FLEMING

Course Outline

Course Title:	Communications I for Community Development Professionals

Course Number:	COMM256	**Approval Date:**	2025/7/29
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

Course Description

Communications I for Community Development Professionals is an introductory course that provides a foundation in college-level communications. In this course, students learn to read critically, write appropriately for a variety of audiences, conduct research, cite references, revise for clarity and correctness, and present those results in various formats. In seminars, labs, and modules students will engage in both independent and collaborative activities, including the development and presentation of a research assignment to help them become more effective communicators in academic and professional contexts in Community Development.

Prerequisites: None.

Corequisites: None.

Experiential Learning: Performance-Based Learning

Course Delivery Type

Hybrid Asynchronously.

Some course hours are delivered online asynchronously without specified meeting times and some hours will be delivered in person. In-person delivery locations and times are specified on the academic timetable. Asynchronous course hours may be completed at any time.

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

Learning Resources: No textbook is required. All course material will be available through D2L. Reliable internet access and a compatible device are required if accessing the course from off-campus.

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	20%
Assignments	80%

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)
- Accessibility for Persons with Disabilities (3-341)
  (https://department.flemingcollege.ca/hr/attachment/5619/download)
- Grading and Academic Standing (2-201C)
  (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)

- [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

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

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

Learning Plan

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
1	Course introduction and diagnostic	1-7	Writing Diagnostic
2	Paragraph writing for effective communication	1-7	Knowledge Check [online] 2% ICA [in class] 1% Bootcamp Task 1 [in lab] 4%
3	APA basics for writing and college success	1-7	Knowledge Check [online] 2% ICA [in class] 1% Bootcamp Task 2 [in lab] 4%
4	Effective note taking, paraphrasing, summarizing for research, career, and writing success.	1-7	Knowledge Check [online] 2% ICA [in class] 1% Bootcamp Task 3 [in lab] 4%
5	Introduction to Research Assignment Paragraphs [RAPs] Responsible use of artificial intelligence	1-7	Knowledge Check [online] 2% ICA [in class] 1%
6	Research, documentation, credibility; communication for a specific audience and purpose	1-7	Knowledge Check [online] 2% ICA [in class] 1% APA Assessment 10%
7	Research, documentation, credibility; communication for a specific audience and purpose	1-7	Knowledge Check [online] 2% ICA [in class]1% Research Assignment Paragraph due in lab for peer review [in lab] 2% Research Assignment Paragraph Draft 2 to Dropbox Sunday by Midnight 2%
8	Reading Week		
9	Research Assignment Paragraph workshop	1-7	Knowledge Check [online] 2%
10	Introduction to successful presentations with a focus on audience and purpose	1-7	ICA [in class] 1% Bootcamp Task 4 [in lab] 4% Research Assignment Paragraph final to dropbox Sunday by midnight 14%
11	Professionalism, critical thinking, and persuasiveness	1-7	Knowledge Check [online] 2% ICA [in class] 1% Bootcamp Task 5 [in lab] 4%

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
12	Professionalism, critical thinking, and persuasiveness (applied)	1-7	Knowledge Check [online] 2% ICA [in class] 1% Persuasive Interview Presentation draft 1 due in lab for peer review 2% Persuasive Interview Presentation draft 2 due to dropbox by Sunday at 11:59 PM 2%
13	Presentation workshops	1-7	Knowledge Check [online] 2% Persuasive Interview Presentation Workshops [in class] 4%
14	Persuasive Interview Presentations	1-7	Persuasive Interview Presentations [in-class] 10% Final Reflection due to dropbox by 11:59 PM on Sunday 5%
15	Completion of Persuasive Interview Presentations	1-7	Completion of Persuasive Interview Presentations

