

## REHABILITATION SERVICES

### COURSE OUTLINE

F.93

### RP1105 - COMMUNICATIONS

**Credits:** 3

**Hours:** 45

**Instructor:** Sherrie Tutt  
**Office:** H227  
**Phone:** 539-2895  
**Office Hours:** 8:30 a.m. - 4:30 p.m. Tuesdays  
**Class:** Monday 10:00 - 11:50 a.m.  
Wednesday 1:00 - 2:50 p.m.  
**Room:** G112

#### Course Description

This course will assist rehabilitation workers to develop communication skills needed in their work. The course focuses on the processes of written and oral communications, excluding therapeutic communications.

#### Class Format

Classes will follow a workshop format focusing on guided practice. Each student will

- a) develop a portfolio of work (in process and completed),
- b) write in a journal daily about his/her communication experiences, and
- c) participate in a study group.

Class activities will be integrated with assignments in other rehabilitation courses. The second class each week will be devoted primarily to practice.

#### Class Objectives

Students will

1. effectively use modes of communication required of rehabilitation workers,
2. speak confidently to groups,
3. learn effectively from a variety of communication sources (e.g. speakers, books),
4. plan and conduct interviews, and
5. conduct a literature search.

Textbooks (required)

1. Stewart, K.L. & Kowler, M.E. (1991), Forms of writing, Scarborough: Prentice-Hall
2. Stewart, K.L. & Kowler, M.E. (1991), Forms of writing workbook, Scarborough: Prentice-Hall

Recommended Resources

1. A good English dictionary (eg. Gage Canadian, or Oxford Press)
2. Roget's Thesaurus
3. A.P.A. (American Psychological Association) Style Guide

Other required materials

A large (2" to 3") three ring binder with dividers and lined paper.

Writing implements (pens, pencils, erasers, post-it-notes, markers).

Grading

Grading will be based on participation, work in progress and completed work as follows:

1. Participation	40% of course grade
1.1 Attendance and preparation	10%
1.2 Participation in discussion (large and small group)	10%
1.3 Use of communication processes (portfolio)	10%
1.4 reflection on communication (journal)	10%
2. Preparation of agency placement report for RP1106 (practicum)	40% of grade
2.1 Preplanning	
2.1.1 Interview, plan, notes and evaluation	10%
2.1.2 Field experience journal	15%
2.2 Draft report and revisions	15%

**DUE: Nov. 8**

## 3. Oral presentation of research paper for

RP1101(Handicapping conditions)	20% of grade
3.1 Self-evaluation	5%
3.2 Audience evaluation (peers, instructor, etc.)	15%

Grades will be allocated as follows:

Stanine	%	Interpretation
9	90 - 100	Markedly Superior
8	80 - 89	Excellent
7	72 - 79	Very Good
6	65 - 71	Good
5	56 - 64	Satisfactory
4	50 - 55	Minimally Satisfactory (Pass)
3		
2		Unsatisfactory
1		

\* Attendance is very important because of the class format.

\*\* Journals and portfolios are to be brought to every class and handed in every second week at the last class of the week, DUE (see posted schedule).