

Class schedule: IMD3003 A: Mondays 8:35-11:25, 402 Southam Hall
 IMD3003 B: Tuesday 8:35-11:25, A204 Loeb

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1.0 Course Description

Do you want your multimedia design skills and knowledge to be recognized and valued? Then you need to be a great communicator! Communication Skills for IMD is designed to give students in the Interactive and Multimedia Design stream of the Bachelor of Information Technology program the ability to write and present effectively in their field of study. The course introduces you to documents produced in response to the context of the IMD curriculum and/or issues related to it. You will work on tasks with the aim of developing communication strategies necessary to meet the academic and entry-level professional requirements in IMD. These strategies include the ability to define and analyze a writing or speaking situation (including document specifications and requirements); the ability to develop a logical, clear response to that situation; and, finally, the ability to write or present orally a response which is comprehensible to and suitable for a specific audience in either the university or workplace setting.

2.0 Course Materials

Course textbook:

There is no required textbook for this course. Required materials will be posted on WebCT. Before each class, check the Course Schedule and WebCT for handouts which you will need to download and bring to class.

Online guides:

- * Grammar website: <http://cctc.commnet.edu/grammar/>
- * Concordancer: http://www.lex tutor.ca/concordancers/concord_e.html
- * IEEE documentation format: <http://www.ecf.utoronto.ca/~writing/handbook-docum1b.html>

3.0 WebCT and Connect

Throughout this course, you must access both **WebCT** and **Connect** regularly (at least once a day). **Connect** will be used by students and instructor to communicate by email. Note that the university requires students to communicate by email with instructors using only their Connect email addresses¹.

On **WebCT** you will find:

- Material related to handouts, assignments, homework, etc
- Discussion room (site for Project Management)

4.0 Project Teams / Peer Feedback Teams

Project Team: You will be working with a team of 3-4 to conduct your project research and present your findings. I strongly suggest you work with classmates you have not worked on a project with before.

Peer Feedback Team: The class will be divided into peer feedback teams. Each member will be responsible for providing feedback to teammates on their written assignment drafts.

Note: Much of your success in this course depends on how effectively you work with your project and peer feedback teams. You should view your teams as learning support teams – ensuring that each team member is familiar with course and assignment requirements.

5.0 Class Feedback

I would appreciate your feedback regarding the course – how it is run, assignments, etc. Feel free to discuss concerns with me during or after class.

6.0 Meetings with Instructor

One of the best ways to do well in this course is to consult with your peers and your instructor as often as possible. Feel free to email me and / or come to my office to ask questions regarding assignments or any other issues regarding the course.

¹ Please identify your course section and project team # in the subject line of each email you send to your instructor.

7.0 Attendance

Given the workshop format of this course, students are expected to attend all classes, for the entire duration of each class. If you must miss a class (or part of a class), inform me in advance. Each class that you miss will result in the loss of 2% of your final grade. Individual cases will be considered by the instructor and *must be supported by appropriate documentation*.

If you must miss a class you must try to do a make-up class by attending the other IMD3003 section – discuss this with your instructor.

Note: *The following will count as an absence (hence, the loss of 2% of your grade):*

- *Missing more than 30 minutes of a class*
- *Disruptive classroom behaviour (as determined by the instructor)²*
- *Unapproved classroom use of technical devices (including, laptops, cellphones, cameras)³*

8.0 Mini-Presentations

To practice for your graded presentations in this course, you will have the opportunity to give an informal mini-presentation on a topic related to your term project. These presentations will not be marked. See WebCT for details.

9.0 Withdrawal from Course

The last day to withdraw is Friday Nov. 7.

10.0 Grade Breakdown

- See *Term Project Package* for course assignments and value.
- Note that there will be no exams in this course.

11.0 Evaluation

As the term project will be worked on as a team, it is expected that each team member will contribute equally to the work. If a team finds that any of the team members are not contributing and this problem cannot be solved within the team, please see your instructor.

Although the project is a team endeavour, the project documents must be written by each team member individually, to ensure that each student acquires the communication skills taught in the course. Therefore, if any section (with the exception of certain tables and schedules) of a written assignment has been copied from a team-mate, both assignments will receive zero, and disciplinary action may be taken. (also see Sec. 14.0 Plagiarism)

All assignments (unless you are told otherwise) will be graded for content, organisation, format, audience awareness (which includes style and tone), language use (which includes grammatical accuracy), how effectively you make use of feedback to improve each draft, and adherence to assignment requirements.

