

FLEMING

Course Outline

Course Title:	Communications I		
Course Number:	COMM201	Approval Date:	2025/11/4
Course Hours:	45 hours	Academic Year:	2025
Academic School:	School of General Arts & Sciences		
Program Co-ordinator or Equivalent:	Thomas Jenkins - thomas.jenkins@flemingcollege.ca		
Dean (or Chair):	Emily Root - Emily.Root@flemingcollege.ca		
Academic Planning and Operations Department:	Jonathan Taylor - jonathan.taylor@flemingcollege.ca		

Course Description

Communications I is an introductory course that provides a foundation in college-level communications by teaching students to read critically, write appropriately for a variety of audiences, conduct and cite research, and revise for clarity and correctness. In seminars and labs, students will engage in both independent and collaborative activities, including the development of a digital portfolio designed to help them become more effective communicators in academic and professional environments.

Prerequisites: None.

Corequisites: None.

Experiential Learning: Performance-Based Learning

Course Delivery Type

Face to face.

All course hours are delivered in person at the delivery location specified on the academic timetable.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Develop strategies for reading and writing assignments that emphasize the rhetorical nature of communications.

2. Analyze the needs of authentic audiences to create effective communication.
3. Engage in peer review to participate in communications as a social act.
4. Analyze communications and practice communicating within a variety of writing forms and formats.
5. Develop strategies for engaging in writing as iterative and complex processes.
6. Use technology to support effective communication.
7. Apply basic principles of credibility using research and documentation.

Learning Resources

No textbook is required.

All course material will be available through D2L. Internet access and a reliable device are required to successfully complete this course.

Weekly, students will complete two (2) hours of in-person instruction (Seminar and Lab) and one (1) hour of online lab (Module Reading). Completion of module material and attendance in class is mandatory.

Additional online resources available through Learning Online modules: <https://fleming.libguides.com/learningonline>

Costs for learning resources can be found on the Campus Store website, using the links below, or by visiting the Campus Store location at your campus.

- Sutherland: <https://www.bkstr.com/sfleming-sutherlandstore/home>
- Frost: <https://www.bkstr.com/sfleming-froststore/home>

Assessment Summary

Assessment Task	Percentage
Quizzes	10%
Assignments	90%

Student Success: Policies and Procedures

Mutually, faculty and learners will support and adhere to college Academic Regulations, and Student Rights and Responsibilities. The following policies and guidelines have been developed to support the learning process.

Please click on the link for information about:

- [Academic Integrity \(2-201A\)](https://department.flemingcollege.ca/hr/attachment/7750/download)
(<https://department.flemingcollege.ca/hr/attachment/7750/download>)
- [Accessibility for Persons with Disabilities \(3-341\)](https://department.flemingcollege.ca/hr/attachment/5619/download)
(<https://department.flemingcollege.ca/hr/attachment/5619/download>)

- [Grading and Academic Standing \(2-201C\)](https://department.flemingcollege.ca/hr/attachment/7752/download)
(<https://department.flemingcollege.ca/hr/attachment/7752/download>)
- [Guidelines for Professional Practice: Students and Faculty](https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf)
(<https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf>)
- [Student Rights and Responsibilities \(5-506\)](https://department.flemingcollege.ca/hr/attachment/269/download)
(<https://department.flemingcollege.ca/hr/attachment/269/download>)

If you will need academic accommodations (for example if you have a learning disability, mental health condition such as anxiety or depression or if you had an IEP in high school), please contact the [Accessible Education Services \(AES\)](https://department.flemingcollege.ca/aes/) department (<https://department.flemingcollege.ca/aes/>) to meet with a counsellor.

Alternate accessible formats of learning resources and materials will be provided, on request.

Program Standards

The **Ministry of Colleges and Universities** oversees the development and the review of standards for programs of instruction. The **Ministry of Labour Training and Skills Development** oversees the development and the review of standards for programs of instruction for Apprenticeship training in the province of Ontario. Each college is required to ensure that its programs and program delivery are consistent with these standards, and must assist students to achieve these essential outcomes.

This course contributes to Program Standards as defined by the [Ministry of Colleges and Universities](#) (MCU). Program standards apply to all similar programs of instruction offered by colleges across the province. Each program standard for a postsecondary program includes the following elements:

- **Vocational standards** (the vocationally specific learning outcomes which apply to the program of instruction in question);
- **Essential employability skills** (the essential employability skills learning outcomes which apply to all programs of instruction); and
- **General education requirement** (the requirement for general education in postsecondary programs of instruction that contribute to the development of citizens who are conscious of the diversity, complexity and richness of the human experience; and, the society in which they live and work).

