

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

<b>Course Code and Number:</b> CMNS 251		<b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>													
<b>Course Full Title:</b> Professional Report Writing <b>Course Short Title:</b> Professional Report Writing															
<b>Faculty:</b> Faculty of Humanities		<b>Department (or program if no department):</b> Communications													
<b>Calendar Description:</b> Students engage in professional writing skills for producing short to mid-length reports common for career purposes. Students learn to analyze audience and context, engage in and present research in an effective and ethical manner, practice revising and editing skills, and use principles of effective document design to organize and display information.															
<b>Prerequisites (or NONE):</b>		One of CMNS 125, CMNS 145, CMNS 175, or ENGL 105.													
<b>Corequisites (if applicable, or NONE):</b>															
<b>Pre/corequisites (if applicable, or NONE):</b>															
<b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		<b>Course Details</b> Special Topics course: <b>No</b> <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: <b>No</b> <i>(See <a href="#">policy 207</a> for more information.)</i> Grading System: <b>Letter grades</b> Delivery Mode: <b>May be offered in multiple delivery modes</b> Expected frequency: <b>Every semester</b> Maximum enrolment (for information only): <b>25</b>													
<b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar</td> <td>25</td> </tr> <tr> <td>Tutorials/workshops</td> <td>20</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table>		Lecture/seminar	25	Tutorials/workshops	20							<b>Total hours</b>	<b>45</b>	<b>Prior Learning Assessment and Recognition (PLAR)</b> PLAR is available for this course.	
Lecture/seminar	25														
Tutorials/workshops	20														
<b>Total hours</b>	<b>45</b>														
<b>Scheduled Laboratory Hours</b> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> ) Transfer credit already exists: <b>Yes</b> Submit outline for (re)articulation: <b>No</b> <i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>													
<b>Department approval</b>		<b>Date of meeting:</b> November 5, 2021													
<b>Faculty Council approval</b>		<b>Date of meeting:</b> October 2022													
<b>Undergraduate Education Committee (UEC) approval</b>		<b>Date of meeting:</b> January 26, 2024													

**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Determine the forms and purposes of common professional reports.
2. Organize and compose a variety of short to mid-length informational and analytical reports.
3. Demonstrate the role that technical writing plays in problem solving in workplaces and communities.
4. Apply communications ethics through collection, interpretation, and evaluation of information with attention to culturally diverse sources and audiences.
5. Cite written and visual sources using APA style and compare to other styles including those from Indigenous sources.
6. Use principles of document design to enhance the accessibility of the information.
7. Develop appropriate and effective visual elements such as figures and tables to support report outcomes.
8. Present effectively on the subject of a report.
9. Demonstrate attention to detail through revising and editing practices.
10. Engage collaboratively with peers in analysis, production, and writing review activities.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

Assignments:	100%	%	%
	%	%	%

**Details:**

- Information reports (such as trip, conference, summary, incident, field, inspection, progress): 25%
- Evaluative or persuasive reports (such as recommendation, proposal, feasibility, justification): 40%
- Problem-solving report or proposal: 15%
- Oral or online presentation including written self-assessment: 10%
- Exercises and assignments on research, information retrieval, and APA citation methods, document design and graphic aids: 10%

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Textbook	Meyer, C.	Communicating for Results: A Canadian Student's Guide	2020
2.			
3.			
4.			
5.			

**Required Additional Supplies and Materials** *(Software, hardware, tools, specialized clothing, etc.)***Course Content and Topics**

- Course introduction; overview of workplace short report writing.
- Report components, language, and rhetoric.
- Informational reports: types, purposes, functions.
- Workplace problem solving: task analysis, adaptation to audience.
- Research methods, interpretation of information, critical evaluation, organization of information, ideas, and reasoning; making a work plan.
- Documentation of sources, formatting of documents, use of graphic highlighting and illustrations; importance of aesthetics.
- Composing, revising, proofreading, and evaluating the first draft and subsequent drafts.
- Oral presentation and audio-visual techniques.
- Brief oral reports and online presentations.
- Analytical reports: types, purposes, functions.
- Using evidence, drawing conclusions, and making recommendations.
- Adapting print documents for digital transmission and writing for the screen.
- Using social media to disseminate and promote information, findings, and recommendations.