# ENL1813S
# Communications I

## Course Outline

2022-2023

| | |
|---|---|
| **Pre-requisite(s)** | N/A |
| **Co-requisite(s)** | N/A |
| **Prepared by** | Angela Slonosky |
| **Approved by** | Leigh Ridgway, Chair |
| **Normative hours** | 42.00 |
| **Grading system** | A+ Through F |
| **Experiential Learning** | No |

| Applicable Program(s) | Level | Core/Elective |
|---|---|---|
| Multiple Programs | Multiple Levels | Multiple Core/Elective |

# Course Description

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students focus on meeting the requirements of effective communication. Students practise writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

# Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

| | |
|---|---|
| **EES 1** | Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (T, A) |
| **EES 2** | Respond to written, spoken or visual messages in a manner that ensures effective communication. (T, A) |
| **EES 6** | Locate, select, organize and document information using appropriate technology and information systems. (T, A) |
| **EES 7** | Analyze, evaluate and apply relevant information from a variety of sources. (T, A) |

**Assessment Levels —T**: Taught **A**: Assessed **CP**: Culminating Performance

# Course Learning Requirements / Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

**1. Plan, write, revise and edit short documents and messages that are organized, complete and tailored to specific audiences.**

- Identify audience and purpose
- Select appropriate mode for delivering messages
- Use pre-writing stategies to generate ideas, and select and limit a topic
- Recognize and use basic patterns of Standard English
- Format and write short documents such as routine correspondence, paragraphs, and short essays or reports

- Edit and proofread documents to eliminate errors

**2. Plan and deliver short, organized spoken messages and oral reports tailored to specific audiences and purposes.**

- Choose appropriate format and structure for the purpose and audience
- Plan and organize messages and reports
- Use strategies to overcome speaking anxiety
- Use verbal and nonverbal techniques to enhance spoken messages
- Incorporate cues and transitions to guide listeners
- Respect time allocations

**3. Interpret and reframe information gained from spoken messages in ways that show accurate analysis and comprehension.**

- Identify and practise effective listening strategies
- Identify barriers to effective listening
- Summarize and paraphrase information gained through listening
- Reformat information received through listening to another medium

**4. Use effective reading strategies to collect and reframe information from a variety of written materials accurately.**

- Separate main ideas from subordinate ideas in written materials
- Identify the organizational structure of a variety of written messages
- Read with a purpose to identify needed information
- Paraphrase, summarize,  and reformat information collected from written materials

**5. Locate, select and organize relevant and accurate information drawn from a variety of sources appropriate to the task.**

- Select and use databases to find information
- Locate prescribed sources of information
- Distinguish between primary and secondary sources
- Evaluate the relevance and validity of information
- Assess and choose information sources appropriate to the purpose and task
- Compile and organize information

**6. Integrate and document information using commonly accepted citation guidelines.**

- Credit  sources to avoid plagiarism
- Incorporate research information in written materials and oral messages
- Use strategies to identify and avoid plagiarism
- Identify acceptable citation guidelines
- Cite sources correctly

**7. Select and use common, basic, information technology tools to support communication.**

- Identify common technology tools used to support communication
- Select the technology appropriate for the task
- Use word processing software to write short documents and routine correspondence

# Learning Resources

- Brightspace
- Online resources

# Learning Activities

- Complete writing, listening, reading, and public speaking assignments
- Participate in class and small-group discussions
- Evaluate work and performance
- Solve grammar, documentation, and vocabulary exercises
- Write research or other complex papers
- Complete independent and group online activities

# Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

**Written Assignment(s) (50%)**

Validates Outcomes:  CLR 1, CLR 2, CLR 4, CLR 5, CLR 6, CLR 7, EES 1, EES 2, EES 6, EES 7

**Presentation(s) (15%)**

Validates Outcomes:  CLR 2, CLR 3, CLR 4, CLR 5, EES 1, EES 2, EES 6, EES 7

**Assessment(s) (35%)**

Validates Outcomes:  CLR 1, CLR 2, CLR 3, CLR 4, CLR 5, CLR 6, CLR 7, EES 1, EES 2, EES 6, EES 7

# Prior Learning Assessment and Recognition

Students who wish to apply for Prior Learning Assessment and Recognition (PLAR) need to demonstrate competency at a post-secondary level in all outlined course learning requirements. Evidence of learning achievement for PLAR candidates includes:

- Portfolio
- Other: For details, interested students should contact the Prior Learning and Assessment Recognition Department by email at plar@algonquincollege.com or by phone at 613-727-4723 extension 7027.  A letter and résumé, as well as a portfolio, will be required.  A personal interview may be required.  Please note that experience is to be at the postsecondary level, and may comprise skills gained through work, volunteer work, or courses taken outside of the program within which the student is registered.

# Course Related Information

# Evaluation Standards for Cumulative Assignments

The following evaluation standards will be applied to all cumulative assignment(s) identified in your Course Section Information. These cumulative assignment(s) will have a minimum value of 20%.  These standards may be applied to some formative assignments as well. These standards will determine what grade you will earn for the writing and speaking assignments you do while you are a student in ENL1813S.

