UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: Communications IMPLEMENTATION DATE: Fall 1999

Communications 245 Report Writing for Business, Information
SUBJECT/NUMBER OF COURSE Technologies, and the Human Services UCFV CREDITS

CALENDAR DESCRIPTION: Advanced study and application of skills and principles learned in CMNS 155 and CMNS 125. The main focus is on the formal research report, including a research proposal, progress reports, and the final presentation. Secondary research skills, project planning, documentation and citations, and data collection and manipulation are practiced.

RATIONALE:

COURSE PREREQUISITES: C in CMNS 155, or C in CMNS 125, or C in English 105, or permission of instructor

COURSE COREQUISITES: None

HOURS PER TERM FOR EACH STUDENT
Lecture  45 hrs
Laboratory hrs
Seminar hrs
Field Experience hrs

STUDENT Directed Learning hrs
Other - specify: hrs
TOTAL 45 HRS

MAXIMUM ENROLMENT: 24

Is transfer credit requested? Yes: No

AUTHORIZATION SIGNATURES:

Course Designer(s): K. Fernstrom Chairperson: N/A
Revision: Communications Department Curriculum Committee

Department Head: W. Burton Dean: W.R. Bate

PAC: Approval in Principle PAC: Final Approval:
(Date) (Date)

OUTLN95/01/dd
CMNS 245

SYNONYMOUS COURSES:

(a) replaces __________ CMNS 225 and 255 ________
   (course #)

(b) cannot take ________Either CMNS 225 or 255 for further credit ________
   (course #)

SUPPLIES/MATERIALS:

TEXTBOOKS, REFERENCES, MATERIALS  (List reading resources elsewhere)


OBJECTIVES:

1. To learn the forms and purposes of common workplace reports
2. To demonstrate the function and purpose of a research proposal
3. To analyse common primary research methodology and methods
4. To undertake an extended research project, using secondary research skills
5. To demonstrate techniques of document design
6. To write a persuasive formal report on an issue relevant to the student's field of study or field of interest
7. To demonstrate competence with common methods of documentation and citation: APA, MLA, and ASA
8. To speak effectively on the subject of the report, to illustrate the presentation, and to answer questions

METHODS

Collaborative and cooperative exercises, demonstrations, individual consultations, lectures.

STUDENT EVALUATION PROCEDURE:

The following is an example only. Each instructor may vary the length and complexity of sections of the course and weighting will vary subsequently.

Letter of introduction ___/T
Time Line ___/T
Library exercise ___/10
Research memo. This is a report on your research on a current social issue. Locate recent statistical data on a current social issue. Provide a concise report of your findings. You will provide your memo to a peer for evaluation. ___/15
STUDENT EVALUATION PROCEDURE: (contd.)

Memo of evaluation. You will evaluate the research conducted by a peer. Your evaluation should be concise, descriptive and persuasive. Explain your evaluation. Attach the original memo. ___/15

First progress report. This is a brief memo describing your progress on the research report. Use the direct plan. Be specific. Attach a preliminary bibliography. ___/15

Memo on primary research (group assignment). You and two colleagues will develop an appropriate primary research technique, including samples, for one of your research topics. You will discuss your ideas with another research team. Using the direct plan, briefly describe the strengths and weaknesses of your primary research technique. ___/25

Annotated bibliography. This assignment will be discussed in class. There is an example of an annotated bibliography entry on pages 242-243 in Treece and Hartman. ___/25

* Tenative proposal ___/T

Time management report. For one week, keep track of your activities for your waking hours. From this data, write a report on your time management. Use at least two appropriate graphics ___/25

Graphics exercise ___/T

* Formal report plan ___/50

* Second progress report and literature review. This assignment has two parts. The first is a memo describing your progress to date and identifying problems and solutions. Attached to this memo is your literature review, which is the review of the research you have conducted to date. It is expected you will have completed your research, and your literature review should make reference to at least 10 scholarly sources (excluding statistical sources). ___/25

Working outline ___/T

* Final oral presentation ___/25

* Formal research report ___/100

* These assignments must be submitted to ensure course credit.

Department letter grade/percentage equivalents:

- A+ 94-100%
- A 89-93%
- A- 86-88%
- B+ 82-85%
- B 78-81%
- B- 75-77%
- C+ 71-74%
- C 66-70%
- C- 63-65%
- P 60-62%