All assignments (hard copy and soft copy⁴) *must be handed in at the beginning of class on the due dates*. In individual cases extensions may be granted under verifiable exceptional circumstances (e.g. upon submission of a medical certificate, etc. – computer technical difficulties will not be considered a valid excuse). *If an assignment is handed in within 24 hours of the deadline, there will be a 10% deduction, within 48 hours a 20% deduction. After 48 hours the assignment will receive a mark of zero.*

² In order to maintain a professional atmosphere in the classroom, a student who is seen to be exhibiting disruptive classroom behaviour will be asked by the instructor to refrain from such behaviour. **Disrupting a class is considered to be an Instructional Offence (see University Calendar)**. If the student chooses not to refrain from disruptive classroom behaviour he or she will be asked to leave the classroom. The matter will be discussed outside the classroom and the student may be reported to Campus Security and/or the Associate Dean of Engineering.

³ You must obtain your instructor's approval before using electronic devices in the classroom.

⁴ You may email me a soft copy if the file is not too large; otherwise, please submit a CD. Note that if a soft copy is not submitted on time, there will be a deduction of 5%.

12.0 Format and Submission Requirements

All assignments, unless specified otherwise, must be typed in 12-point Times New Roman and double-spaced, using Office Word. If the assignment is not typed in 12-point Times New Roman, 5% will be deducted from the total possible mark for this assignment (for example, if the assignment is out of 10, you will lose .5 mark). If the assignment is not double-spaced, 5% will be deducted from the total possible mark for this assignment.

Assignments must be submitted in a letter-size folder. Documents of more than one page must be stapled and have page numbers. Do not bind the contents of the folder. On a label on the front cover of the folder clearly write your name and contact information (email address), course code and section, project team #, name of assignment, number of words in the assignment, and date submitted. In the folder include all drafts (preliminary⁵ and final) of the assignment, *Record of Drafting Process* (see WebCT), and compliance checklist (see Sec. 13.0).

Note: Make sure that all the documents you submit are clearly labelled (document title, author's name, date, etc.) - otherwise you may not receive credit for the work you have done.

13.0 Compliance Checklist

The purpose of a compliance checklist is to help ensure you are submitting all documents required and that each document complies with stated requirements. A thorough compliance checklist will also ensure you do not face any mark deductions. Before each written assignment you will prepare a compliance checklist, and submit this checklist in your assignment folder. These checklists will grow as the term progresses, as you incorporate the applicable feedback you receive from each assignment into the compliance checklist for the subsequent assignment. Your compliance checklist can be a team effort!⁶

14.0 Plagiarism

All assignments, if not specified otherwise, must be done individually. To use and pass off as one's own idea or product the work of another, without expressly giving credit to another, is plagiarism. Plagiarism is an instructional offence. In the case of undergraduate students, offenders will be reported to the Office of the Dean and will be dealt with in accordance with University policies. (See University Calendar)

15.0 Documentation of Research Sources

You must keep a record of all research sources (primary – results of discussions with clients - and secondary – published sources) and notes you use when working on your term project. Keep all this material in a project research folder in the Discussion Room of WebCT.

If you wish to refer to secondary research sources when writing your assignments (citations + corresponding references) use IEEE documentation style. There are several styles of documentation depending on the discipline for which you are writing. The style used in most fields of engineering is the IEEE style. IEEE **citations** are numerical codes in square brackets found throughout the text. The citations identify an idea or fact the writer has borrowed from elsewhere, or a supporting source of information. The **list of references** provides a complete and detailed list at the end of the document of all the sources the writer used. Refer to this website: <http://www.ecf.utoronto.ca/~writing/handbook-docum1b.html> for specific details about IEEE documentation style.

⁵ If your draft was reviewed electronically, you only need to submit the soft copy. Indicate on your Record of Drafting Process if you are submitting hard or soft copy drafts.

⁶ We will be using the WebCT Discussion Room to share feedback you receive from your peers and/or me on any of your assignments. So, anytime we give you feedback on your work, I would like you to post any of the feedback you feel will be useful for your classmates. You can use this feedback to add to your compliance checklist for each assignment.

16.0 Requirement for Drafts and Feedback

Each of your written assignments must be submitted along with *complete*⁷ peer reviewed preliminary drafts, and a RECORD OF DRAFTING PROCESS (see WebCT). Each draft (i.e., 1st, 2nd, final) must be significantly different from the previous one⁸.

Each draft must be stapled and clearly and completely labelled.

- In a footer or header, include your name, an abbreviated form of document title, team #, draft #⁹, and date of draft.
- On the 1st page of the draft, record the reviewer's name and the date of review.

Draft #1: For each written assignment you must bring **two hard copies** of draft #1 to class for peer feedback¹⁰ (see *Course Schedule* for specific dates) along with a *Record of Drafting Process*. You must also email a **soft copy** of draft #1 (and draft #2 if applicable) to your instructor **before the class** in which the draft is due.

