



COMMUNICATING ACROSS CONTEXTS

Dept of English & Communication

Course Code: COMM2000	Co-Requisites: Please see Course Related Information	Pre-Requisites: COMM1000
Applicable Program(s): Multiple Programs Please See Below for Details	Core/Elective: Core	
Prepared by: Approved by:	Department of English & Communications, Faculty Alexandra MacLennan, Associate Dean, Dept. of English & Communication	
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Approved for Academic Year:	2023-2024	
Contact Hours:	42.00	
Credit Hours:	3.00	

Course Description

Communicating Across Contexts offers us the workspace to develop communication skills for today's world. Together and individually, we will unpack writing by breaking it down into small steps and developing a solid writing routine. Whether we write emails, social media posts, portfolios, community letters, or reports, we all need writing. We'll start from the basics of purpose, audience, and context, and investigate what it takes to inform, persuade, or entertain in academic, professional, and public contexts. In the spirit of equity and anti-racism, we'll engage with texts that cover a range of current topics reflective of our diverse community. They will offer us models for experimenting with communication strategies in our own writing. To support our writing, we will learn about the research process, including what makes for appropriate sources and where to find them. Along the way, you'll reflect on how you learn and leverage your unique background to navigate and solve communication problems, so you can transfer these skills to future contexts.

Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

- EES 1 **COMMUNICATION:** Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (T, P, E,)
- EES 2 **COMMUNICATION:** Respond to written, spoken or visual messages in a manner that ensures effective communication. (T, P, E,)
- EES 4 **CRITICAL THINKING & PROBLEM SOLVING:** Apply a systematic approach to solve problems. (T, P, E,)

EES 5	CRITICAL THINKING & PROBLEM SOLVING: Use a variety of thinking skills to anticipate and solve problems. (T, P, E,)
EES 6	INFORMATION MANAGEMENT: Analyze, evaluate and apply relevant information from a variety of sources. (T, P, E,)
EES 7	INFORMATION MANAGEMENT: Locate, select, organize and document information using appropriate technology and information systems. (T, P, E,)
EES 8	INTERPERSONAL: Show respect for diverse opinions, values, belief systems and contributions of others. (T, P,)
EES 9	INTERPERSONAL: Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. (P,)
EES 10	PERSONAL: Manage the use of time and other resources to complete projects. (T, P, E,)
EES 11	PERSONAL: Take responsibility for one's own actions, decisions and consequences. (T, P, E,)

Note: "T" means elements of the skill are taught; "P" means elements of the skill are practiced; "E" means elements of the skill are evaluated; "C" means the skill culminates.

Course Learning Outcomes

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

CLO 1 Analyze a variety of texts that respond to various contexts.

Objectives:

- Identify the main idea, intended audience, purpose, level of bias, and hidden assumptions in a text.
- Identify communication strategies used in academic, professional, and public contexts.
- Describe the relationship among textual elements, including main idea, audience, purpose, style, and medium.
- Summarize, paraphrase, and quote from a variety of texts.
- Assess the impact of communication strategies and structure in a text.

CLO 2 Compose written texts that respond to various contexts.

Objectives:

- Use pre-writing strategies to develop written texts.
- Revise drafts using self-reflection and feedback.
- Apply communication strategies and structure appropriate for purpose, audience, context, and medium.
- Use inclusive, anti-racist, and anti-oppressive language.
- Edit and proofread to create clear and coherent messages.

CLO 3 Apply research and digital literacy skills.

Objectives:

- Locate appropriate and diverse sources of information.
- Assess the relevance and significance of sources based on their reliability, level of bias, the writer's social location, and expertise, including lived experiences.
- Integrate appropriate evidence from diverse sources to support claims, including documentation.

CLO 4 Apply metacognitive skills for strategic learning in communication.

Objectives:

- Develop skills and strategies for information processing, writing, and learning.
- Activate one's prior knowledge to transfer skills and strategies to new academic, professional, and public contexts.
- Engage in reflection, planning, and self-assessment strategies for growth in communication

Delivery Methods/Learning Activities

The course is delivered through a mix of lectures, discussions, communication workshops, online asynchronous learning, and collaborative learning.

Learning Resources

Learning materials will be provided in class and made available on the course management system.

