

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: REPORTING IN THE HELPING PROFESSIONS

CODE NO.: ENG 225-3 SEMESTER: WINTER

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1996 PREVIOUS OUTLINE DATED: JANUARY 1995

APPROVED:


JUDITH MORRIS, DEAN, SCHOOL OF
ARTS AND GENERAL EDUCATION

DATE

Dec/95



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 students' skills in locating, gathering, and organizing information from professional journals and community agencies.

CREDITS

3

DURATION

one semester

HOURS/WEEK

3

PREREQUISITES

ENG 120-3 or the equivalent

TEXTBOOK

Handle with Care - Communicating in the Helping Professions by Lucy Valentino, Nelson Canada Publishing.

Students will be responsible for using a variety of articles from human services periodicals and professional journals.

SUMMARY OF OBJECTIVES

Upon completion of the course, students will be able to do the following:

1. Adapt the format, tone, and diction of a communication to the needs of a specific audience in a given situation
2. Locate, gather, and apply information during the preparation of written and oral reports
3. Demonstrate, in their written assignments, the ability to produce clear, accurate well-organized text in a variety of formats
4. Give well-organized, coherent, effective oral presentations, using visual aids where appropriate
5. Prepare an effective job-application package including the letter of application, resume, and an interview
6. Demonstrate in their writing comprehension of program-related material from professional journals
7. Understand and employ a variety of editing techniques

INSTRUCTIONAL METHODS

A variety of methods including classroom presentation, small group discussions and directed readings will be used to respond to students' needs. Evaluation will normally be done by the professor, but in some assignments, peer evaluation may be required.

ASSIGNMENTS AND MARKING SCHEME

| | |
|---|-------------|
| 1. Editing Skills: | 10% |
| 2. Employment Package: | |
| a) typed copy of personal resume | |
| b) covering letter/letter of application | |
| c) interview | 15% |
| 3. Summary Work/Research Assignments: | |
| Students will write a minimum of five of the following: | |
| a) memos and letters | |
| b) reports | |
| c) proposal | |
| d) minutes | |
| e) log writing | |
| f) periodical reviews | 55% |
| 4. Oral Reports: | 10% |
| 5. Communication Strategies: | |
| barriers, audience, tone, language, and objectivity | 10% |
| | <hr/> |
| | TOTAL: 100% |

N.B. In all cases, the professor 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.

Marking schemes for assignments will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course.

METHOD OF ASSESSMENT

The following letter grades will be assigned in accordance with the Language and Communication Department Guidelines:

| | | |
|----|--|-----------------|
| 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.

The midterm and final grades are found in the guidelines.

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 a documentation format for referencing source material.

SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

ADVANCED CREDIT

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Language and Communication Department. Those who have related employment-centred experience should see the Prior Learning Assessment (PLA) Coordinator.