

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 1988

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: \_\_\_\_\_ Revision: X

APPROVED:

N. Koch  
Chairperson

N. KOCH

June 23, 1987  
Date

employment in social services professions where skills of clarity, accuracy and conciseness are necessary in both written and oral communications. Also special emphasis is placed upon adopting tone and jargon 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.

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

CREDITS

3

DURATION

16 weeks

HOURS/WEEK

3

PREREQUISITES

Eng. 120-3 or the equivalent

ADVANCED CREDIT

Students who have complete a similar post-secondary course or who have relevant employment-related experience should consult the Co-ordinator of the Language and Communications/Social Sciences Department in Room E472.

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).

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 formats such as the letter, memo, proposal and pamphlet.

4. Students will give well-organized, coherent, effective oral presentations, using visual aids where appropriate.
5. Students will prepare an effective job-application package comprising the letter of application and the resume.
6. Students will demonstrate comprehension of program-related material from professional journals by producing an accurate summary that reflects the emphasis and tone of the original article.

**INSTRUCTIONAL METHODS**

A variety of methods including classroom presentations, 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 will be required.

**ASSIGNMENTS AND 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%**

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- 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%**

**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.