UNIVERSITY COLLEGE of the FRASER VALLEY

PAC FORM #2

COURSE IMPLEMENTATION DATE:[September 1996]
Revised: January 1998
COURSE TO BE REVIEWED DATE:[September 2004]
(Four years after implementation date)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT: COMMUNICATIONS

CMNS 165		3
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS

PROFESSIONAL COMMUNICATIONS FOR KINESIOLOGY

COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

An introduction to the principles of effective communications in academic and professional settings. Examines the use of various media as well as the processes of oral and written communications. Students will be required to develop research, summary and organizational skills as well as to demonstrate skills in an essay, oral presentations, letters, memos, and short reports.

PREREQUISITES: CPT score of 48 or better, or ENGLISH 105 with C or better, or ENGLISH 081 or 091 with C+ or better

COREQUISITES: KPE 103. A number of assignments are shared by CMNS 165 and KPE 103 and count towards the final grade in both courses. Students who have completed KPE 103 and/or CMNS 125/225 or CMNS 155/255 should contact the Communications and Kinesiology departments for course recommendations.

SYNONYMOUS COURSE(S)

(a) Replaces: N/A
(Course #)

(b) Cannot take N/A for further credit
(Course #)

SERVICE COURSE TO:

(Department / Program)

(Department / Program)

TOTAL HOURS PER TERM: 45

STRUCTURE OF HOURS:

Lectures:	15	hrs
Seminar:	15	hrs
Laboratory:	15	hrs
Field Experience:		hrs
Student Directed Learning:		hrs
Other (Specify):		hrs

TRAINING DAY-BASED INSTRUCTION

LENGTH OF COURSE:

HOURS PER DAY:

MAXIMUM ENROLMENT: 22

EXPECTED FREQUENCY OF COURSE OFFERING: Once/year

WILL TRANSFER CREDIT BE REQUESTED? **YES** X **NO**

TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: **YES** **NO** X

AUTHORIZATION SIGNATURES:

Course designer(s): Ken Fernstrom

Chairperson: N/A
(Curriculum Committee)

Department Head: Wendy Burton

Dean: W. R. Bate

PAC Approval in Principle Date:

PAC Final Approval Date: January 28, 1998

CMNS 165

COURSE NAME / NUMBER

LEARNING OBJECTIVES / GOALS / OUTCOMES/ LEARNING OUTCOMES:

1. to understand the theory and concepts of the communications process
2. to learn the elements of effective communications in academic and professional settings
3. to develop an effective approach to the communications process, including planning and revising
4. to demonstrate basic techniques of effective writing such as clarity, conciseness, sincerity, tone, unity, coherence, and completeness
5. to learn essay structure, library research, and documentation
6. to learn forms and purposes of commonly used letters, memos, and reports
7. to learn techniques of document design and format
8. to learn the elements of effective public speaking
9. to prepare a job application package and to role play job interviews
10. to learn summarizing skills
11. to learn how to do a literature review
12. to learn how to use e-mail

METHODS:

Lectures, seminars, workshops, demonstrations of skills in a variety of written assignments.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR YES _____ NO _____

METHODS OF OBTAINING PLAR:

TEXTBOOKS, REFERENCES, MATERIALS:

SUPPLIES / MATERIALS:

STUDENT EVALUATION:

List of assignments and weight

Term essay and related assignments
Proposal for KPE 103 essay topic* 45%
Annotated Bibliography*
lit review*
essay*

Oral Presentations
Oral presentation of essay proposal. 10%
2 other oral presentations.

STUDENT EVALUATION PROCEDURE (contd.)

Reports, letters and memos — 40%
1 definition
1 description
3 short reports (trouble/incident; problem-solving; investigation)
1 progress report on term essay
1 neutral/good news (letter of inquiry; reply to letter of inquiry)
1 bad news (response to letter of complaint or adjustment)
1 persuasive (letter of complaint or adjustment)
1 letter of application
1 resume
participation in interviewing process

Final exam: report based on fitness journal* — 5%

COURSE CONTENT:

As CMNS 165 is for Kinesiology program students, this course outline includes a number of assignments which will be done in conjunction with the course co-requisite, KPE 103. These assignments are marked *.

Section One
The process of communications. Written, oral and electronic communications (e-mail, internet). Technical writing and oral communications as a student and as a professional. Credibility and ethics. The elements of effective communications: purpose, audience, planning, organizing, outlining.

Section Two
Writing process in the academic setting: planning, researching and documenting, writing, revising, and editing. Putting forward a proposal for a term paper.

Planning: audience and purpose, thesis and outline.

Researching: Finding and using information in the library, and electronically. Documenting. APA style. Summarizing. Analysis, logic and persuasion.

Writing: Methods of organization: comparison/contrast; cause/effect, etc.

Revising: Effective sentences and paragraphs. Achieving a readable style.

Editing and the final document: punctuation, spelling, layout.

Assignments: Proposal for KPE 103 essay topic*
Annotated Bibliography*
lit review*
essay*

Section Three
Effective oral communications: presentations, seminars, meetings, the telephone. Purpose and audience. Planning and practising. Active listening and note taking.

Assignments: Proposal for essay presented orally. 2 other oral presentations. One in KPE 103; one other in another KPE course. These assignments are videotaped with students to self-critique.

COURSE CONTENT (contd.)

Section Four
Techniques of technical writing: definitions, descriptions, page design. Organizational patterns.

Assignments: 1 definition
1 description

Section Five
The reporting process. Record keeping. Short reports: records, field trip, proposal/justification, progress, incident/accident, evaluation: personnel, investigation, problem solving. The use of graphic aids.

Assignments: 3 short reports (trouble/incident; problem-solving; investigation)
1 progress report on term essay
fitness journal and final exam report based on fitness journal*

Section Six
Letters and memos. Purpose, form and format. Neutral/good news, bad news, persuasive. Faxes and e-mail.

Assignments:1 neutral/good news (letter of inquiry; reply to letter of inquiry)
1 bad news (response to letter of complaint or adjustment)
1 persuasive (letter of complaint or adjustment)

Section Seven
Job applications: letter of application, resume, interviewing.

Assignments:1 letter of application
1 resume
participation in interviewing process

Time table and notes on assignments.

The essay assignment in KPE 103 is for students to take a specific area or field of knowledge in kinesiology and present it so that a general lay audience would be able to understand the material. For students to do this they will be required to submit a proposal including a tentative bibliography and table of contents. The proposal will be signed off by both KPE and CMNS instructors. In completing the term essay students will be required to submit an annotated bibliography, and a lit review as well as doing an oral presentation in KPE 103. The lit review will be done in pairs.

KPE 103 students are also required to keep a fitness journal. This journal will be the basis for record-keeping and a final take-home exam. The exam will be to submit a report analyzing the results of the fitness journal.

Week	CMNS 165	KPE 103
1		Fitness journal assigned.
2	Work on proposal begins.	
3	Research	
4	Proposal submitted. Presented orally.	Proposal submitted.
5	Techniques of technical writing: 1 definition 1 description	

COURSE CONTENT (contd.)

6	Short reports: 3 short reports (trouble/incident; problem-solving; investigation) 1 progress report on term essay Annotated bibliography submitted.	Annotated bibliography submitted.
7		
8	Lit review submitted.	Lit review submitted.
9	Letters and memos: 3 letters/memos	
10		
11	Letters of application and resumes. interviewing.	
12	Essay submitted	Essay submitted Oral presentations
13		Oral presentations

Take-home exam based on fitness journal.