## Evaluation Standards for Written Documents

In accordance with the grades table in Algonquin College Policy "AA14: Grading System", the following are the evaluation standards for communication courses.

In a typical one-page assignment, an **A** paper demonstrates that assignment requirements are met. Additionally, the following outcomes are met in a consistently outstanding manner:

- Content is well developed, specific, and relevant to the main idea and the audience and purpose of the document.
- Organization is logical and appropriate to the document's audience and purpose: placement and order of supporting points show a clear progression from the topic sentence through to the conclusion.
- Style elements – tone, flow, sentence structure, and word choice – are skillfully employed to suit audience and purpose. Standard English is used throughout.
- Format is correct for purpose and audience.
- Research sources are correctly documented in APA style.
- Grammar, spelling, and writing mechanics are mastered.

**Major Errors:** run-on sentences, sentence fragments, comma-spliced sentences, faulty sentence construction, subject-verb disagreement, pronoun errors, modifier errors, faulty parallelism, failure to spell check, and failure to proofread for obvious errors
**Minor Errors:** spelling, punctuation, standard capitalization, apostrophe, homonym, typographical
A **B** paper indicates that assignment requirements are met, but may need some improvement in one or two of the above outcomes. It will contain no more than two major errors or five minor errors.
A **C** paper indicates that assignment requirements are met, but may need some improvement in three of the above outcomes or significant improvement in one. It will contain no more than three major errors or seven minor errors.
A **D** paper indicates that assignment requirements are met, but that at least one requirement is achieved at only a marginal level. It will contain no more than four major errors or nine minor errors.

An **F** paper means that the assignment's requirements are not met.

# Evaluation Standards for Oral Presentations

In accordance with the grades table in Algonquin College Directive "AA14: Grading System," the following are the evaluation standards for communication courses.

In a typical presentation, a **grade of A** will be given if assignment requirements are met. Additionally, the following outcomes are met in a consistently outstanding manner:

- Content is well developed, specific and relevant to the main idea and the audience and purpose of the presentation.
- Organization is logical and appropriate to the presentation's audience and purpose: placement and order of supporting points show a clear progression from the introductory statement through to the conclusion.
- Delivery is professional and confident. Words are clearly enunciated, tone varies and is appropriate for audience and purpose, eye contact is maintained with entire audience throughout, body language is appropriate, volume is loud enough, rate is neither too fast nor too slow and time limit is respected. Standard English is used throughout.
- Visuals are relevant, easy to see and read, professional, free of mechanical errors and presented effectively.
- Research sources are correctly identified in APA style.

A **grade of B** will be given if the assignment requirements are met, but minor improvement may be needed in one or two of the above outcomes.

A **grade of C** will be given if the assignment requirements are met satisfactorily, but minor improvement may be needed in three of the above outcomes or significant improvement may be needed in one.

A **grade of D** will be given if the assignment requirements are met, but at least one requirement is achieved at only a marginal level.

A **grade of F** will be given if at least one of the assignment requirements is not met OR the presentation's requirements are not met.

# Evaluation Standards – Plagiarism

In accordance with Algonquin College Policy "AA48: Academic Integrity", any assignment that shows evidence of plagiarism and is reported to the academic administrator may be assigned a grade of zero.

# Department Related Information

**Student Success:**

Student Academic Responsibilities

Each student is responsible for:

Knowing the due dates for marked out-of-class assignments.
Knowing the dates of in-class marked assignments and exercises.
Maintaining a folder of all work done in the course during the semester for validation claims in cases of disagreement with faculty.
Keeping both paper and electronic copies of all assignments, marked and unmarked, in case papers are lost or go missing;
Regularly checking both Brightspace announcements as well as one's Algonquin e-mail account for important messages from both professor and college administration.
Actively participating in on-line/remote and classroom exercises and activities as required.

**Class Conduct:**

It is expected that all students will arrive to class on time and demonstrate courteous behaviour toward the professor and fellow students. The classroom allows us the opportunity to learn together, and through this process, there may be times where exploring new concepts and ideas may seem difficult or uncomfortable. It is important for everyone to have a safe space to learn. Individuals who disrupt other students or behave in a manner that is not in accordance with College Policy SA07-Student Conduct will be asked to leave the classroom.

**Assignments:**

Professors will clearly outline the assignment format, due date/time and consequences for late submission in the Course Section Information (CSI).

Late submissions may be subject to a late penalty or a mark of zero.

If a student is unable to complete the assignment at/by the originally scheduled date/time due to a medical or compassionate issue, professors may consider alternative accommodations as outlined in College Policy AA21-Deferred Evaluation.

**Tests and Exams:**

Professors will clearly outline the test/exam format and scheduled date/time in the Course Section Information (CSI).