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program. For further information on the standards for your program, follow the MCU link (www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/).

Detail Plan

Term: 2025 Fall

Session
Code: DC

Program Co-ordinator or Equivalent: Thomas Jenkins - thomas.jenkins@flemingcollege.ca

Dean (or Chair): Emily Root - Emily.Root@flemingcollege.ca

Academic Planning and Operations Department: Jonathan Taylor - jonathan.taylor@flemingcollege.ca

Learning Plan

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
1	Welcome and Course Introduction	1, 4, 6	
2	COMM201 Bootcamp 1	1-7	In-lab Bootcamp Task #1 (3%) completed in lab; Online Knowledge Checks (2 @ 1%)
3	COMM201 Bootcamp 2	1-7	In-lab Bootcamp Task #2 (3%) completed in lab; Online Knowledge Checks (2 @ 1%)
4	COMM201 Bootcamp 3	1-7	In-lab Bootcamp Task #3 (3%) completed in lab; Online Knowledge Checks (2 @ 1%)
5	Research, Documentation, and Credibility: Part 1 Introduction to Sustainability Research Summary (SRS)	1, 2, 4, 5, 6	Skills Bank #1 (5%) written in lab, revised & submitted to dropbox
6	Research, Documentation, and Credibility: Part 2	1-7	APA Knowledge Assessment (10%): in-lab
7	Research, Documentation, and Credibility: Part 3	1-7	CP Peer Review Draft (2.5%): in-lab CP Revised Draft (2.5%): dropbox
9	Research, Documentation, and Credibility: Part 4	1-7	Skills Bank #2 (5%): written in lab, revised, and submitted to dropbox
10	Research, Documentation, and Credibility: Part 5 Introduction to Sustainability Proposal (SP)	1, 2, 4, 5, 6, 7	CP Final (20%)
11	Professionalism, Critical Thinking, and Persuasion: Part 1	1, 2, 4, 5, 6, 7	Skills Bank #3 (5%): written in lab, revised, and submitted to dropbox
12	Professionalism, Critical Thinking, and Persuasion: Part 2	1-7	PP Peer Review Draft (2.5%): in-lab PP Revised Draft (2.5%): dropbox
13	Professionalism, Critical Thinking, and Persuasion: Part 3	1-7	Skills Bank #4 (5%): written in lab, revised, and submitted to dropbox

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
14	Professionalism, Critical Thinking, and Persuasion: Part 4	1, 2, 4, 5, 6, 7	PP Final (25%)
15	Professionalism, Critical Thinking, and Persuasion: Part 5	1-7	

Assessment Requirements

Assessment Task	Date/Weeks	Course Learning Outcome	Percentage
Skills Banks	Weeks 4, 9, 11, 13 4 assignments worth 5% each	1-7	20%
Personal Writing Assignment	Weeks 2, 3 4 Bootcamp Activities (Lab and Online Knowledge Checks)	1, 2, 4, 5, 6, 7	15%
APA Knowledge Assessment to be completed in lab or as per faculty instruction	Week 6: APA Knowledge Assessment - in lab (10%)	1, 2, 4, 5, 6, 7	10%
Company Profile	Week 7: Peer Review Draft (2.5%) in lab; Revised Draft (2.5%) Week 10: Final (20%)	1, 2, 4, 5, 6, 7	25%
Persuasive Proposal	Week 12: Peer Review Draft (2.5%) in lab; Revised Draft (2.5%) Week 14: Final (25%)	1, 2, 4, 5, 6, 7	30%

No textbook is required.

All course material will be available through D2L. Internet access and a reliable device are required to successfully complete this course.

Weekly, students will complete two (2) hours of in-person instruction (Seminar and Lab) and one (1) hour of online reading (Modules). Completion of module material and attendance in class is mandatory.

Additional online resources available through Learning Online modules: <https://fleming.libguides.com/learningonline>

Turnitin Statement

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com in support of academic integrity. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

If students choose to opt out of using the software, they must inform their faculty member at the time of the assignment, of their refusal and meet with the faculty to discuss their options. For further information on the use of Turnitin, please refer to the [Operating Procedure 2-201F](#)
(<https://department.flemingcollege.ca/hr/attachment/10233/download>)

Exemption Contact

Information about the Transfer Credit process can be accessed through your myCampus Portal under the Registrar's Office and Resources Tabs or by contacting the Transfer Credit Coordinator, (transfercredit@flemingcollege.ca) in the Registrar's Office.

