
 - d. project presentation } . . . 10%
 - e. research report/paper . . . 10%
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 5%
 - a. Typed copy of personal resume
 - b. Cover letter/letter of application

6. PARTICIPATION IN THE CLASSROOM
Activities and discussion

10%

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.

PLAGIARISM

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

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 the APA Documentation Format for referencing source material.