Communication
PC 612 Autumn ‘10

Instructor:
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Office hours: Open / By appointment

Structure: 2-0-0-2

Overview: This course is designed to provide students with (a) the skills to communicate ideas effectively – verbally and in writing, as well as through formal presentation, (b) skills for job interviews (c) self-motivation, self-determination and measurable goal-setting, (d) professional behavior standards, (e) self-assessment skills; and (f) principles of consultation as an appropriate tool for relating to others. Discussions on ethical issues in professional settings and in the workplace will be explored.

Objectives:

At the completion of the course, students will be able to demonstrate mastery of the following outcomes through class participation, assignments, and presentations:

- Elements of formal communication, both oral and written
- Public speaking skills – organization of information and eloquent presentation
- Empathetic communication – Explore attitudes, values and the principles of social living
- Prepare for the job market – writing a CV, interview skills, non verbal communication
- Learn consultation skills for satisfactory communication
- Principles of self-discipline and Ethical decision making
- Focus on personality development: maintaining a professional behavior and attitude
Evaluation:

Participation: (40 %)  - Students will be expected to come to class having completed the assigned readings/written assignments and prepared to contribute to discussions. Missing class and not contributing to discussions will result in loss of points.

Presentations: (25 %) - 10 for presentation and 15 for report submission

Final exam: (25 %)

Attendance/Journal: (10%)

Required readings:
2. Other: To be assigned and made available online lecture folder.

General Requirements:

1. **Regular Attendance** is required for all scheduled class meetings in that the student is responsible for information covered in assigned readings, lecture notes in the lecture folder, discussions, and activities. Attendance is stressed because students will have opportunities to (a) improve their knowledge base through discussions, (b) practice skills needed to engage in professional dialogue/exchange with colleagues, (c) practice skills required to present information to others, (d) acquire information from lectures and presentations, (e) participate in activities, and (f) submit required assignments.

2. Like the instructor, students are expected to come to class meetings thoroughly prepared. “Thoroughly prepared” is defined as having read the selections to verbally and in writing (a) discuss concepts and ideas with insight, (b) relate this information to content presented in previous classes or readings. It also implies that students have reviewed information from previous readings and class meetings. It will be the students’ responsibility to pose questions when information from readings or class meetings is unclear.

3. All assignments must be submitted on or before the assigned due date.

4. All assignments must be prepared in a professional manner, clearly typed.

5. Do your own work. Ask your instructor when you need help. Avoid copying others’ work; it may be inaccurate.

PC: 612 Grades: Pass / Not Pass