

## **Communication in Education**

Fall 2006 (Sept. 8 - Dec. 1)

EDEC-203 Section-002 CRN-1207

Instructor: Miriam Horne

Office hours: 12:30-1:30 on Fridays or by appointment

Classroom: MCLIB MS 24

Meeting Times: 9:35-12:25 Fridays

Welcome to Communication in Education. The main purpose of this course is to improve your written and oral communication skills. To do this, we will review some of the finer points of grammar and usage, practice strategies for writing and documenting academic writing, and practice writing essays, research papers, and professional writing. You will also be required to do group work including an oral group presentation.

In this workshop-style course, you will have some lectures and you will spend time preparing for or actually doing your assignments. Therefore, bring with you your notes and the papers you are planning and drafting. Keep copies of all this rough work until the course is finished. If there is any question about the sources of your ideas or references, we will need to be able to trace them through your rough work. You do **not** have to submit your rough (process) work with all of your finished assignments, but I should be able to see it if necessary. Therefore, it is a good idea not to do everything on screen. Print out drafts and save the comments made on them by your peer readers.

### **Attendance**

Because this course is workshop style, you will not be able to improve or progress if you do not attend class. Assignments grow and develop from one class to another, so it is essential that you be in class in order to progress. Problems with attendance may lead to failure in the class.

### **Academic Integrity**

McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the code of conduct and disciplinary procedures. Please refer to the McGill website <http://www.mcgill.ca/integrity/> for further information.

### **Required Textbook**

Behrens, L. et al. (2007). *Writing and Reading Across the Disciplines*. Pearson Education Canada.

Recommended:

Strunk, W. Jr., & White, E. B. (2000). **The elements of style** (4<sup>th</sup> ed.). Boston: Allyn & Bacon. [The updated version of this classic book is available online free at ([Strunk, William, Jr. 1918. The Elements of Style](http://www.bartleby.com/141/)) www.bartleby.com/141/, or in paper at most bookstores for about \$12.]

### **Assignments**

All assignments must be typed and double-spaced. Please use Times New Roman type with a 12-point font and standard 1-inch margins. You have the option of submitting your assignments electronically or as a hard copy. Make sure your name and page number appears in the top right hand corner of every page.

#### 1. Communication package

This assignment is a compilation of letters written for a variety of audiences. Its purpose is to help you understand elements of professional communication. A complete draft is due for class 3, on Friday, Sept. 22. We will work on revisions in class. The final assignment is due Wednesday, Sept. 27, at 9:00 a.m. This final draft can be submitted to me electronically.

#### 2. Critical analysis package

In this assignment we will learn about comparing and contrasting a variety of sources as well as summarizing and critiquing. The purpose of the two-part assignment is to help you to develop critical approaches to scholarly writing. The assignment is due Wednesday, October 18.

#### 3. Research Paper

In this assignment we will work through the basic steps of writing a research paper. You will be required to propose a topic, do library research to find supporting scholarly research, and write at least two drafts of an 8-10 page paper on your topic. The assignment is due at the start of class on Friday, November 10.

#### 4. Oral presentation

Your research group will make a 30-minute presentation to the rest of the class on your research topic. These group presentations will take two class periods (Nov. 17 & 24). However, everyone must be ready to present on November 17.

#### 5. In-class and final writing

Periodically, we will do reflective writing in class. The first piece in your reflective portfolio will be a writing autobiography/inventory that describes your personal writing history and the processes or strategies you tend to use. It will be started during our first meeting and then polished for submission at our second class on Sept. 15. You will need to collect everything you write in class for submission at the end of the semester. Near the end of the course, I will give you a list of all the writing you should have in your reflective portfolio. During our last class, you will do a final piece of writing to close this collection.

### Grade breakdown

Communication package	15
Critical analysis package	20
Research paper	25
In-class and final writing	10
Group presentation	30

### Course overview

The following is a **tentative** schedule for the semester. I believe in making a class that fits the students rather than the other way around. Therefore, although the steps outlined below reflect how I think the course will develop and help you to develop your communication skills, minor changes may be necessary. Such changes will always be announced in class, so regular attendance will keep you up to date. In general, for the first half of the semester, each class will be broken down into three parts: (1) a language component based on previous writing, (2) presentation and discussion of new material, and (3) drafting new writing.

Class	Date	Topic	Work Due
1	Sept. 8	Writing as a process	
2	Sept. 15	Understanding audience and purpose	Writing autobiography Textbook: Chapter 1
3	Sept. 22	Audience and purpose continued	First draft of communication package (final draft due Wed. Sept. 20, 9:00 a.m.) Textbook: pp. 321-345
4	Sept. 29	Understanding the conversation: Summary and Critique	First draft, part 1: critical analysis (final package due Wed, Oct. 8, 9:00 a.m.) Textbook: pp. 24-44 & 68-91
5	Oct. 6	Summary and critique continued	5-6 page scholarly article on research topic (Be prepared to present article to research group.)

<b>6</b>	Oct.13	Research question	First draft, part 2: Critical Analysis (Complete Critical Analysis package is due Wed. Oct. 18, 9:00 a.m.)
<b>7</b>	Oct. 20	Research process	Textbook: Chapter 4
<b>8</b>	Oct. 27	Pulling the research together	Annotated bibliography
<b>9</b>	Nov. 3	Revising	First draft of research paper
<b>10</b>	Nov. 10	Oral communication	Final draft of research paper
<b>11</b>	Nov. 17	Research Presentations	All groups must be ready to present, whether scheduled for the 17 <sup>th</sup> or the 24 <sup>th</sup> .
<b>12</b>	Nov. 24	Research presentations	
<b>13</b>	Dec. 1	Wrap up and final writing	In-class writing package