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 DEPARTMENT

CMNS 255

COURSE NAME/NUMBER FORMER COURSE NUMBER UCFV CREDITS

COMMUNICATIONS FOR HUMAN SERVICES II (Advanced)

COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

Continued application of principles and skills learned in CMNS 155. The course focuses on the formal research report on a relevant social issue. Research skills, project planning, proposals, and data collection and manipulation are studied and practiced.

PREREQUISITES: C in CMNS 155, or C in CMNS 125, or C in ENGL 105

COREQUISITES: None

SYNONYMOUS COURSE(S)

(a) Replaces: CMNS 350

(b) Cannot take CMNS 350 for further credit

SERVICE COURSE TO:

TOTAL HOURS PER TERM: 60

TRAINING DAY-BASED INSTRUCTION

LENGTH OF COURSE:

HOURS PER DAY:

STRUCTURE OF HOURS:

Lectures: 20 hrs
Seminar: 20 hrs
Laboratory: 20 hrs
Field Experience: hrs
Student Directed Learning: hrs
Other (Specify): hrs

MAXIMUM ENROLMENT: 23

EXPECTED FREQUENCY OF COURSE OFFERING:

WILL TRANSFER CREDIT BE REQUESTED? YES X NO

TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: YES X NO

AUTHORIZATION SIGNATURES:

Course designer(s): Ken Fernstrom

Chairperson: (Curriculum Committee)

Department Head: Wendy Burton

Dean: W.R. Bate

PAC Approval in Principle Date: __________________________ PAC Final Approval Date: December 16, 1998
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

1. To learn the forms and purposes of common reports.
2. To learn the form and purpose of a proposal.
3. To learn primary research methodology and development of research instruments (e.g., questionnaires).
4. To learn techniques of document design and format such as spacing, use of headings and listing.
5. To learn techniques of using illustrations effectively within a document.
6. To learn interview preparation and techniques.
7. To develop an effective job search strategy, including letter of application and resume.

METHODS:

Lectures, individual and group work. Students are evaluated through written exercises, final drafts, quizzes (in some sections), a term project and two oral presentations.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

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

METHODS OF OBTAINING PLAR:

TEXTBOOKS, REFERENCES, MATERIALS:

Solving Problems Through Technical & Professional Writing, Kennedy & Montgomery
The Writer's Reference or The Canadian Writer's Reference, Diana Hacker
Gage Canadian Dictionary

SUPPLIES / MATERIALS:

STUDENT EVALUATION:

Note: The following exercises are the minimum required. The instructor may change the order and weighting according to the needs of the class.

Exercises: 20%

— library assignment - govt. pubs
— memos (trip and progress)
— copy editing
— summary
— literature reviews
— logic
— use of data

Term Project 30%
STUDENT EVALUATION: (contd.)

Final Drafts 30%

- 3 short reports
- report proposal
- documentation
- job search package
  - job ad/description
  - letter of application
  - resume

Oral Reports 10%

- minimum of 2 (with 1 on the term project)

CMNS DEPARTMENT LETTER GRADE/PERCENTAGE EQUIVALENCES:

- 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%

COURSE CONTENT:

Unit Outline:

1. Introduction to course, department policies, course objectives.
2. Planning a research project that incorporates primary sources.
3. Research methods and documentation of data.
4. Report writing — from short and informal to formal reports
5. Graphic aids.
6. The interview.
8. Oral reports.