Course Co-ordinator: Dr. Nadine Gingrich
Office: HH 268
Office Hours: Tuesday 11:30-1:30, Thursday 10:30-11:30, or by appointment
Extension: 2946
e-mail: nadinemg@rogers.com

Workshop Instructors
Andrew Deman
Olga Gladkova
Kim Honeyford
Julia Mamolo
Mark Wallin

Course Description
This course is designed to give you instruction and practice in the oral and written forms of communication that you will need in the academic environment and in the workplace. Much of the work that we do this term will rely on your co-operation as a member of a team. It is therefore crucial that you attend both the lectures and the workshops regularly and participate in teamwork that may take place outside class time. By the end of the term you will have gained confidence in your own ability to research and complete a variety of projects. In addition, you will acquire confidence in working as part of a team, communicating, practicing professional behaviour, and giving oral presentations.

You must attend both the lectures and the workshops at the times given on your timetable.

Required Text

Assignments
1. Professionalism and Participation (10%). You are expected to attend all workshops, complete all written exercises and group work, and to behave in a professional manner at all times. Part of this grade will be for attendance, participation, and professional demeanour in the workshops; the other part will be for the completeness and professionalism of a writing portfolio. This portfolio will contain clean, corrected drafts of your workshop writings and exercises, a sample “formal request” e-mail, and copies of all individual work for the course, including your section of the team report as well as the peer reviewed draft. The portfolio is due in the week 11 workshop; it will not be accepted after this date.

2. Article Summary (10%). For this assignment you will summarize one article (chosen from a list to be distributed in the lecture or workshop), reducing it to roughly 1/3 the original length. Your intended audience is a fellow first-year student who does not have
who does not have access to the article but needs to know the significant content of it. Your summary will be graded on accuracy, completeness, and clarity.

3. Process Paper (approximately 2 pages) and Presentation (4 minutes) (10%). In this paper and presentation you will explain a technical topic to a non-technical audience (a list of topics will be distributed in the lecture or workshop). You may choose either to explain how a process works or teach your audience how to perform a certain task. Your assignment will be graded on how well it considers the intended audience, how well it is presented (document design for the written document, oral delivery for the presentation), how clearly it explains technical details, how complete, yet succinct, it is, and how logically it is organized.

4. Critical Comparison (approximately 4 pages) (10%). Assignment guidelines and topics will be handed out in the lecture. The assignment will be graded on organization, clarity of writing, and depth of analysis. For this assignment you must
- inform your workshop leader of your topic in advance;
- include an outline of the audience, context, and purpose of your document;
- include a clear outline of your evaluation criteria and their justification.

5. Case Study Project (60%). Project topics will be given in the lecture of week 3.
- The end product of the project will be a formal, team-written report and a formal team presentation, both of which will report your research and findings to the Faculty of Mathematics and other stakeholders.
- Students will form teams, create a document specification or proposal for the team-written project, research, design, and write a report, and present their findings, conclusions and recommendations in a colloquium during the workshop times in the last week of classes. You will get more information on the project as the term progresses.
- You must employ at least three research methods, including one research method that is not print or web-based based (i.e. interviews or surveys).
- You are expected to participate fully in this project; you must attend team meetings both in and outside the workshops, act as team co-ordinator once during the project (the team co-ordinator will present and write a status report and bring an agenda to team meetings), bring drafts of your work when required, attend all team-scheduled rehearsals for the presentation, and act in a professional manner—as you would in an employment setting. **Students who do not participate fully in the teamwork for this section of the course may forfeit some or all of the individual and team grades for the major project is broken down into several individual and team assignments as follows:**

a) **Project Proposal or Document Specification (5%)**. As a team you will write a document specification or proposal for the team project. You will present it to the class for peer response and hand in a written version to your workshop.

