# Learning Plan 2023-24

**Course Name:** Communications for College

**Course Code:** Comm 110

**Program(s):** Click or tap here to enter text.

**Delivery Method:** Face to Face  Alternative Delivery  Blended/Mobile  Hybrid  Online

**Name of Faculty:** Vanessa Michael

**Contact Information:** VMichael@sl.on.ca

**Name of Associate Dean/Campus Dean:** Brad Barbeau

**Date prepared:** 9/4/2023

**Semester:** Fall  Winter  Spring  Summer

**Campus:** Kingston

**Sustainability:** Click or tap here to enter text.

**Experiential Learning:** Click or tap here to enter text.

# Assessment Plan

Students will demonstrate learning in the following ways:

| **Assessment Type** | **CLO\*** | **VLO/PLO\*\*** | **Description (e.g. Frequency, details)** | **% of Grade** | **Total %** | **Tentative Due Dates** |
| --- | --- | --- | --- | --- | --- | --- |
| **Module 1:** Business Correspondence | 1, 3 |  | **Professional email:** Send a professional email with attachment to your professor from your SLC account | 10 | 10 | Week 2 |
| **Module 2:**  Communications Integrity paragraph | 2, 5 |  | **Academic Integrity Paragraph:** Write a paragraph on plagiarism using corroborative evidence from three academic sources | 15 | 15 | Week 5 |
| **Module 3:**  Writing process | 1, 3, 4 |  | **Writing Process Paragraph:** Write a 500-word paragraph on a topic of interest in the computer science field.  Brain storming activity  Editing activity  Final copy | 5  5  10 | 20 | Week 8 |
| **Module 4:**  Group Research Report | 1-6 |  | **Research Report:** Choose an approved topic and write a brief research paper on the topic.  Annotated APA  Themed outline and thesis statement  Research Project report | 10  5  20 | 35 | Week 13 |
| **Module 5:**  Group Presentation | 1,3,6 |  | **Final Presentation:** Based on the research report deliver a final oral presentation to the class.  Oral presentation  Digital presentation  Final Reflection | 5  5  10 | 20 | Week 14 |

\*CLO: Course Learning Outcome; \*\*VLO/PLO: Vocational Learning Outcome/Program Learning Outcome – refer to associated Course Outline

# Program Specific Continuance Policy

Does this course belong to a program with a [**Program-Specific Continuance Policy**](https://www.stlawrencecollege.ca/about/reports-and-policies)**[[1]](#footnote-1)**?

Yes  No

If “Yes”, the details of this policy are included in the table below.

If “No”, this table will include a “N/A” and the course will adhere to the standard outlined in the [**College Continuance Policy**](https://www.stlawrencecollege.ca/about/reports-and-policies)**[[2]](#footnote-2)**.

|  |
| --- |
| N/A |

# Academic Policy

Academic Policies at St. Lawrence College ensure that protocols for grading, advancement and related academic elements are established, reviewed and publicly communicated to students. The [Academic Policy](https://www.stlawrencecollege.ca/about/reports-and-policies)[[3]](#footnote-3) is available online via the college website for download.

# Required Learning Resources & Materials

The required learning resources (e.g., readings, web links, etc.) and materials (e.g., software, lab equipment, etc.) are listed in the table below.

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# Additional Notes

Information pertaining to this course such as regulatory and accreditation requirements are listed below.

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# Delivery Schedule

**Please Note:**

1. If this is a lab-based course, lab safety procedures and protocol must be specifically taught or reinforced prior to any activity taking place in the lab environment.
2. Any changes to this delivery schedule will be communicated in writing by the professor to the students.

| **Module Title** | **Module Topic(s)** | **CLO**\* | **Learning Experiences** | **Resources** | **Dates** |
| --- | --- | --- | --- | --- | --- |
| **Module 1:** Introduction to professional communications | * Digital Etiquette * Audience, Tone | 1-6 | * Discussions * Writing skills practice and application | Open educational Resources at no cost and these will vary at instructor’s discretion to meet student needs | Weeks 1-2 |
| **Module 2:**  Communications Integrity | * Credibility of information * Integrity in communication * Crediting work * Quotes and paraphrasing * Ethical considerations in the era of social media and AI | 1-6 | * Discussions * Citation skills practice * Writing skills practice and application | Weeks 3-6 |
| **Module 3:**  Writing process | * Tools for effective writing * Brainstorming and outlines * Draft and revision * Writing styles * Academic and technical writing practice | 1-6 | * Discussions * Writing skills practice and application | Weeks 7-8 |
| **Module 4:**  Research Basics | * Research questions * Using databases and technical documents * Creating a research plan * Conducting independent research | 1-6 | * Discussions * Writing skills practice and application * Research both guided and independent | Weeks 9 - 12 |
| **Module 5:**  Oral and Visual Communication | * Presentations * Active listening * Asking questions * Formatting for different purposes * Style conventions | 1, 3,4,6 | * Discussion * Skills practice and application | Weeks 13 -14 |

\**CLO: Course Learning Outcome*

Associate Dean/Campus Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

1. Academic Policy Manual [refer to Appendix A: Progression Policies for Full-Time Students by Program] [↑](#footnote-ref-1)
2. Academic Policy Manual [refer to Section 10.1 Academic Requirement for Continuation as a Full-Time Student] [↑](#footnote-ref-2)
3. Academic Policy Manual - <https://www.stlawrencecollege.ca/about/reports-and-policies> [↑](#footnote-ref-3)