



ALES 204 / COMM 204

COMMUNICATION FUNDAMENTALS FOR PROFESSIONALS / INTRODUCTION TO SCIENTIFIC AND TECHNICAL COMMUNICATION

In Winter 2021, COMM 204, *Introduction to Scientific and Technical Communication*, is being offered at Yukon University concurrent with the University of Alberta's ALES 204, *Communication Fundamentals for Professionals*, as part of the Northern Environmental and Conservation Sciences, B.Sc. Program. All students registered in COMM 204 or ALES 204 must adhere to requirements outlined in this course syllabus. University of Alberta students must also be aware of, and adhere to, the University's Code of Student Behaviour, referenced in the outline; Yukon University students must be aware of, and adhere to, Yukon University's Academic Regulations, also referenced in the outline.

INSTRUCTOR:	STEPHEN BIGGIN-POUND Instructor, School of Science, Yukon University
OFFICE HOURS:	After class or by appointment
OFFICE LOCATION:	A2105
TELEPHONE/E-MAIL:	867.668.8796 / sbigginpound@yukonu.ca

CLASS DAYS & TIMES:	Synchronous online classes Wednesdays 1 – 2:25 pm
CLASS LOCATION:	Online via Zoom and/or Moodle

COURSE DESCRIPTION:

This course covers the principles of scientific and technical communication. Students will learn how to read and write a scientific paper; how to conduct literature searches; how to prepare a scientific talk; how to prepare a research poster; and other applications of various styles of professional reporting in natural resource conservation and

management. In addition, the ethical issues related to scientific communication and scientific integrity will be discussed.

STUDENT LEARNING OUTCOMES AND COMPETENCIES:

Upon successful completion of this course, students will be able to:

- Use appropriate scientific style to write papers, technical reports, research posters, briefing notes, proposals, and other forms of professional communication in natural resource conservation and management;
- Communicate scientific research and concepts to audiences ranging from experts to the general public;
- Understand the concept of peer-reviewed scientific literature, obtain journal articles using electronic databases, and compile a literature review.

COURSE FORMAT (3-0-0):

This course will be delivered as a blended synchronous and asynchronous online course using Zoom and Moodle.

- Asynchronous online learning activities will be posted on Moodle on Mondays. Students can expect to spend 1.5 hrs completing these activities (equivalent to a 1.5 hr lecture). These activities will prepare students for the synchronous class.
- Synchronous online classes will be delivered via Zoom on Wednesdays 1 - 2:25 pm. Students are expected to attend. These classes will be a mixture of lecture and lab or in-class activities.

COURSE PREREQUISITES AND/OR CO-REQUISITES:

For students taking the course as COMM 193: Successful completion of YC ENGL 100 or equivalent is strongly recommended.

For students taking the course as ALES 204: Registration in Yukon College/University of Alberta B.Sc. in Environmental and Conservation Sciences degree program, and permission of an ENCS Program Advisor. Successful completion of YC ENGL 100 or equivalent is strongly recommended.

REQUIRED TEXTBOOKS/MATERIALS:

There is no required textbook for this course. Learning materials, resources, and readings will be posted on the course page in Moodle.

COURSE WEBSITE

The course website can be found on Yukon University's Moodle learning management system at <https://moodle.yukonu.ca/my/>.

The course's Moodle page will be used extensively in the course, including to access and participate in asynchronous learning activities, to access learning materials and resources, and to access and submit assignments and assessments.

YUKON UNIVERSITY ACADEMIC STANDARDS AND REGULATIONS

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

Plagiarism

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

UNIVERSITY OF ALBERTA ACADEMIC INTEGRITY AND CODE OF STUDENT BEHAVIOUR

Academic Integrity

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

Code of Student Behaviour

All students at the University of Alberta are subject to the Code of Student Behaviour, as outlined at:

<http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx> Please familiarize yourself with it and ensure that you do not participate in any inappropriate behavior as defined by the Code. Key components of the code include the following statements.

30.3.2(1) No Student shall submit the words, ideas, images or data of another person as the Student's own in any academic writing, essay, thesis, project, assignment, presentation or poster in a course or program of study.

30.3.2(2) c. No Student shall represent another's substantial editorial or compositional assistance on an assignment as the Student's own work.

