

Brief Course Outline

Course Title: Professional Communications

Course Number and Section:

MOS

2265F 550

Instructor Name(s): Patrick Gavin and Ryan Rabie

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Disclaimer: Information in the brief course outline is subject to change. The syllabus posted on OWL is the official and authoritative source of information for the course.

Course Description:

Increasingly, employers require that post-secondary graduates demonstrate competencies in research and written and spoken communication. Prospective employees are expected to communicate convincingly, using not just general communication principles but also disciplinary conventions. In this course, students will develop these competencies in a participatory and collaborative classroom setting. Students will be exposed to foundational topics such as the principles of rhetoric, effective research practices for business, the design and delivery of professional presentations, and the composition of genre-specific writing. Through carefully-tailored readings, lectures, discussion activities, and individual- and team-based research and communication assignments, students will put their learning to work and develop strategies and practices essential to becoming thoughtful, confident, credible, and effective communicators.

Learning Outcomes:

By the end of this course, students should be able to:

- Identify important habits, strategies, and practices that lay the groundwork for thinking clearly and writing effectively
- Describe and model a variety of different communication formats/genres used in professional communication
- Recognize and make use of various discursive strategies to produce different effects on their reading audiences
- Distinguish their writing voices from the voices of others while forging a connection between the two that produces cohesive and productive professional discourse
- Develop awareness of and competence in a variety of information technologies (e.g., relevant research databases, data visualization, video/audio/print production, emerging social media channels)
- Work effectively in a collaborative team environment

Textbooks and Course Materials:

There is not one book or collection to be purchased for this course. The weekly readings have been compiled from a wide variety of sources and will be posted in the OWL course

site.

Methods Of Evaluation:

Assignment	Due Date mm/dd/yy	Weight - %
• Attendance and Active Engagement	12/06/2024	30%
• Personal Portfolio	11/20/2024	30%
Group Project	12/06/2024	40%

In solidarity with the Anishinaabe, Haudenosaunee, Lūnaapéewak, and Chonnonton peoples on whose traditional treaty and unceded territories this course is shared.

Monday, August 19, 2024