Assessment Requirements

Assessment Task	Date/Weeks	Course Learning Outcome	Percentage
Bootcamp Tasks	Weeks 2,3,4,10,11	1-7	20%
In-class Activities (ICAs)	Weeks 2-7,10-12	1-7	9%
Knowledge Checks (in D2L)	Weeks 2-13	1-7	20%
APA Assessment	Week 6	1-7	10%
Research Assignment Paragraphs (RAPs)	Draft 1: due Week 7 at start of lab (2%) Draft 2: due to dropbox by 11:59pm on Sunday of Week 7 (2%) Week 10: Final draft due to dropbox by 11:59pm on Sunday of Week 10 (14%)	1-7	18%
Persuasive Interview Presentation (PIP)	Draft 1: Due Week 12 at start of lab (2%) Draft 2: Due to dropbox by 11:59 PM on Sunday of Week 12 (2%) Week 13: in-class workshop (4%) Week 14: final draft due to dropbox by 11:59 PM on Sunday of Week 14 (10%)	1-7	18%

Assessment Task	Date/Weeks	Course Learning Outcome	Percentage
Final Reflection	Due to dropbox by 11:59 PM on Sunday of Week 14.	1-7	5%

Learning Resources: No textbook is required. All course material will be available through D2L. Reliable internet access and a compatible device are required if accessing the course from off-campus.

Artificial Intelligence (AI) Statement

NO ASSESSMENTS. Generative AI tools (like ChatGPT) may only be used to assist exploratory learning and cannot directly contribute to any assessment as part of this course.

It is the responsibility of students to maintain a history of records and supporting documentation to demonstrate their efforts in all academic submissions, even if submission of these is not part of the final academic deliverable.

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) (https://department.flemingcollege.ca/hr/attachment/10233/download)

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.

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 in class.

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 prior to the due date in question. In the case of emergencies, students must contact their instructor as soon as possible to discuss alternate arrangements. Alternate arrangements will be made for valid reasons only; documentation may be required.

A penalty of 10% per calendar day will be applied only to the final submission of the Research Assignment Paragraphs, if not submitted by the original or extended due date. If more than three calendar days late, the final submission will receive a mark of zero ("0"). **Late submissions will NOT be accepted for the first and second drafts of the Research Assignment Paragraphs.** No assignment will be accepted after the last day of classes without prior arrangement with the instructor.

Evaluation Criteria: Written assignments will be graded according to the assessment tools provided on the course D2L page**.**

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.

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.

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

Turnitin: This course does use Turnitin software for assignments.

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.

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, written wholly or in part by AI, or copied from someone else.

Generative AI

Mastering the essential, foundational concepts of this course takes effort and practice. Accordingly, the use of generative artificial intelligence (AI) tools is generally discouraged in this course, but will be permitted **for select assignments**. Whether or not generative AI assistance is permitted for each assignment will be **explicitly communicated** when that assignment is introduced.

If used in any capacity for an assignment, generative AI requires proper attribution for any and all generated work. As AI-generated materials are not retrievable by graders—and there is not a person to whom the work can be attributed—students should attribute directly quoted text to the creator of the generative AI tool used (e.g., cite OpenAI when directly quoting ChatGPT). This attribution should be used for both in-text citations and your reference list.

Sample reference:

OpenAI. (2023). ChatGPT (Aug 10 GPT-3.5 version) [Large language model]. https://chat.openai.com

Having academic integrity means acting fairly and honestly while working on your assignments, projects, tests and exams. It requires that all work you submit for evaluation and course credit is completed by yourself. Academic dishonesty includes cheating on tests/exams, copy and/or pasting from the Internet, sharing of files, submitting assignments done by another student or AI and passing them off as your own, collaboration on work without instructor approval, or work that relies too heavily on another person's ideas and words. Lack of academic integrity may result in academic penalties, such as a grade of zero on an assessment or a grade of zero in the entire course, which will be detrimental to your academic success. If you use any sources other than your own original ideas, you must cite the source(s) using APA, 7th Edition. As a student, you have a responsibility to understand the Academic Integrity Policy and to avoid any activities that may lead to an academic offense, including plagiarism.