
Communication Skills

General Arts and Science

Course Number: ENL5000G	Co-Requisites: N/A	Pre-Requisites: N/A
Applicable Program(s): Multiple Programs	AAL: Multiple Levels	Core/Elective: Multiple Core/Elective
Prepared by:	Lisa Kawaguchi, English Coordinator/Professor	
Approved by:	Leigh Ridgway, Acting Chair	
Approval Date:	Wednesday, June 19, 2019	
Approved for Academic Year:	2019-2020	
Normative Hours:	42.00	

Course Description

Effective workplace communication skills are required by all graduates. Emphasis is placed on workplace correspondence, job search strategies, report writing and teamwork. Students compose, edit and revise a variety of workplace-oriented messages, prepare a targeted resume, practise presentation skills and work in teams to produce a collaborative research project. In all written work, students develop and enhance their grammar skills to meet professional workplace standards.

Relationship to 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) |

Course Learning Requirements/Embedded Knowledge and Skills

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

1.) Use resources with integrity.

Recognize ethical requirements for documentation/credit

Incorporate research into original communication

Cite sources correctly

2.) Create correspondence to convey specific messages.

Identify the purpose and audience

Determine the appropriate level of detail

Organize information to suit the purpose

Use standard formats for a variety of mediums

3.) Develop effective job search strategies.

Identify opportunities for employment

Tailor documents to a specific job market

Create an effective skills-based resume

Respond appropriately in job interview situations

4.) Analyze messages in a variety of digital environments.

Compare various styles of communication

Distinguish between personal and professional contexts

Recognize the potential for bias in a variety of situations

Identify strategies for managing personal information

5.) Use vocabulary, language, and style appropriate to audience and purpose.

Anticipate audience expectations

Apply rhetorical strategies for organization

Use a systematic approach to edit, revise, and proofread

Express ideas and information using conventions of standard English

Learning Resources

Materials provided in class and posted on Brightspace.

Learning Activities

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- participating in exercises to improve writing strategies
 - planning, drafting, writing, and revising workplace correspondence, including documents geared toward job search
 - participating in class and small-group discussions
 - conducting research
 - presenting information orally (reporting or interviewing)
 - collaborating with classmates
 - completing online activities to support in-class work

Evaluation/Earning Credit

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

Written Assignment(s) (40%)

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

Assessment(s) (40%)

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

Presentation(s) (20%)

Validates Outcomes: CLR 3, CLR 5, EES 1, EES 2

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 refer to college policy AA21.

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 of the course learning requirements outlined above. Evidence of learning achievement for PLAR candidates includes:

- Other: Presentation of portfolio
- Portfolio

Course Related Information

Please refer to the Course Section Information (CSI) / weekly schedule for specific course-related information as provided by your professor.

Department Related Information

Policy on course assignments, tests, exams:

Late Submission Policy

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. Please note below the expectations for exceptional circumstances.

Tests and Exams

In cases of a medical or compassionate issue which prevents the student from writing during the originally scheduled time, students are to notify their professor of their absence in writing prior to the evaluation, or, in the case of extenuating circumstances no later than three (3) working days after the evaluation.

Documentation may be required in order for the test/exam to be rescheduled.

Assignments

Assignments are due in the format and at the date and time specified by the professor (hard copy in class, Assignment Tool through Brightspace, etc.). Assignments which do not meet submission guidelines regarding format will be considered late.

Late assignments will be subjected to an immediate 20% penalty. The student may submit the work within one week of the due date with no further penalty.

After one week, the assignment will not be accepted and a mark of zero will be recorded.

Online and in-class assignments

Online work is due as scheduled and will not be accepted after the due date.

In-class assignments, including presentations, are to be completed as scheduled.

Progression Policy

Students must complete more than 50% of their Level 1 courses, in order to progress to Level 2 of the program.

Students who fail to meet the 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.

Students who fail to meet the progression criteria to advance to Level 4 will also be required to withdraw from the program and reapply to Level 3 through the Ontario College Application Services (www.ontariocolleges.ca) if they wish to return.

College Related Information

Email

Algonquin College provides all full-time students with an e-mail 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 events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin account and to check it regularly.

Students with Disabilities

If you are a student with a disability, you are strongly encouraged to make an appointment at the Centre for Accessible Learning to identify your needs. Ideally, this should be done within the first month of your program, so that a Letter of Accommodation (LOA) can be provided to your professors. If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

Retroactive Accommodations

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 refer to college policy AA21.

Academic Integrity & Plagiarism

Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin College. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise. For further details consult Algonquin College Policies AA18: Academic Dishonesty and Discipline and AA20: Plagiarism

Student Course Feedback

It is Algonquin College's policy to give students the opportunity 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 is disruptive and disrespectful to others. During examinations, the use of such devices may facilitate cheating. For further details consult Algonquin College Policy AA32: Use of Mobile Devices in Class

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.

Note: It is the student's responsibility to refer to the Algonquin College Policies website for the most current information at <http://www.algonquincollege.com/policies/>

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

Legend

Terms

- ALO: Aboriginal Learning Outcome
- Apprenticeship LO: Apprenticeship Learning Outcome
- CLR: Course Learning Requirement
- DPLO: Degree Program Learning Outcome
- EES: Essential Employability Skill
- EOP: Element of Performance
- GELO: General Education Learning Outcome
- LO: Learning Outcome
- PC: Program Competency
- PLA: Prior Learning Assessment
- PLAR: Prior Learning Assessment and Recognition
- VLO: Vocational Learning Outcome

Assessment Levels

- T: Taught
- A: Assessed
- CP: Culminating Performance