b) **Progress/Status Report, Meeting Agenda (10%)**. Team members must provide a brief oral status report at the end of their scheduled time as team
co-ordinator and e-mail a written report to the instructor within 24 hours of 
the workshop, along with the agenda for the team meeting.
c) **Project Report (20%).** Ten per cent of this grade is for the document as a 
whole and 10% is for individual contributions. Each team member must 
write an identifiable section of the discussion part of the report 
(approximately 750 words). The remainder of the report (executive 
summary, introduction, conclusions and recommendations, references, 
appendices) must be team written. The report must include an appendix 
indicating the individual contributions by section title and page number.
d) **Team Presentation (20%).** Ten per cent of this grade is for the presentation 
as a whole and 10% is for the individual performance. Each team member 
must present a clearly defined section of the presentation.
e) **Project, Team, and Self-Evaluation (5%).** Each team member must submit 
an assessment of the team project which will include a paragraph on each of 
the following:
  - an evaluation of each team member’s contribution to the project, 
    organizational and interpersonal skills as team co-ordinator, and 
    professionalism;
  - a self-evaluation of the above;
  - an assessment of the research process, the final report, and the 
    presentation.

This evaluation must be e-mailed to the workshop instructor no later than 24 hours 
after your team presentation.

**Course Policies**
Late assignments will be penalized 2% per day. Sometimes, however, students do 
have legitimate reasons for requesting an extension. You may request an extension 
on an assignment by e-mailing your workshop instructor at least 24 hours in 
advance of the due date. This e-mail should be a formal request outlining the 
reasons for the extension and stating a specific and reasonable new due date for the 
assignment. **There will be no extensions for the team report.**

You may choose to rewrite one assignment over the term if you receive less than 
70% on it. If you wish to rewrite, you must outline in a meeting with your instructor 
or in a detailed e-mail your reasons for rewriting and the specific problems you will 
address. The request to rewrite must be made within one week of your assignment 
being returned.

We urge you to visit your workshop instructor during scheduled office hours if you 
would like to discuss your work or ask for extra assistance.
THE FACULTY OF ARTS REQUIRES THAT WE NOTIFY YOU OF THE FOLLOWING:

"Note on the avoidance of academic offenses: All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offense, to avoid committing academic offenses, and to take responsibility for their academic actions. When the commission of an offense is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offenses and types of penalties, students are directed to consult the summary of Policy #71 (Student Academic Discipline) which is supplied on the Undergraduate Calendar (p.1:11). If you need help in learning how to avoid offenses such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the disciplinary policy, ask your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean."

To avoid plagiarism, all assignments must provide references to the sources of information gathered, including information collected from web sites.
<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic</th>
<th>Readings</th>
<th>Case Study Projects</th>
<th>Assessments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1 (Week 1)</td>
<td>Course Overview</td>
<td>Chapter 1, 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 6 (Week 2)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td>Jan 9 (Week 2)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td>Jan 13 (Week 2)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td>Jan 16 (Week 3)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td>Jan 19 (Week 3)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td>Jan 23 (Week 4)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td>Jan 27 (Week 4)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td>Feb 3 (Week 5)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td>Feb 10 (Week 6)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td>Feb 17 (Week 7)</td>
<td>Textbook to all Lectures</td>
<td>Chapter 2, 4 &amp; 6</td>
<td>Case Study Projects</td>
<td></td>
</tr>
<tr>
<td><strong>Week 12</strong></td>
<td><strong>Week 11</strong></td>
<td><strong>Week 10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mar. 30</strong></td>
<td><strong>Mar. 23</strong></td>
<td><strong>Mar. 16</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No Lecture, Optional Presentation</strong></td>
<td><strong>No Lecture</strong></td>
<td><strong>No Lecture</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Team</strong></td>
<td><strong>Research</strong></td>
<td><strong>Research</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Visual aids</strong></td>
<td><strong>Research</strong></td>
<td><strong>Research</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chapter 13</strong></td>
<td><strong>Chapter 9</strong></td>
<td><strong>Chapter 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prepare research as a team</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td><strong>Week 8</strong></td>
<td><strong>Week 7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mar. 9</strong></td>
<td><strong>Mar. 2</strong></td>
<td><strong>Feb. 24</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document design</strong></td>
<td><strong>Writing reviews</strong></td>
<td><strong>Critical comparison</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td><strong>Week 5</strong></td>
<td><strong>Week 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Feb. 17</strong></td>
<td><strong>Feb. 10</strong></td>
<td><strong>Feb. 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Case study—no workshops</strong></td>
<td><strong>Critical comparison</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>