Course Related Information

Assignment Policy

1. Assignments must be prepared in the format specified in the assignment instructions (e.g., MS Word document) and will be submitted on D2L Brightspace.
 2. Assignments will be submitted at least 2 days after the scheduled class in which the assignment topic is covered. For example, if class is on Tuesday, assignments will be due on Thursday (or later).
 3. Students are advised to contact the professor as soon as possible and request an extension if they anticipate that they may miss a deadline due to unforeseen circumstances.
 4. Unless an extension is granted, late assignments will be penalized 10% per day to a maximum of five (5) days, after which they will not be accepted and a zero (0) grade will be assigned.
 5. All assignments are to be completed in compliance with the Academic Integrity Policy. If a faculty member finds that a student has acted in a manner or produced an assignment that breaches the standards of academic integrity established by George Brown College, the faculty will pursue either an informal or formal resolution, which will be entered into the Academic Integrity Breach Reporting portal and may be subject to grade penalties.
 6. Students are advised to keep all marked assignments, feedback on workshops, and the course outline. In cases of disagreement over marks or work completion, assignments must be produced by the student.
- A full list of the college's academic policies can be accessed at <https://www.georgebrown.ca/about/policies>.

George Brown Related Information

ACKNOWLEDGEMENT OF THE TRADITIONAL LAND

We would like to acknowledge that George Brown College is located on the traditional territory of the Mississaugas

of the Credit First Nation and the land of other Indigenous Peoples who have lived here over time.

PROGRAM LEARNING OUTCOMES

College programs are designed to deliver program learning outcomes that relate to the unique content of a particular area of study. To review the specific program learning outcomes for your program, please go to your program page on the George Brown College website at <https://www.georgebrown.ca/>

IMPORTANT PROGRAM INFORMATION

Students are advised to consult program coordinators regarding specific requirements for successfully completing their program, including adding/dropping courses and other issues that might disrupt their course of study.

RETENTION OF COURSE OUTLINES

Students are expected to retain their course outlines to support learning in the course and for future use in applications for transfer of credit to other educational institutions.

COLLEGE POLICIES

It is essential that students review all college policies, including Academic Policies available at <https://www.georgebrown.ca/policies>.

DIGITAL LEARNING REQUIREMENTS

Students are required to have access to a computer and to the internet. There may also be additional technology-related requirements to participate in a course that are not included in the course materials fee, such as headphones, webcams, specialized software, etc. Details on these requirements can be found in the course outline for each course.

The Library Learning Commons (LLC) has a limited number of devices including laptops and portable WIFI devices to support students; however, the LLC cannot guarantee access to a device for all students.

ACCESSIBLE LEARNING SERVICES FOR STUDENTS

Accessible Learning Services facilitates academic support and services for George Brown College students with physical, sensory, learning, medical or mental health disabilities. Delivered in collaboration with academic departments and other service areas, these services are available to students in all programs at all campuses.

George Brown College is committed to upholding a student's right to individualized and timely accommodation that promotes dignity, independence, autonomy, equity, and inclusion for the student. In addition to our current supports, we are working to eliminate barriers by increasing access to alternate formats, planning accessible buildings and classrooms, enhancing employee training, and adopting inclusive practices in placement and on campus.

Only those involved in a student's accommodation plan shall be alerted to their registration with Accessible Learning Services, and a student's registration with Accessible Learning Services will not be identified on the student's official college transcript and/or graduation documentation. For more information, please visit the Accessible Learning Services website at <http://www.georgebrown.ca/accessible-learning-services/> or call 416-415-

5000 ext. 2622 or email letstalk@georgebrown.ca

EQUITY STATEMENT

George Brown College values the diversity of our students, employees, and community partners, and is committed to providing a learning environment where all people are safe and respected. Comments, behaviours, or interactions that are inconsistent with our values may be a violation of the following college policies: Sexual Assault and Sexual Violence, Human Rights Discrimination and Harassment, and the Prevention of Workplace Violence and Harassment. These types of actions or comments are not acceptable and will not be tolerated. The commitment and cooperation of all students and employees is required to maintain a welcoming environment in which to learn and work.

