UNIVERSITY COLLEGE of the FRASER VALLEY

COURSE IMPLEMENTATION DATE: January 2007
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 351	**N/A**	**3**
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS

Professional Formal Research Report Writing
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

This course focuses on the process and production of one long research document commonly used in business, industry, information technology, the arts, the natural and social sciences, and humanities. Students learn to propose and manage a research project in their career field and to practice proven research skills and methods and responsible documentation of sources. They will also learn to analyze, evaluate, and organize evidence, ideas, and arguments, as well as to compose, design, revise, and evaluate their document

PREREQUISITES: A C or higher in CMNS 251

COREQUISITES:

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

SERVICE COURSE TO: _____ *(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 identify an appropriate topic in a specific discipline / career field.
2. To analyze the targeted audience and anticipate techniques for adapting the report.
3. To formulate and follow a specific research proposal / work plan.
4. To execute a literature review and an annotated bibliography pertinent to research.
5. To demonstrate responsible research and documentation methods.
6. To analyze, evaluate, organize, and summarize findings and arguments.
7. To express ideas clearly, concisely, and logically, as well as rhetorically and ethically, including the use of graphic aids.
8. To produce a finished report which is effective and professional and has met the objectives of the initial proposal and audience analysis.

METHODS:

Collaborative and cooperative exercises, analysis of examples, 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:]

Guffey, M.E., Rhodes, J. & Rodin, P. (2005). Business Communication: Process & Product. Fourth Canadian Edition. Toronto: Thomson Nelson.

SUPPLIES / MATERIALS:

N/A

STUDENT EVALUATION:

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

Exercises related to topic development	5%
Formal Proposal / Work Plan of term project	15%
Annotated Bibliography	10%
Literature Review	15%
Progress Report	10%
Outline of final document	5%
Presentation of term project	10%
Term Project Document	30%
	100%

COURSE CONTENT:

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

- Overview of the course and of the term project; guidelines and requirements
- Brainstorming, defining, and refining the research problem and purpose; audience analysis and adaptation to audience profile
- Types of long formal research documents: formal proposals, informational reports, analytical reports, manuals, instructional materials, etc.
- Time and project management: proposal / work plan
- Research skills and methods; documentation styles and methods; ethics of documentation
- Presentation of progress report; peer and instructor feedback
- Annotated bibliography and literature review
- Data analysis, evaluation, and organization; the logics of disciplines and of presentation of research findings; in-depth outlining
- Document composition and design; use of rhetoric and graphic aids for presentation of data, ideas, and arguments
- Report components: executive summary, introduction, findings, recommendations and conclusions, etc.
- Preparing a formal speech from research findings; review of oral presentation skills, methods, use of audio-visual aids for long documents
- Presentation of term project; feedback and evaluation