



## **COURSE OUTLINE TEMPLATE (Sample)**

This template acts as a guide when writing a course outline. It contains examples of how required (\*) and optional elements of a University of Calgary course outline may be structured. Please note the content in this document is based on a fictional course. As each University of Calgary faculty, program and course have different requirements, please feel free to amend the template to suit your needs. For more information about the required elements of a University of Calgary course outline, **please refer to your faculty guidelines, review the Course Outline Checklist on the Taylor Institute website, and the University of Calgary Calendar** <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>



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<b>COURSE TITLE: Communications and Language</b>			
<b>Course Number (*)</b>	CMCL 100		
<b>Pre/Co-Requisites (*)</b>	None		
<b>Faculty / Department</b>	Faculty of Arts		
<b>Instructor Name (*)</b>	Dr. Sue Jones	<b>Email (*)</b>	sjones@ucalgary.ca
<b>Instructor Email Policy</b>	Responds to @ucalgary emails within 24 hours on weekdays		
<b>Office Location</b>	Social Sciences Building Rm 2	<b>Office Hours</b>	MW: 10:00am – 12:00pm
<b>Telephone No.</b>	220-1111		
<b>TA Name</b>	Robert Simise	<b>Email</b>	rsimise@ucalgary.ca
<b>Class Dates (*)</b>	Fall Term 2018, Tuesday & Thursday		
<b>Class Times (*)</b>	10:00am – 11:50am		
<b>Class Location (*)</b>	Social Sciences Building Rm 3		

<b>COURSE INFORMATION/ DESCRIPTION OF THE COURSE</b>
<p>This course adopts a thematic approach to communication, exploring how people communicate effectively within academic contexts and across other professional, cultural and social settings. It is an introduction to the basic topics of linguistics: the nature of human language, speech sounds and sound patterns, word formation, sentence structure, and the study of meaning and use. Students will learn about the general structure that underlies all language as well as the variety of existing human languages. Students will engage in interactive class discussions, presentations and critical reading, group work, brainstorming sessions, and online discussions.</p>
<b>*LEARNING RESOURCES</b>
<p><b>*Required Readings, Textbooks, and Learning Materials (available at the UCalgary Bookstore)</b>          Beattie, G., &amp; Ellis, A. (2017). <i>The psychology of language and communication</i>. East Sussex, UK: Taylor and Francis.</p> <p>Thompson, N. (2003). <i>Communication and language: A handbook of theory and practice</i>. New York, NY: Palgrave MacMillan.</p> <p>A list of refereed journals is posted in D2L.</p> <p><b>Technology Requirements</b>          A shell in D2L is set up for this course where refereed journals will be posted to be used in group presentations, online discussions, and assignment submission purposes. A laptop, desktop, or mobile device is required for D2L access.</p>



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**\*COURSE LEARNING OUTCOMES**

At the end of this course, students will be able to:

1. Demonstrate ability to analyze and discuss central issues in the area of communication
2. Use a range of research skills to investigate intercultural pragmatics
3. Demonstrate appropriate social behaviours and knowledge of cross-cultural differences when working with peers in class contexts
4. Articulate the impact that globalization and conflict have on human communications
5. Explain reasons who communications breakdown occurs in diverse settings

**\*ASSESSMENT COMPONENTS**

Assessment Method	Description	Weight	Aligned Course Learning Outcome
Group Presentations	<p>Students will present and lead a discussion of a journal article from the refereed journal articles posted on D2L. Their presentation should include a summary of the main points discussed in the article and an evaluation of its relevance to the understanding of the topic of the week.</p> <p>Presenters should prepare a brief handout (1-2 pages) for distribution before the talk and should be prepared to motivate discussion afterwards, as necessary. The marking sheet and criteria for assessment is posted n D2L.</p>	25%	2, 3, 4, 5
Online Discussion	Students will prepare a weekly post on the D2L online discussion board. The marking sheet and criteria for assessment is posted in D2L.	15%	1, 2, 4,5
Participation in class and via the D2L discussion board	In addition to attendance and general participation in class discussions, this includes completing written homework exercises and the assigned readings of the topic for the week prior to coming to class. Students should be aware that regular absences will affect their grades.	10%	1,2,3,4,5
Exam	The final exam will consist of a number of short response questions and will be two hours in length. The content to be examined will be drawn from the activities of weekly classes and from the readings assigned in class.	50%	1, 2



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### **\*ASSESSMENT AND EVALUATION INFORMATION**

#### **\*ATTENDANCE AND PARTICIPATION EXPECTATIONS**

In class and online participation are key components to your final grade. Please refer to the assessment components above for details.