Students are expected to make every effort to meet the originally scheduled course requirements by writing tests and examinations as scheduled and submitting assignments by the due date as outlined in College Policy AA21.
Students can request to have an evaluation rescheduled if one of the following eligibility criteria is met:

Suffer from a serious illness resulting in the inability to be present for a scheduled evaluation;
Have legal obligations such as jury duty or court appearances;
Face significant personal circumstances such as family bereavement or family crisis;
Have a conflict with religious observanceStudents are to notify their professor of their absence in writing and of the need for a rescheduled evaluation as soon as possible, before or, in extenuating circumstances, immediately after the evaluation is missed, normally within three (3) working days.

Documentation to support any of the eligibility criteria may be required.

**Program Progression and graduation:**

Students are advised to carefully read and be familiar with Policy AA39 - Program Progression and Graduation Requirements. Students must check with the program coordinator, Academic Advisor or Student Support Specialist as some programs may require success in 50% or more of their Level 1 courses in order to progress to Level 2 of the programs.

Students who fail to meet the outlined progression criteria to advance to Level 2 will be required to withdraw from the program and must reapply to Level 1 through the Ontario College Application Services www.ontariocolleges.ca if they wish to return.

Withdrawn students will be academically encumbered and must meet with the Academic Administrator or designate for review and advising before returning to the program.

# College Related Information

**Algonquin College's policies have been developed to ensure the health, safety and security of all students, faculty and staff, and the proper and fair operation of the College as an academic institution and employer. Please refer to the Algonquin College Policies website for the most current policy information available at** http://www.algonquincollege.com/policies/**.**

**Students are especially encouraged to be aware of the following College expectations**

<u>Academic Integrity</u>
Algonquin College is committed to the highest standards of academic integrity, and students are expected to uphold these standards as part of the learning process. Any academic work submitted by a student is expected to be their own work, unless designated otherwise and all sources must be attributed. All students should be familiar with the Algonquin College policy AA48: Academic Integrity which outlines student's roles and responsibilities and what represents academic dishonesty. In some courses, online proctoring may be used to prevent academic dishonesty. Additional information can be found at Academic Integrity - Student Survival Guide - Subject Guides at Algonquin College (libguides.com) and via Academic Integrity Student Resources. Students with any questions about the course expectations regarding academic integrity are encouraged to speak to their professor and the College's academic integrity team at acaio@algonquincollege.com

<u>Centre for Accessible Learning</u>
Students with visible and/or non-visible disabilities are encouraged to register with the Centre for Accessible Learning (CAL) in order to be eligible for appropriate learning supports and/or accommodations.  Students are strongly encouraged to make an appointment with the Centre for Accessible Learning as early as possible when starting a program. Once your needs are identified, a Letter of Accommodation (LOA) will be issued which you can share with your professors. If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

<u>College Email</u>
Students at Algonquin College are provided with a college email account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course activities. Your network credentials can be found in the?ACSIS portal and you are expected to check your Algonquin email regularly and to use it to send and receive college-related email. Support is available through the college Information Technology Service (ITS) at: https://www.algonquincollege.com/its/

<u>Retroactive Accommodations</u>

Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please?consult Algonquin College? Policy?[AA21: Deferred Evaluation](#).

**Student Course Feedback**

Algonquin College's invites students to share their course experience by completing a student course feedback survey for each course they take. For further details consult Algonquin College Policy [AA25: Student Course Feedback](#).

**Use of Mobile Devices in Class**

With the proliferation of small, personal mobile devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices unless authorized by your professor can be disruptive and disrespectful to others. During examinations, the use of such devices is generally prohibited unless authorized by your professor. Otherwise use is considered academic dishonesty in the form of cheating. For further details consult Algonquin CollegePolicy [AA32: Use of Mobile Devices in Class](#)

**Technology Requirements**

Students are required to have access to a computer and to the internet. There may also be additional technology-related resources required to participate in a course that are not included in the course materials fee, such as headphones, webcams, specialized software, etc. Details on these requirements can be found in the Course Section Information of the course outline for each course available on Brightspace.

**Transfer of Credit**

It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

**Safe Harbour**

In the event of an unexpected major event (pandemic, etc.), your course may have changes that are not reflected in the Course Outline. Should this happen, the Course Section Information document will have updated information about your course.

# Other Information

## Grade Scheme

| Final Grade | Mark Equivalent | Numeric Value | Final Grade | Mark Equivalent | Numeric Value |
|---|---|---|---|---|---|
| A+ | 90% - 100% | 4.0 | A | 85% - 89% | 3.8 |
| A- | 80% - 84% | 3.6 | B+ | 77% - 79% | 3.3 |
| B | 73% - 76% | 3.0 | B- | 70% - 72% | 2.7 |
| C+ | 67% - 69% | 2.3 | C | 63% - 66% | 2.0 |
| C- | 60% - 62% | 1.7 | D+ | 57% - 59% | 1.4 |
| D | 53% - 56% | 1.2 | D- | 50% - 52% | 1.0 |
| F | 0% - 49% | 0 | FSP | 0 | 0 |