UNIVERSITY COLLEGE of the FRASER VALLEY

COURSE IMPLEMENTATION DATE: September 2006
COURSE REVISED IMPLEMENTATION DATE:
COURSE TO BE REVIEWED: November 2009
(Four years after UPAC final approval date) (MONTH YEAR)

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 the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT: **Communications**

CMNS 251	**N/A**	**3**
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS

Professional Report Writing
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

This course teaches advanced skills for short to mid-length informational and analytical reports common to the workplace. Students learn to research, interpret, organize, and critically evaluate information. There is an emphasis on solving problems, using evidence, making carefully informed decisions and realistic recommendations as well as adapting the message to the audience. The importance of document design, accurate documentation of sources, responsible use of rhetoric, and clear and purposeful writing are strongly promoted

PREREQUISITES: C or higher in one of CMNS 115, CMNS 125, CMNS 145, CMNS 155, CMNS 165, ENGL 105.

COREQUISITES:

SYNONYMOUS COURSE(S)
(a) Replaces: _____ *(Course #)*
(b) Cannot take: _____ *(Course #)* for further credit.

SERVICE COURSE TO:
various departments, including Aviation, Business, Crim, CIS, ECE and SSW *(Department/Program)*
(Department/Program)

TOTAL HOURS PER TERM: **45**

STRUCTURE OF HOURS:

Lectures:	**15**	Hrs
Seminar:	**5**	Hrs
Laboratory:	**5**	Hrs
Field Experience:		Hrs
Student Directed Learning:		Hrs
Other (Specify): workshop	**20**	Hrs

TRAINING DAY-BASED INSTRUCTION
LENGTH OF COURSE: _____
HOURS PER DAY: _____

MAXIMUM ENROLLMENT: **25**
EXPECTED FREQUENCY OF COURSE OFFERINGS: **Multiple sections per year**
WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only) ☒ Yes ☐ No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department) ☐ Yes ☒ No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: ☐ Yes ☒ No

AUTHORIZATION SIGNATURES:

Course Designer(s): Doug Smith & David Thomson
Chairperson: Raymond Welch *(Curriculum Committee)*
Department Head: Raymond Welch
Dean: Dr. Eric Davis
UPAC Approval in Principle Date:
UPAC Final Approval Date: November 25, 2005

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

1. To learn the forms and purposes of common workplace reports.
2. To practice research and documentation methods.
3. To learn techniques for solving workplace problems through analysis, research and critical thinking.
4. To learn how to interpret, evaluate, and organize researched information.
5. To organize and compose a variety of short to mid-length reports, individually and/or collaboratively.
6. To develop appropriate and effective graphic aids to support report outcomes.
7. To present effectively on the subject of a report and answer pertinent questions.
8. To practice clear, concise, and logical expression of ideas.

METHODS:

Collaborative and cooperative exercises, demonstrations, lectures, written and oral feedback on reports.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) ☒ Yes ☐ No

METHODS OF OBTAINING PLAR:

Portfolio Assessment

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Bliq, R. & Moretto, L. (2004). Technically-Write!. Canadian Sixth Edition. Toronto: Pearson Prentice Hall.

SUPPLIES / MATERIALS:

N/A

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

1. Trip report memo	5%
2. Incident report memo	5%
3. Lab, Field, or Inspection report	10%
4. Yardstick report	10%
5. Written progress report and presentation	5%
6. Brief proposal/tentative report plan for assignment #10	5%
7. Presentation of report & self-evaluation	10%
8. Instructional, directive, or technical briefing	10%
9. Feasibility report	10%
10.Justification/Recommendation report or Investigative report (1000-1200 words)	20%
11.Presentation of Justification/Recommendation or Investigative report	10%
	100%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

- Course introduction; overview of workplace short-report writing.
- 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.
- Short oral reports.
- Analytical reports: types, purposes, functions.
- Using evidence, drawing conclusions, and making recommendations.
- Report components, language, and rhetoric.
- Longer oral reports and evaluations.
- Longer oral reports and evaluations (continued).