#### **\*GUIDELINES FOR SUBMITTING ASSIGNMENTS**

All presentations are to be uploaded to Dropbox in D2L (exceptions may be made by the instructor). The files must be readable so please review before sending. Assignments should have a file name as follows: Presentation name, Your Group Members. All assignments (including Presentation and D2L posts) must be submitted before class on the date that they are due. **Note:** It is the student's responsibility to keep a copy of each submitted assignment and to ensure that the proper version is submitted. Including a version date in your file name may be useful.

#### **\*FINAL EXAMINATIONS**

Final exam date, time and location will be posted to D2L and announced in class one month prior to examination.

#### **\*EXPECTATIONS FOR WRITING**

Department policy directs that all written assignments (including, to a lesser extent, written exam responses) will be assessed at least partly on writing skills. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc.) but also general clarity and organization. Sources used in research papers must be properly documented. If you need help with your writing, you may use the writing support services in the Learning Commons. For further information, please refer to the official online University of Calgary Calendar, Academic Regulations, E. Course Information, E.2: Writing Across the Curriculum:  
<http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

#### **LATE ASSIGNMENTS**

Assignments submitted after the deadline may be penalized with the loss of a grade (e.g.: A- to B+) for each day late.



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**\*UNIVERSITY OF CALGARY GRADING SYSTEM**

**\*The University of Calgary Undergraduate Grading System will be used:**  
(<https://www.ucalgary.ca/pubs/calendar/current/f-1.html> ).

**F.1.1 Undergraduate Grading System** 📖

Grade	Grade Point Value	Description
A+	4.00	Outstanding performance
A	4.00	Excellent performance
A-	3.70	Approaching excellent performance
B+	3.30	Exceeding good performance
B	3.00	Good performance
B-	2.70	Approaching good performance
C+	2.30	Exceeding satisfactory performance
C	2.00	Satisfactory performance
C-	1.70	Approaching satisfactory performance.
*D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject
*D	1.00	Minimal Pass. Insufficient preparation for subsequent courses in the same subject. The Faculty of Law utilizes a "D" grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.
F	0.00	Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.
**I	0.00	Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.
CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable
RM		Remedial Work Required. Utilized by the Cumming School of Medicine (MD program). Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.

**Notes:**

- A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.
- The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.



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Course Schedule Date	Topic & Reading	Assignments/Due Dates
Sept 6	Course Introduction	Group Sign-up
Sept 11 – 13	Understanding Communication Thompson: Chapter 1	D2L Post: Due Sept 11
Sept 18 – 20	<i>Understanding Language</i> *Thompson: Chapter 2	D2L Post: Due Sept 18
Sept 25 – 27	<i>The Written Word / Structure</i> *Thompson: Chapter 3 *Beattie & Ellis: Chapter 10	D2L Post: Due Sept 25 <b>Group 1 – Presentation</b>
Oct 2 – 4	<i>Speech and Conversation</i> *Thompson: Chapter 4	D2L Post: Due Oct 4 <b>Group 2 – Presentation</b>
Oct 9 – 11	<i>Context and Meaning</i> *Thompson: Chapter 5	D2L Post: Due Oct 9 <b>Group 3 – Presentation</b>
Oct 16 – 18	<i>Interpersonal Encounters</i> *Thompson: Chapter 6	D2L Post: Due Oct 16 <b>Group 4 – Presentation</b>
Oct 23 – 25	<i>Putting it in Writing</i> *Thompson: Chapter 7 *Beattie & Ellis: Chapter 11	D2L Post: : Due Oct 23 <b>Group 5 – Presentation</b>
Oct 30 – Nov 1	<i>Managing Communication</i> *Thompson: Chapter 8	D2L Post: : Due Oct 30 <b>Group 6 – Presentation</b>
Nov 6 – 8	<i>Language and Memory</i> *Beattie & Ellis: Chapter 13	D2L Post: Due Nov 6 <b>Group 7 – Presentation</b>
Nov 13 – 15	No Classes – Reading Week	
Nov 20 – 22	<i>Conversation as Cooperative Interaction</i> *Beattie & Ellis: Chapter 9	D2L Post: Due Nov 20
Nov 27 – 29	<i>Language Reception</i> *Beattie & Ellis: Chapter 12	D2L Post: Due Nov 27
Dec 4 – 6	<i>Linguistic Diversity</i> *Beattie & Ellis: Chapter 5	D2L Post : Due Dec 4



