



Lethbridge College provides high quality, innovative programs and services enabling learners to achieve their educational and career goals.

**COM177
APPLIED ENGLISH & COMMUNICATION**

**COURSE OUTLINE
WINTER 2011**

Centre: Health, Justice and Human Services
Dean: Jane Friesen
Chair: Marty Thomsen, School of Justice Studies

Program: Policing Diploma

| | | |
|--------------------|--|---|
| Instructor: | Dr. Phyllis Day Chief AN1741 403-320-3432 (W) p.daychief@lethbridgecollege.ca | Kirsten Fantazir AN1740 403-320-3202 Ext. 5710 (W) kirsten.fantazir@lethbridgecollege.ca |
|--------------------|--|---|

Class Time:

Section 1 – Wednesday (8:00-9:50 a.m.) – TE1226
Section 2 – Tuesday (4:00-5:50 p.m.) – TE2226
Section 3 – Monday (8:00-9:50 a.m.) – TE1226
Section 4 – Tuesday (2:00-3:50 p.m.) – TE1226
Section 5 – Thursday (4:00-5:50 p.m.) – TE2226
Section 6 – Wednesday (3:30-5:20 p.m.) – AN1719

Credit Value: 2

Pre-requisites: None

Co-requisites: None

Course Description:

This course will focus on technical writing: clear, concise, and chronological writing for the public safety industry. Assignments will be integrated with other criminal justice classes' assignments. Writing for employment (portfolio, resume, cover letter, application form, and proposal) will be refined.

Course Outcomes:

Upon successful completion of the course, you will be able to

1. Write effective business letters, which include appropriate language, a positive tone and articulate word choice
2. Demonstrate mastery of English grammar, punctuation, correct word usage and editing
3. Demonstrate research techniques in planning, writing, documenting, summarizing and presenting information
4. Compile professional documents for employment applications
5. Document sources in APA format

Required Text(s) and Materials:

Jakob, K. (2002). *A guide to police writing*. Scarborough, ON: Carswell.

Alberta Human Resources and Employment. (n.d.). *Advanced Techniques for Work Search*. Edmonton, AB: Author. Available online:
http://ca.yhs.search.yahoo.com/avg/search?fr=yhs-avg&type=yahoo_avg_hs2-tb-web_ca&p=government+of+alberta

Lethbridge College. (2009). *APA Student Guide* (4th ed.). Lethbridge, AB: Author. Available online:
<http://www.lethbridgecollege.ab.ca/go/apaguide.pdf>

Grammar Cop

ePortfolio websites

Assignment/Activity/Exam List, Due Dates, and Value of Each:

| Assignment/Activity/Exam | Value |
|--|----------------------------------|
| Letters (2) | 15% |
| ePortfolio (Resume, cover letter, application form, all in eportfolio) | 15% 10%, 10%, 5% respectively |
| Proposal | 25% |
| Proposal presentations | 5% |
| Class participation | 5% |
| Online discussions | 10% |
| TOTAL | 100% |

Note: For due dates see the Course Schedule.

Other Learning Resources:

None

Instructor's Teaching and Learning Styles (Practices):

Your instructor is passionate about technical writing and is 100% committed to your success in this course. A wide variety of teaching strategies will be employed, from PowerPoint presentations and online discussion forums to in-class writing exercises. The goal is to have you learn as much as you can, while enjoying the process.

Electronic Devices:

In the spirit of respect for the learning process, students are required to turn off all electronic devices (including cell phones, iPods, and laptop computers that are not used for taking class notes) during classes. In case of emergency situations, students are to discuss this with the instructor ahead of time.

Note: Students may not use any audio, video or telecommunication devices to record any portion of this course, including the instructor's lectures. If this policy is not adhered to, the instructor has the right to limit the student's accessibility to the device.

Grading System:

| GRADES | GRADE POINTS | INTERPRETATION |
|--------|--------------|--|
| A+ | 4.0 | Excellent (97-100%) |
| A | 4.0 | Excellent (93-96%) |
| A- | 3.7 | Excellent (90-92%) |
| B+ | 3.3 | Good..... (87-89%) |
| B | 3.0 | Good..... (83-86%) |
| B- | 2.7 | Good..... (80-82%) |
| C+ | 2.3 | Satisfactory (77-79%) |
| C | 2.0 | Satisfactory (73-76%) |
| C- | 1.7 | Satisfactory (70-72%) |
| D+ | 1.3 | Minimal Pass..... (65-69%) |
| D | 1.0 | Minimal Pass..... (60-64%) |
| F | 0.0 | Failure (0-59%) If a failed course is successfully repeated, the original F and the passing grade will both show on the student's permanent record. The lower grade is removed from the GPA calculation. |

Course Work Used as Examples:

Should your instructor wish to use your work in future educational purposes, you will be asked to complete and sign a Student Release Form, authorizing both the instructor and/or the College to use your course work. This form, along with a copy of your work, is retained in the official copyright files located in the College's Intellectual Property Office. If you have any questions regarding Copyright and/or Intellectual Property, please contact the Intellectual Property Office.

Retention of Assignments and Exams:

Examinations / assignments NOT intended to be returned to students will be retained for at least one year from the end of the term. Examinations / assignments intended to be returned to students but are not picked up by students will be retained to the end of the final grade appeal period. After the appropriate retention period, records will be destroyed in a secure manner.

Attendance Policy:

N/A

Supplemental Examination:

This course is not available for supplemental examination.

Academic Honesty:

Academic Honesty is necessary to achieve excellence. Lethbridge College supports and demands this excellence in all academic learning activities.

Plagiarism is a serious offence and will be handled in accordance with the Students Rights and Responsibilities Policy 3.12.

Lethbridge College uses plagiarism detection software such as Turnitin.com. Students should be aware that if their paper is submitted to a plagiarism detection service, a copy of their paper is retained as a source document in its reference database. As the author, the student retains ownership of the paper submitted.

Always turn in original work and be careful to cite sources for information derived from other writers. Even paraphrased text must credit the original author. You are accountable for furnishing upon request all sources and preliminary work (such as notes and rough drafts) as well as a list of all individuals you consulted in preparing assignments. If you cannot produce these written materials upon request, you cannot receive a satisfactory evaluation on the assignment.

As a member of the academic community, you have the ethical obligation to understand plagiarism and to be as honest as you can about using another person's writing or ideas. If you have any questions regarding plagiarism, please ask.