Support and information are available through a Human Rights Advisor at diversity@georgebrown.ca or the Sexual Violence Response Advisor at svra@georgebrown.ca

For information on the relevant policies visit <https://www.georgebrown.ca/diversity/>

TEXT-MATCHING DETECTION SOFTWARE

Text-matching detection software assists faculty and students in preventing and detecting plagiarism. Faculty may use such software to check the originality of the academic work students submit in a course by comparing submitted assignments to those contained in publicly accessible internet sites, and academic journals, as well as databases of submitted papers and other sources. Faculty may not submit any student work that contains personally identifiable information through a text matching/anti-plagiarism tool or require students to do so.

Automated text matching software will be made available to all academic staff and students to promote academic integrity and appropriate documentation of sources. Professors may choose to use the college-approved automated text matching detection software in their courses. Students are permitted to submit draft assignments prior to the due date, and to receive the screening report that is also available to professors.

Student Evaluation System

Below is a list of evaluation methods included in this course along with the course learning outcomes (CLO) and essential employability skills (EES) assessed by each. In some cases, program learning outcomes (PLO) assessed may also be indicated.

Exercise(s) (20%)

Complete 2 metacognitive exercises to practice reflection, planning, and transfer skills.

Validates Outcomes: CLO 4, EES 4, EES 5, EES 10, EES 11

Critical Thinking Assignment (15%)

Critical Response in an Email. In a professional email, write a summary and a critical response that evaluates the impact of an author's message and use of communication strategies.

Validates Outcomes: CLO 1, CLO 2, EES 1, EES 2

Essay (20%)

Critical Response Essay. In a thesis-driven academic essay, argue why a source should be consumed by others.

Validates Outcomes: CLO 1, CLO 2, EES 1, EES 2, EES 4, EES 5, EES 6

Written Project (25%)

In a persuasive piece of writing addressed to an appropriate audience, inform and make a point about an issue impacting members in your community (20% Transfer Assignment, 5% Proposal).

Validates Outcomes: CLO 1, CLO 2, CLO 3, EES 1, EES 2, EES 4, EES 5, EES 6, EES 7

Final Assessment (20%)

In a final persuasive piece of writing addressed to an appropriate audience, inform and make a point about an issue impacting members in your community.

Validates Outcomes: CLO 1, CLO 2, CLO 3, EES 1, EES 2, EES 4, EES 5, EES 6, EES 7

Prior Learning Assessment and Recognition

Prior learning assessment and recognition (PLAR) is a process that gives students the opportunity to obtain academic credit for one or more courses in a certificate, diploma or degree based on demonstrated prior learning acquired through life experiences before enrollment in a program. More information regarding PLAR can be found on the GBC website at: <http://www.georgebrown.ca/plar/>

- This course is PLAR eligible, please see Program Coordinator/Chair for more information.

Grading System

The passing grade for this course is 50% / "D"

Final Grade	Percentage	Weight
A+	90-100	4.0
A	86-89	4.0
A-	80-85	3.7
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	1.3
D	50-56	1.0

Refer to the Evaluation System on this outline for information on how marks are distributed. More detailed information on assessments may also be found in your Course Section document.

As per Office of the Registrar Policies:

"A" Range = GPA 4.0-Consistently exceeds (course) requirements; shows evidence of being well-organized; shows original and creative thinking and a superior grasp of subject matter.

"B" Range = GPA 3.0-Shows consistent performance and evidence of being well-organized, shows elements of original and creative thinking; has a strong grasp of subject matter

"C" Range = GPA 2.0-Applies the subject matter appropriately; comprehends the subject matter."

"D" Range = GPA 1.0-The student inconsistently applies and communicates knowledge of the subject matter

"F" Range = GPA 0.0-The student fails to apply and communicate an understanding of the subject matter.

Additional information regarding grading for this course may also be found in the "Course Related Information" section of this course outline.

Programs

This Course is applicable to the following Programs.

