CAPILANO UNIVERSITY

COURSE OUTLINE	
TERM: Fall 2020	**COURSE NO:** CMN 305
INSTRUCTOR:	**COURSE TITLE:** Communication for International Learners
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca	**SECTION NO(S):** **CREDITS:** 03
OFFICE HOURS:	
COURSE WEBSITE: CMNS 305 on eLearn; enrolment is automatic	

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT
Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES/CO-REQUISITES
None

CALENDAR DESCRIPTION
In today's increasingly digitally-connected and knowledge-based economy, communication skills are crucial for professional success across a wide array of sectors. Grounded in concepts in intercultural learning, the course inspires students to cultivate proficiency and confidence in workplace and interpersonal communication, including written correspondence, reports, proposals, presentations and digital projects.

REQUIRED TEXTS AND/OR RESOURCES
Meyer, C. (2017). ***Communicating for Results: A Canadian Student's Guide***. Fourth Edition. Toronto: Oxford University Press. ISBN 978-0-19-902304-2; additional course materials, samples and handouts will be provided in class or via the course's dedicated eLearn website.

COURSE OUTCOMES:

General Outcomes:
Grounded in concepts in intercultural communication, this course challenges students to develop verbal and non-verbal communication skills appropriate to leadership roles in international business from a Canadian base. The purpose of CMNS 305 is to equip students with the appropriate communication tools for face-to-face and written business interaction in a North American setting in both small and large group situations. Writing skills include organizing information and expressing ideas clearly and correctly. Speaking skills involve giving effective and persuasive workplace presentations.

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:

- Write correct, effective business correspondence including, memorandums, career and marketing documents and media releases;
- Learn and practice basic presentation skills;
- Apply basic conflict-resolution skills in problem-solving correspondence;
- Co-ordinate an effective information-seeking interview with an industry contact and write a report to class;
- Demonstrate command of English basics;
- Demonstrate the ability to edit text for clarity, activation, concision, and organization;
- Conceive, create, and present an effective proposal on a business topic.

COURSE CONTENT

DATE	TOPICS, ACTIVITIES, READINGS and SOURCES
Week 1	Course Overview Writing diagnostic Editing practice
Week 2	Concise writing Business letter writing basics
Week 3	Resume and cover letter workshop (guest speaker)
Week 4	Direct information documents – cover letters **Cover letter due**
Week 5	Editing review Email writing Intercultural communication: issues and examples *(continued)*

DATE	TOPICS, ACTIVITIES, READINGS and SOURCES
Week 6	Delivering unfavourable news, avoiding negative language **In-class bad news email**
Week 7	**Editing Quiz 1** Intro to report writing: format
Week 8	Punctuation practice Report writing continued: introductions **Report planning proposal**
Week 9	Report writing: conclusions and recommendations Introduction to proposals
Week 10	Writing to persuade **Report due**
Week 11	Proposal writing **Resume due**
Week 12	Persuasive writing and speaking skills **Proposal due** **Editing Quiz 2**
Week 13	Oral presentations of proposals **Oral presentation** Course review and wrap-up
Weeks 14 & 15	Final Exam Period Final Exam

EVALUATION PROFILE

ASSESMENT	% OF TOTAL GRADE
Tech Writing Diagnostic I	3%
Editing Practice	2%
Information (Business) Letter	5%
Tech Writing Diagnostic II	5%
Career ePortfolio	15%
Cover Letter	5%
Contact Interview Report	20%
Oral Presentation	5%
Proposal	20%
Final Exam	15%
Instructor Evaluation	5%
TOTAL	**100%**

GRADING PROFILE:

A+	90-100	B+	77-79	C+	67-69	D	50-59
A	85 - 89	B	73-76	C	63-66	F	0-49
A-	80-84	B-	70-72	C-	60-62		

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance
Students are expected to attend all classes and associated activities.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class for note-taking only.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-life/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct
All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.