

Communications 142—Course Outline

Semester: Winter 06
Instructor: Marc Arellano
Office: Library 3rd floor
Phone: 4212
E-mail: Through WebCT (I do not access Pipeline)
Office hours: By appointment

Prerequisite: Pcom 132

“The primary architects of knowledge and learning are the **knowers** and **learners** themselves.” Stephen Downes and others, *Designing Learning Objects*, 2003

Course Description

This one-semester course continues to develop the writing and speaking skills required by Engineering Technology students. Students also develop their research skills in this course. Special emphasis is placed on the student's ability to collaborate in team structures and produce workplace worthy documents.

Textbook

There is no primary text for this class. To reinforce research skills, students are expected to develop sources of information on their own. Attending class and participating in **in-class discussions are the primary vehicle for the delivery of learning in this class** and Various Internet and **WebCT** sources will be available for downloading. It is the **student's responsibility** to download and access/print webct source material and have it ready for in-class use.

Supplemental Texts

Don Klepp and John Lannon: *Technical Communication*, Second [or any] Canadian edition
A dictionary and thesaurus

Methods Of Instruction

This class will feature student group and individual presentations, collaborative work, and workshops, in addition to group discussions and the instructor's lectures. **The students will share responsibility with the instructor for the success of each class session.** In all assignments, students will be expected to demonstrate a solid command of the elements of composition and an awareness of audience.

Objectives

At the end of this course, students should be able to:

1. refine their application of non-verbal elements of communication
2. collaborate to plan and complete group projects
3. research and analyze primary and secondary sources
4. analyze and write case studies using various models
5. use an effective writing process to improve content, style and mechanics
6. use that writing process to produce documents efficiently
7. understand concepts of print and non-print design
8. design attractive formats that enhance written and oral reports

9. run and participate in effective workplace meetings
10. speak confidently and deliver an interesting oral presentation including well-designed graphics

Course Content:

This course will focus on a portfolio project using innovative and contemporary communication methods and deliverables; therefore, a number of reading, writing, and oral assignments will relate to that project.

Class discussion topics will include:

- applications of non-verbal communications to business settings
- problem solving and critical thinking
- case analysis
- research and documentation techniques
- print vs. non-print design concepts
- design and use of graphics in written and oral presentations
- writing proposals and progress reports
- writing efficiently as well as writing clearly and persuasively
- lifetime learning strategies and techniques
- interpersonal skills

Evaluation

Seminar	10%
Midterm	15%
Group Portfolio	40%
Self-Evaluation Journal	10%
Final Exam	15%
Professional Participation	10%

Professional Participation

Demonstrate leadership ability in the classroom and in online discussions. Develop a good working relationship with the instructor and all other students. Participate in discussion threads on Webct. Lead and develop at least one thread. Make an overall **positive impact** on the tone and discussions of class.

Keep in mind that **quality** is preferred to quantity, so only comments, questions and discussions that directly relate to an improved understanding of the topic at hand qualify for participation marks.

Bottom line: Positive, productive relationships with your instructor and classmates impact your participation mark; whereas, flaming others, dominating group or in-class discussions and failing to make a positive connection with your instructor and/or classmates detract from your participation mark.

Attendance

Please attend all classes. If you must be away, please notify me in writing 48 hours in advance. OC has strict policies on class attendance, so please refer to your OC calendar on the consequences of poor attendance.

All assignments must:

1. Be submitted in a **PDF file format** via our class **Webct Assignment Drop-box** by the assigned cut-off time. Due to virus problems, my computer can't download Word.doc files. Do not email me your assignment because the calculation of your marks is integrated with the Webct Assignment Drop-box. In other words, if it doesn't come to me through the drop-box, I cannot return your marked assignment and record your grade.

You may also submit an RTF file; however, I cannot embed comments, so you will only receive an overall numeric grade.

2. All assignments **must** be type written on 8.5 x 11 inch, white paper and **must include a cover page that states title of assignment, course number, section number, student's name, date of assignment and instructor's name**. All assignments **must** adhere to spacing and formatting conventions of that specific document type. All assignments **must** be typed in a black-coloured, Sans Serif, font and be 12 points in size. See the example below.

e.g. Your font should look like this example (this example is in Arial)

3. Have minimum one-inch margins

4. The title of your PDF file must include part of the assignment title and your last name.

e.g. CaseStudyArellano.pdf

Assignment Evaluation:

Each assignment will be assessed according to specific criteria for that unique document or activity. All written assignments will be assessed for Standard Written English, i.e. spelling and sentence mechanics and marks will be deducted for errors in these areas.

Re: Plagiarism - see the *most recent College Calendar* because plagiarism is an extremely serious academic offence.

Caution: all assignments must be completed. Failure to do so will mean a "DNC/F" for 142. **Late assignments** will receive a grade of "0" unless prior written arrangements have been made with the instructor at least **48 hours** in advance of the assignment due date, or a documented reason, e.g. doctor's note or note from an employer, is submitted with the late assignment **NO LATER THAN 5 WORKING DAYS FROM THE ASSIGNED DUE DATE**. Computer problems are not considered as a valid justification for late or non-existent assignments. Daily attendance is a course requirement. The requirements for a passing grade include completion of all assigned writing, corrections, revisions, and exercises; competence in written Standard English; constructive class participation; and professional conduct.

Email Etiquette

Please reserve email use for needs other than assignment questions. I will only answer assignment questions in the Assignment FAQ thread in our Webct Discussion area. It is always best to ask questions in class if you can't make my office hours. Too often, email messages are misunderstood, so I'd prefer its use be limited to announcements and classroom management issues, e.g. attendance.

The information in this course outline is subject to change at any time over the semester.