

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

C O U R S E O U T L I N E

Course Title: REPORTING IN THE HELPING PROFESSIONS
Code No.: ENG 225-3
Program: CHILD CARE AND ADOLESCENT WORKER
Semester: THIRD
Date: FALL 1984
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New: X Revision:

APPROVED: *M. Koch*
 Chairperson

Date: September 4, 1984

REPORTING IN THE HELPING PROFESSIONS

ENGLISH 225-3

Course Name

Course Number

PHILOSOPHY/GOALS (Course Description)

The course focuses upon the development of written and oral communication skills for students in the Child Care and Adolescent Worker Programme. Clarity and conciseness are emphasized in writing letters, memoranda, programs, a proposal and résumés. Oral presentations include a brief conference report, and a group proposal.

The course also aims at increasing the student's awareness of formal and informal communication networks within and between agencies.

PREREQUISITES

To be admitted into ENG 225, the student must have successfully completed English 120 or its equivalent.

METHOD OF ASSESSMENT (Grading Method)

Written and oral assignments will constitute 95% of the final grade. The remaining 5% will be determined by subjective factors such as improvement, class participation, and attendance.

Letter grades will be assigned in accordance with the Language and Communications Department guidelines.

The following grade symbols will be used in recording final grades:

- A - outstanding achievement
- B - consistently above average achievement
- C - satisfactory or acceptable achievement
- R - repeat (the student has not satisfactorily achieved the objectives of the course, and the course must be repeated)

A detailed description is attached to the course outline.

TEXTBOOKS

Students will be responsible for using a variety of articles from human services periodicals and professional journals. Students will also need a copy of "A Résumé Guide". (Available free of charge from the Counselling Office, Room E134)

COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to do the following:

COURSE OBJECTIVES Cont'd

- 1) understand the importance of tone, audience, clarity, conciseness and the appropriate use of professional jargon.
- 2) prepare a personal résumé and covering letter.
- 3) write office memoranda, programs and interagency letters.
- 4) prepare and deliver a group proposal for the funding of new project.
- 5) prepare a public information pamphlet to promote a new program in the community.
- 6) present a conference report orally and summarize it in writing.
- 7) research materials from periodicals, microfiche and other resources in the library collection.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, small group discussions, student presentations and directed readings will be used to respond to student needs.

ASSIGNMENTS

The assignments below may not necessarily be presented in this order during the semester. Students will be notified of any changes in the assignments or the marking scheme.

- 1) Employment Package 15%
 - a) rough copy of personal résumé
 - b) typed copy of personal résumé
 - c) covering letter/letter of application
- 2) Conference Report 15%
 - a) letter of request
 - b) brief oral presentation of conference highlights
(based on library research of periodicals)
 - c) informative written summary of highlights (200-250 words)
- 3) Office Memoranda 10%
- 4) Interagency Letters 10%
- 5) Group Proposal 15%
 - a) written proposal and budget for the start-up of a new program or summer project.
 - b) distribution of typed proposal and fielding of questions from class. (group oral presentation)

ASSIGNMENTS Cont'd

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| 6) Promotional Material | 10% |
| a) production of a pamphlet or flyer to announce a new program or service. | |
| 7) Co-operative Project(s) | 25% |

Some assignments will be developed in conjunction with the Child Care and Adolescent Worker Programme. Details will be announced in class.

TIME FRAME

Reporting in the Helping Professions (ENG 225-3) involves three periods per week for seventeen weeks.

/sdd
August 1984