A107 - Transitions to Post-Secondary Education

A108 - Pre-Health Sciences Pathway to Advanced Diplomas and Degrees

A109 - Pre-Health Sciences Pathway to Certificates and Diplomas

A113 - Human Services Foundations

A146 - Pre-Business

A757 - Transitions to Post-Secondary Education

B103 - Business - Accounting

B107 - Business Administration - Accounting

B108 - Business Administration - Marketing

B120 - Business - Marketing

B122 - Business Administration - Supply Chain and Operations Management

B125 - Business

B126 - Business Administration - Project Management

B130 - Business Administration - Finance

B131 - Business Administration - International Business

B133 - Business - Finance

B134 - Business - Human Resources

B144 - Business Administration - Human Resources

B145 - Business Administration

B150 - Business Administration - Finance

B154 - Business Administration - Human Resources

B155 - Business Administration

B156 - Business Administration - Project Management
B157 - Business Administration - Accounting
B158 - Business Administration - Marketing
B161 - Business Administration - International Business
B162 - Business Administration - Supply Chain and Operations Management
C100 - Early Childhood Education
C101 - Community Worker
C114 - American Sign Language and Deaf Studies
C119 - Social Service Worker
C133 - Child and Youth Care
C137 - Assaulted Women's and Children's - Counsellor/Advocate
C139 - Health Information Management
C146 - Behavioural Science Technician
C152 - Recreation Management in Gerontology
C158 - Deafblind & Intervenor Studies
C160 - Early Childhood Education
F102 - Fashion Management
F105 - Gemmology
F110 - Jewellery Methods
F111 - Jewellery Essentials
F112 - Fashion Business Industry
F113 - Fashion Techniques and Design
F114 - Jewellery Arts
G102 - Graphic Design
G113 - Interaction Design
G119 - Game - Art
H100 - Culinary Management
H101 - Hospitality Services
H113 - Baking and Pastry Arts Management
H116 - Culinary Management
H119 - Culinary Management - Nutrition
H128 - Baking and Pastry Foundations
H130 - Tourism and Hospitality Management
H132 - Food and Beverage Management - Restaurant Management
H133 - Hospitality - Hotel Operations Management
H134 - Culinary Skills
H141 - Event Planning
P101 - Dance Performance Preparation
P104 - Theatre Arts - Performance
P105 - Dance Performance
P106 - Commercial Dance
P107 - Acting for Media

P108 - Theatre Arts - Preparation
P111 - Media Foundation
P112 - Video Design and Production
R101 - General Arts and Science
R104 - General Arts and Science - One-Year
S100 - Dental Technology
S101 - Denturism
S102 - Orthotic/Prosthetic Technician
S113 - Dental Assisting (Levels I and II)
S115 - Dental Office Administration
S117 - Hearing Instrument Specialist
S121 - Practical Nursing
S134 - Dental Hygiene
S135 - Office Administration - Health Services
T105 - Construction Engineering Technology
T109 - Architectural Technology
T121 - Mechanical Engineering Technology - Design
T132 - Architectural Technician
T141 - Computer Systems Technician
T146 - Electro-Mechanical Engineering Technician
T147 - Computer Systems Technology
T148 - Building Renovation Technology
T160 - Heating, Refrigeration, and Air Conditioning Technician
T161 - Construction Engineering Technician
T162 - Heating, Refrigeration, and Air Conditioning Technology
T163 - Game - Programming
T164 - Civil Engineering Technology
T165 - Plumbing Techniques
T166 - Welding Techniques
T167 - Electrical Techniques
T171 - Electromechanical Engineering Technology - Building Automation
T173 - Mechanical Technician - CNC and Precision Machining
T176 - Construction Techniques
T177 - Computer Programming and Analysis
T178 - Interior Design
T180 - Carpentry and Renovation Technician
T182 - Electromechanical Engineering Technology - Power and Control
T187 - Computer Systems Technology
T191 - Computer Systems Technician
T193 - Game - Programming
T197 - Computer Programming and Analysis

Legend

Terms

- ILO: Indigenous Learning Outcome
- Apprenticeship LO: Apprenticeship Learning Outcome
- CLO: Course Learning Outcome
- DPLO: Degree Program Learning Outcome
- EES: Essential Employability Skill
- EOP: Element of Performance
- GELO: General Education Learning Outcome
- LO: Learning Outcome
- APO: Additional Program Outcome
- PLA: Prior Learning Assessment
- PLAR: Prior Learning Assessment and Recognition
- PLO: Program Learning Outcome