

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

Course Code and Number: CMNS 351		Number of Credits: 3 Course credit policy (105)													
Course Full Title: Formal Research Report Writing Course Short Title: Formal Research Report Writing															
Faculty: Faculty of Humanities		Department (or program if no department): Communications													
Calendar Description: Students learn to produce an analytical, formal research document commonly used in business, industry, information technology, the arts, the natural and social sciences, and humanities. Students propose and manage a research project in their career field and practice research skills and methods and responsible documentation of sources.															
Prerequisites (or NONE):		CMNS 251.													
Corequisites (if applicable, or NONE):															
Pre/corequisites (if applicable, or NONE):															
Antirequisite Courses <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>		Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Annually Maximum enrolment (for information only): 25													
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar</td> <td>20</td> </tr> <tr> <td>Tutorials/workshops</td> <td>25</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Total hours</td> <td>45</td> </tr> </table>		Lecture/seminar	20	Tutorials/workshops	25							Total hours	45	Prior Learning Assessment and Recognition (PLAR) PLAR is available for this course.	
Lecture/seminar	20														
Tutorials/workshops	25														
Total hours	45														
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Transfer Credit <i>(See bctransferguide.ca.)</i> Transfer credit already exists: Yes Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>													
Department approval		Date of meeting: February 4, 2022													
Faculty Council approval		Date of meeting: October 2022													
Undergraduate Education Committee (UEC) approval		Date of meeting: January 27, 2023													

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. Identify a specific topic or a problem in a discipline/career field.
2. Target a specific audience and anticipate techniques for adapting the report.
3. Analyze the rhetorical strategies in a peer-reviewed, published report.
4. Employ a specific research proposal/work plan.
5. Use the act of report writing to further explore stakeholder needs and connect with decision makers.
6. Demonstrate ethical research and documentation methods.
7. Use document design conventions appropriate to the genre in production of the final report.
8. Employ Indigenous ways of knowing and learning in research.
9. Produce a quality report that meets the objectives of the initial proposal and audience analysis.
10. Summarize the report findings in a briefing or poster.

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

Assignments:	100%	%	%
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Details:

Exercises related to topic development	5%
Formal proposal / work plan of term project	15%
Annotated bibliography	10%
Literature review	15%
Progress report	10%
Outline of final document	5%
Presentation of term project	10%
Term project document	30%

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	2020
2. OER book	Biin, D, Canada, D, Chenoweth, J. & Neel L.	Pulling Together: A Guide for Researchers, Hítł'ala	2021
3. Indigenous knowledge	Younging, G	Elements of Indigenous style: A guide for writing by and about Indigenous Peoples	2018
4.			

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

- Overview of the course and of the term project; guidelines and requirements
- Brainstorming, defining, and refining the research problem and purpose; audience analysis and adaptation to audience profile
- Types of long formal research documents: formal proposals, informational reports, analytical reports, manuals, instructional materials, etc.
- The importance of stakeholder analysis in the development of your research report focus
- Reaching diverse audiences
- Employing Indigenous ways of knowing and learning in the research stage of the report-writing process
- Time and project management: proposal / work plan
- Research skills and methods; documentation styles and methods; ethics of documentation
- Presentation of progress report; peer and instructor feedback
- Annotated bibliography and literature review
- Data analysis, evaluation, and organization; the logics of disciplines and of presentation of research findings; in-depth outlining
- Document composition and design; use of rhetoric and graphic aids for presentation of data, ideas, and arguments
- Report components: executive summary, introduction, findings, recommendations and conclusions, etc.
- Preparing a formal speech from research findings; review of oral presentation skills, methods, use of audio-visual aids for long documents
- Presentation of term project; feedback and evaluation