

PHILOSOPHY/GOALS (Course Description)

This course prepares students for employment in the human services professions where skills of clarity, accuracy and conciseness are necessary in both written and oral communications. Special emphasis is placed on the student's skills in locating, gathering and organizing information from professional journals and community agencies.

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

DURATION

CREDITS

12 weeks

3

COURSE OUTLINE

PREREQUISITES

HOURS/WEEK

Course Title: REPORTING IN THE HELPING PROFESSIONS

Code No.: ENG 225-3

Program: CHILD AND YOUTH WORKER, EARLY CHILDHOOD EDUCATION, DEVELOPMENTAL SERVICES WORKER, NATIVE COMMUNITY WORKER PROGRAMS

Semester: WINTER

Date: JANUARY 1991

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

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

APPROVED: N. Koch  
Dean

90 12 07  
Date

PHILOSOPHY/GOALS (Course Description)

This course prepares students for employment in the human services professions where skills of clarity, accuracy and conciseness are necessary in both written and oral communications. Special emphasis is placed on adapting tone and language suited 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.

CREDITS

3

DURATION

15 weeks

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 Co-ordinator of the Language and Communication Department in room E470.

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 Placement Office, Room E1301).

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.

.../con'd.

4. Students will give well-organized, coherent, effective oral presentations, using visual aids where appropriate.
5. Students will prepare an effective job-application package including the letter of application, resume and an interview.
6. Students will demonstrate comprehension of program-related material from professional journals.

#### 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) preparatory material (5%)
  - b) typed copy of personal resume (5%)
  - c) covering letter/letter of application (5%)
  - d) interview (5%)

Total = 20%
- 2) Conference Report:
  - a) memo of request (5%)
  - b) oral presentation of workshop (15%)
  - c) detailed outline of workshop (10%)

Total = 30%
- 3) Group Proposal:
  - a) written proposal for a conference (10%)
  - b) group oral presentation of proposal and fielding of questions (5%)
  - c) memo of evaluation (5%)

Total = 20%
- 4) Promotional Material:
  - a) production of a pamphlet or flyer to announce the conference

Total = 10%

.../con'd.

5) Communication Strategies **Total = 5%**

6) Participation in classroom activities and discussion. **Total = 15%**

**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.

**METHOD OF ASSESSMENT**

Letter grades for assignments will be in accordance with the Language and Communication Department Guidelines.

For final grades, the following letters will be recorded:

- A+ - consistently outstanding
- A - outstanding achievement
- B - consistently above average
- C - satisfactory/acceptable
- R - **Repeat** (The student has not achieved the required objectives and must repeat the course.)