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### INTERNET AND ELECTRONIC COMMUNICATION DEVICE INFORMATION

The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting for fellow learners (e.g. personal emails, Facebook, YouTube).

Students are responsible for being aware of the University's Internet and email use policy, which can be found at <https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf>

### \*MEDIA AND RECORDING IN LEARNING ENVIRONMENTS (\*forthcoming statement)

#### **Media recording for lesson capture**

The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.

#### **Media recording for assessment of student learning**

The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

#### **Media recording for self-assessment of teaching practices**

The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. These recordings will be used for instructor self-assessment only and will not be used for any other purpose.



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### \*UNIVERSITY OF CALGARY POLICES AND SUPPORTS

#### \*ACADEMIC ACCOMMODATION

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/). Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

#### \*ACADEMIC MISCONDUCT

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

#### \*FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary

#### \*Wellness and MENTAL HEALTH RESOURCES

"The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive support when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer-support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre), <https://www.ucalgary.ca/wellnesscentre/services/mental-health-services> and the Campus Mental Health Strategy website <https://www.ucalgary.ca/mentalhealth/>"

#### \*SUPPORTS FOR STUDENT LEARNING, SUCCESS, AND SAFETY

**\*Student Ombudsman:** The Student Ombuds' Office supports and provides a safe, neutral space for students. For more information, please visit [www.ucalgary.ca/ombuds/](http://www.ucalgary.ca/ombuds/) or email [ombuds@ucalgary.ca](mailto:ombuds@ucalgary.ca)

**\*Student Union:** The SU Vice-President Academic can be reached at (403) 220-3911 or [suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca); Information about the SU, including elected Faculty Representatives can be found here: <https://www.su.ucalgary.ca>

**\*Graduate Student's Association:** The GSA Vice-President Academic can be reached at (403) 220-5997 or [gsa.vpa@ucalgary.ca](mailto:gsa.vpa@ucalgary.ca); Information about the GSA can be found here: <https://gsa.ucalgary.ca>





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**Student Success Centre:** The Student Success Centre provides services and programs to ensure students can make the most of their time at the University of Calgary. Our advisors, learning support staff, and writing support staff assist students in enhancing their skills and achieving their academic goals. They provide tailored learning support and advising programs, as well as one-on-one services, free of charge to all undergraduate and graduate students. For more information visit:

<https://www.ucalgary.ca/student-services/student-success>

### **\*EMERGENCY EVACUATIONS AND ASSEMBLY POINTS**

As part of the University of Calgary Emergency Evacuation plan, students, faculty, and staff should locate the closest Assembly Point in case of Fire Alarm. Safety signage is posted throughout the campus showing the locations and the possible route to these locations. All students, faculty, and staff are expected to promptly make their way to the nearest Assembly Point if the Fire Alarm is activated. No one is to return into campus facilities until an all clear is given to the warden in charge of the Assembly Area. For more information, see <http://www.ucalgary.ca/emergencyplan/node/55> <https://www.ucalgary.ca/emergencyplan/building-evacuation/assembly-points>

### **\*SAFEWALK**

Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit <http://www.ucalgary.ca/security/safewalk>. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service.