Because the drafting and reviewing process is so important in learning to write, the absence of drafts will result in a deduction of 5% of the total possible mark for the assignment^{11, 12}; the absence of feedback on drafts will result in the deduction of 5% of the total possible mark for the assignment.^{13, 14}

17.0 Return of Assignments

All assignments will be returned to students before the last day of classes EXCEPT the Design Specification Document, which will be available in the instructor's office for students to pick up AFTER the final grades have been posted.

18.0 Final Exam

There is no final exam for this course. Since there is no final exam, students retain the normal options available for appeal according to the current regulations outlined in the University Calendar.

⁷ To be considered *complete*, **each draft must include all requested document components**, peer feedback and your response to the peer review (annotation).

⁸ To be considered a new draft, the document must exhibit significant change. For example, you cannot change only a date, or a heading or a signature block, or a few words in a document and then submit it as a new version.

⁹ On your final draft to be submitted for evaluation, write "final draft" or "final version" in your header. If I receive no version labelled as "final" you will receive zero for the assignment.

¹⁰ In the case of your Report of Findings, you must also bring two hard copies of draft #2 and draft #3 to class.

¹¹ You will lose partial marks if components of a draft are missing, e.g., Introduction, Background, etc.

¹² Make sure your draft is completely labelled. For example, no draft # = no draft = 5% deduction

¹³ You must ensure that the name of the reviewer appears on each draft. Anonymous feedback = no feedback = 5% deduction

¹⁴ Before each assignment is due, submit soft copies of all drafts you have reviewed electronically for your peers, as well as your drafts that your peers have reviewed electronically.

19.0 Special Considerations for Students

Students with disabilities requiring academic accommodations in this course are encouraged to contact a coordinator at the Paul Menton Centre for Students with Disabilities as soon as possible to complete the necessary *letters of accommodation*. After registering with the PMC, make an appointment to meet and discuss your needs with me.

For Students with Disabilities	<p>Students with disabilities requiring academic accommodations in this course must register with the Paul Menton Centre for Students with Disabilities for a formal evaluation of disability-related needs. Registered PMC students are required to contact the centre at 613-520-6608 every term to ensure that their course instructor receives their letter of accommodation no later than two weeks before the first assignment is due or the first in-class test/midterm requiring accommodations.</p>
For Religious Observance	<p>To be worked out on individual basis with instructor. Consult Equity Services Website or an Equity Advisor (ext. 5622) for Policy and list of Holy Days (www.carleton.ca/equity)</p> <p>Student with Religious Obligations</p> <ol style="list-style-type: none"> As soon as you receive your course syllabus, identify any potential conflicts between your religious obligations and course requirements. <p>NOTE: Contact Equity Services if you are unclear if your religious observance requires accommodation under the Policy</p> <ol style="list-style-type: none"> Make a formal written request to your instructor indicating the nature of the religious obligation and suggest possible alternative dates and/or means of satisfying the academic requirements. <p>NOTE: Such request should be made during the first two weeks of the term, or as soon as possible after a need for accommodation is known to exist, but in no case later than the second last week of classes for that term.</p> <p>Even if you are unclear as to the exact date of the obligation (e.g., when waiting for a moon sighting) you are still expected to notify your instructor of the potential conflict and explore accommodation options.</p> <ol style="list-style-type: none"> If your request for accommodation is denied you may contact Equity Services and request assistance in an informal review of the decision. <p>http://www.carleton.ca/equity/accommodation/student_guide.htm</p>
For Pregnancy	<p>Contact Equity Services (ext. 5622) to obtain <i>letters of accommodation</i>.</p>

20.0 Informed Consent Form

Nov. 2008

Communication Skills for IMD (IMD3003)

Principle Researcher:

L.Meyer

SLALS

Tel. 520-2600, ext. 2983

E-mail: lisa_meyer@carleton.ca

Department Director:

Randall Gess

SLALS

*In order to be able to conduct research that will allow me to further develop IMD3003, I need your help. If you **agree to** participate in certain parts of the research, please put a check mark in the space provided below.*

I agree to participate in the further development of IMD3003 and in research based on this course by:

_____ allowing my written and oral assignments to be used for research purposes, and

_____ allowing my written and oral assignments to be used as samples in class.

I understand that my anonymity is fully guaranteed. My name (and other proper names mentioned in my assignments) and student number will be removed from all documents and will not be used in any research reports or on samples used as teaching tools.

Name: _____ Student Number: _____

Signature: _____ Date: _____

Signature of Researcher: _____ /L.Meyer/