Prior Learning and Assessment and Recognition (PLAR)

PLAR uses tools to help learners reflect on, identify, articulate, and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit mechanisms. PLAR options include authentic assessment activities designed by faculty that may include challenge exams, portfolio presentations, interviews, and written assignments. Learners may also be encouraged and supported to design an individual documentation package that would meet the learning requirements of the course. Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a college credit, may initiate the process by applying through the Registrar's office. For more information please click on the following link: <http://flemingcollege.ca/admissions/prior-learning-assessment-and-recognition>

Course Specific Policies and Procedures

It is the responsibility of the student to retain this course outline for future reference. Course outlines may be required to support applications for advanced standing and credit transfer to other educational institutions, portfolio development, PLAR and accreditation with professional associations.

Synchronous sessions may be recorded. As a result, your image, voice, name, personal views and opinions, and course work may be collected under legal authority of section 2 of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information will be used for the purpose of supporting student learning. Any questions about this collection can be directed to the Privacy and Policy Officer at freedomofinformation@flemingcollege.ca or by mail to 599 Brealey Drive, Peterborough, ON K9J 7B1.

1. Students are encouraged to retain course outlines for future reference. Course outlines may be required to support applications for advanced standing and credit transfer to other educational institutions, portfolio development, PLAR and accreditation with professional associations.
2. Mutually, faculty and learners will support and adhere to college Academic Regulations (policy #2-201) and Student Rights and Responsibilities (policy #5-506).

3. In addition, the following guidelines have been developed by the Communications Department to support the learning process.

a) **Modification to the Learning Sequence**

Rescheduling of course topics and evaluations may be necessary to accommodate scheduling challenges or other unforeseen circumstances. Significant changes will be discussed and mutually agreed to via the course page.

b) **Due Dates, Late Penalties and Missed Assessments**

Students must submit all written assignments on the assigned dates unless they have made specific arrangements with the instructor at least 24 hours **before** the due date. In emergencies, students must contact their instructor as soon as possible to discuss alternate arrangements. They are made for valid reasons only; documentation may be required.

A 10% penalty per calendar day is given **only** to the **final** versions of PWA, the SRS and the SP assignments if not submitted by the original or extended due date. If one of these final versions of the three major assignments is submitted more than three calendar days late will receive a mark of zero ("0"). No assignment is accepted after the last day of class without prior arrangement with the instructor.

Students are encouraged to keep copies of all submitted assignments, and to retain graded material until the end of the semester.

c) **Evaluation Criteria**

Assignments will be graded according to the assessment tools provided on the course D2L page.

d) **Grades**

Grades for assignments will be entered into the gradebook within two weeks of submission. Students have two weeks after receiving their final course grade to appeal the final mark.

e) **Final grades**

Final grades are assigned based on a student's level of academic achievement corresponding to the assessment components cited in the course outline. Faculty cannot offer additional evaluation activities beyond those cited in this course outline.

f) **Records**

Students are encouraged to keep copies of all submitted assignments, and to retain graded material until the end of the semester.

g) **Academic Integrity**

Fleming College views very seriously any form of academic dishonesty, such as plagiarism; submission of work for which credit has already been received; cheating, impersonation; falsification or fabrication of data; the acquisition

of confidential materials, e.g. examination papers; misrepresentation of facts, altering transcripts or other official documents.

h) Plagiarism

In essence, plagiarism is the submission for credit of work taken without adequate documentation from an existing source. One form of plagiarism involves direct incorporation, without proper credit, of phrases, passages of text, images, or data of any kind from an existing source. A second form involves using data or information without proper credit (even though the incorporated information is paraphrased or otherwise not in direct form). The following are all types of plagiarism:

1. Copying text word-for-word from the Internet without giving proper credit.
2. Incorporating text from the Internet, but inadequately paraphrasing and summarizing (for example, just changing a few words). Note that this is plagiarism *whether or not it is properly cited*. A paraphrase, in particular, must be unrecognizably related to the original source text.
3. Submitting an assignment and claiming it as your own when it was actually written by someone else or copied from someone else.

A plagiarized assignment will receive a grade of zero.

See the Fleming College library website for information on documentation:

<http://flemingcollege.ca/libguides.com/apastyle>

For college rules regarding plagiarism, see Section 6 of Fleming's Academic Regulations.