UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: Communications

IMPLEMENTATION DATE: Fall 1979

Revised: Nov. 1998

CMNS 155 Communications for Human Services

SUBJECT/NUMBER OF COURSE: CMNS 155

DESCRIPTIVE TITLE: Communications for Human Services

UCFV CREDITS: 3

CALENDAR DESCRIPTION: Introduction to theory and practice of professional and technical communications. Included are the communication principles of organization and structure, essay writing, narrative, exposition and argument in workplace writing, and presentations.

RATIONALE:

COURSE PREREQUISITES: CPT score of 48 or better, CMNS 099 with C+ or better, ENGL 101 with C or better, ENGL 081 or 091 with C+ or better.

COURSE COREQUISITES: None

HOURS PER TERM

Lecture 15 hrs
Laboratory 15 hrs
Seminar 15 hrs
Field Experience hrs

TOTAL 45 HRS

MAXIMUM ENROLMENT: 23

Is transfer credit requested? Yes 9 No

AUTHORIZATION SIGNATURES:

Course Designer(s): Wendy Burton (revised) Ken Fernstrom (original)

Chairperson: N/A

Curriculum Committee

Department Head: W. Burton

Dean: W.R. Bate

PAC: Approval in Principle

PAC: Final Approval: December 16, 1998

(Date) (Date)

OUTLN05/01/dd
SYNONYMOUS COURSES:

(a) replaces  
CMNS 300  
(course #)

(b) cannot take  
CMNS 300  
(course #)

SUPPLIES/MATERIALS:

TEXTBOOKS, REFERENCES, MATERIALS  (List reading resources elsewhere)


Students are also required to have a good, current, Canadian English dictionary.

OBJECTIVES:

1. To understand and apply the theory of the communications process.
2. To learn the elements of effective communications.
3. To learn the theory of and to practice secondary academic essay writing, including research and documentation.
4. To learn the fundamentals of effective professional public speaking.
5. To demonstrate the rhetorical forms: narrative, exposition, and argument as they are relevant to professional and technical communications.

METHODS

Reading and discussing academic essays; lectures; practice; collaborative exercises; peer editing.
STUDENT EVALUATION PROCEDURE:
(General method of evaluation. This method will vary.)

Exercises = 20% of course work.
library assignment ___/10
observation exercise (description) 1 ___/15
observation exercise (description) 2 ___/25
summary exercise ___/15
job search exercise ___/10

Final drafts (technical and professional writing) = 40% of course work
incident report (narrative) ___/25
two direct messages ___/25: ___/25
two indirect messages ___/25: ___/25
two persuasive messages ___/25: ___/25

Essay = 35% of course work.
annotated bibliography ___/T
working outline ___/T
preliminary topic selection ___/T
thesis statement development ___/T
essay (argument) ___/100

Speech = 5% of course work.
Quizzes or Midterms = 5-10% (optional)

COURSE CONTENT:

1. Planning academic research projects (the argument). Choosing an essay topic. Developing a research question.
3. Refining the thesis statement.
4. Writing research summaries.
5. Completing the research process.
7. Outlining. Writing the rough draft. Format and documentation.
8. Revising, editing, and rewriting.
10. Writing messages to inform (exposition). Writing routine messages efficiently.
11. Writing the incident report (narrative).
13. Speeches: A ten-minute presentation, supported by visual aids, on a subject relevant to your field of study.
TRANSFERABILITY:

Open University (EN 3 Credits); University of British Columbia (Arts 2nd 3 Credits); Simon Fraser University (Communications 2nd year\(^1\)); University College of the Cariboo (EN 3 Credits); University of Victoria (EN 225 1.5 Credits); University of Northern British Columbia (EN 100 level 3 Credits).

\(^1\)Transfer credit was granted in 1997 for CMNS 125 and CMNS 155 as CMNS 200. Students at UCFV would not take CMNS 125 and CMNS 155, because these courses are very similar. The person in the Communications department at SFU intended that the transfer credit would be CMNS 125 and CMNS 225 or CMNS 155 and CMNS 255. This error is being corrected.