

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: REPORTING IN THE HELPING PROFESSIONS

Code No.: ENG 225-3

Program: CHILD CARE AND ADOLESCENT WORKER, EARLY CHILDHOOD
EDUCATION, DEVELOPMENTAL SERVICES WORKER PROGRAMS

Semester: SECOND

Date: WINTER 1987

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _____ Revision: X

APPROVED:

N. Koch
Chairperson

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Date

Jan. 2/87

PHILOSOPHY/GOALS (Course Description)

The course focuses upon the development of written and oral communication skills for students in social services professions. Clarity and conciseness are emphasized in writing letters, memoranda, reports, a proposal and resumes. 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 ENG 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 Communication Skills 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)

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 Resume 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:

- (1) understand the importance of tone, audience, clarity, conciseness and the appropriate use of professional jargon.
- (2) prepare a personal resume and covering letter.
- (3) write office memoranda and interagency letters.
- (4) prepare and deliver a group proposal for the funding of a 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:

- a) rough copy of personal resume (5%)
- b) typed copy of personal resume (5%)
- c) covering letter/letter of application (5%) **Total = 15%**

2) Conference Report:

- a) memo of request (5%)
- b) brief oral presentation of conference highlights (based on library research of periodicals) (10%)
- c) informative report of highlights (200-250 words) (10%)

Total = 25%

3) Office Memoranda:

- a) memo to inform or suggest Total = 5%

4) Agency Letter:

- a) Bad News letter Total = 5%

5) Group Proposal:

- a) written proposal and budget for the start-up of a new program or summer project. (10%)
b) distribution of typed proposal and fielding of questions from class. (group oral presentation) (5%)
c) memo of evaluation (5%) Total = 20%

6) Promotional Material:

- a) production of a pamphlet or flyer to announce a new program or service to clients and/or families. (5%)
b) letter to other community agency personnel to announce program. (5%) Total = 10%

7) Co-operative Project(s):

Some assignments will be developed in conjunction with major subject courses. Details will be announced in class. Total = 15%

8) Attendance and participation in classroom activities and discussion. Total = 5%

TIME FRAME

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