PROFESSIONALISM AND CLASSROOM RULES OF ENGAGEMENT

As an online offering of this course, full engagement with synchronous and asynchronous online activities is critical to student success. Students are expected to attend all synchronous classes, and to participate in asynchronous learning activities each week. Students are required to engage via multiple media with other students and the instructor in order to promote a cohesive learning community, enhancing learning outcomes for all.

COURSE REQUIREMENTS/EVALUATION:

Assignments

Students will complete a variety of in-class exercises and out-of-class assignments designed to synthesize key course concepts. The assignments and writing exercises will focus on practicing and refining skills discussed during lectures. Examples of some assignments include:

1. An annotated bibliography on a topic in ecology, geology, environmental sciences, natural resources conservation and management, or mineral resources;
2. A 12-minute conference-style PowerPoint presentation (PowerPoint files will be submitted for evaluation, rather than presented orally);
3. A research poster;
4. A 3-minute oral presentation with accompanying PowerPoint.

Most exercises may be completed during asynchronous class time; however, the annotated bibliography, the 3-minute oral presentation preparation and research poster will be completed outside of class time. There will also be some assigned reading of scientific journal articles in preparation for in-class discussion.

Students must adhere to the citation style used by the Council of Science Editors (CSE) in all written assignments

(<https://www.yukonu.ca/student-life/learning-matters/learning-commons/help-and-guides>).

Unless otherwise specified, assignments and exercises must be submitted electronically via the class site on Moodle.

Exams

There will be one exam worth 25% of the total course grade. Details of exam content will be discussed in class prior to the exam date.

Students taking the course as ALES 204 must ensure that they are familiar with the University of Alberta's Academic Regulations governing missed and deferred final exams (<https://calendar.ualberta.ca/content.php?catoid=28&navoid=6961#Examinations> (Exams)).

Due Dates and Late Assignments

In-class exercises are due at the end of the synchronous class. Late in-class exercises will lose 5% of their mark per day that they are late and WILL NOT be accepted after the next

class (i.e., one week after they were due).

Out-of-class assignments are due (unless otherwise specified) by 11:59 pm PST on the date that they are due. Late assignments will lose 5% of their mark per day that they are late.

Please refer to the course schedule, available on the Moodle course page, for specific due dates.

Evaluation

The course grade will be determined as follows:

Item	Percent
Asynchronous and in-class Assignments	45%
Annotated Bibliography Assignment	10%
Research Poster Assignment	10%
3-minute Oral Presentation and Slides	10%
Final Exam (<i>date TBA, during the YukonU exam period</i>)	25%
Total	100%

Assignment of grades

The total numerical score will be converted to a grade on Yukon University's letter grading system.

RECORDING OF LECTURES, LABS, ETC.:

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Please note that any synchronous online sessions in this course will be recorded and posted on Moodle for purposes of teaching, assessment, and/or quality improvement. By clicking on the Zoom link to a session, you consent to being recorded. You may choose to turn off your camera and mute your microphone, and/or use a pseudonym. Yukon

University acknowledges that you are under no obligation to consent and agrees that it is your voluntary decision to do so.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

EQUIVALENCY/TRANSFERABILITY:

UNBC NRES 100 (3)

For current information on course transferability see <http://www.bctransferguide.ca>

Successful completion of COMM 204 fills the requirement or ALES 204 in the B.Sc. ENCS Program, Northern Systems Major.

TENTATIVE SCHEDULE OR TOPIC OUTLINE:

Please note: The schedule and topic outline are subject to change at any time during the course. Please refer to the most up-to-date schedule and topic outline posted on the Moodle course page and/or direct communications from the instructor.

Week	Topic
1	Introduction to Scientific Literature
2	Citations and Bibliography
3	Critical Reading of Scientific Papers
4	Components of a scientific paper: Introduction
5	Writing Style: word choice and punctuation
6	Writing Style: paragraphs and sentences
7	Components of a scientific paper: Methods
8	Components of a scientific paper: Figures, charts, and tables
9	Components of a scientific paper: Results and Discussion
10	Writing Style: revising and editing
11	Poster Assignment
12	Presentation Assignment
13	Oral Presentations
14	Review