



ST. JEROME'S UNIVERSITY

St. Jerome's University in the University of Waterloo

Department of English

ENGL378/MTHEL300 S002 S23

Professional Communication in Statistics and Actuarial Science

1:00-2:20TTh SJ1 2011

INSTRUCTOR

Instructor: Diana Lobb

Office: TBA

Office Hours: TTh 2:30pm – 3:00pm (or by appointment)

Email: df2lobb@uwaterloo.ca

Please note that email received after 6pm on weekdays or at any time on weekends/holidays will not be read until the next business day.

COURSE DESCRIPTION

This course introduces students to oral and written communication in the fields of Statistics and Actuarial Science. With emphasis on the public presentation of technical knowledge, the ability to give and receive constructive feedback, and communication in a collaborative environment, this course helps students develop proficiencies in critical workplace skills. This course is writing intensive and includes extensive collaborative assignments.

COURSE OBJECTIVES

- Present highly technical, specialized knowledge to lay-people both orally and in writing.
- Analyze, represent, or translate specialized knowledge to a variety of audiences
- Perform research, read, and accurately summarize peer review articles
- Write, revise, and design professional documents that meet organizational protocols
- Understand the Actuarial Standards of Practice and the ethical guidelines for statistical analysis
- Write collaboratively in a professional context

REQUIRED TEXTS [AND OTHER REQUIRED/SUGGESTED READINGS]

All texts will be available on Learn

COURSE REQUIREMENTS AND ASSESSMENT

Assessment	Date of Evaluation	Weighting
Professionalization & Participation	Throughout term	15%

Summary (2 drafts)	May 18 th & May 25 th	5%
Annotated bibliography	Jun 13 th	5%
Dept. Manager's Check-in	Jun 20 th & Jun 22 nd	P & P
Critical Analysis Essay (2 drafts)	Jun. 27 th & Jun 29 th	10%
Oral briefing	Jul. 4 th & Jul. 6 th	15%
Briefing Note (2 drafts)	Jul. 13 th & Jul. 18 th	20%
Newspaper Article (2 drafts)	Jul 25 th & Jul. 27 th	15%
Reflection Assignment	Aug. 10 th	15%
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Total		100%

More detailed assignment guidelines will be provided on Learn.

1. Professionalism and participation (15%). Because this is a professional communications course, part of your professionalism grade will be based on your e-mail communications with me and your communications with your colleagues in the discussion fora. This grade will also be measured by your completion of peer-review assignments and other review/response assignments that will be assigned throughout the term. Your completion of peer-review assignments and other review/response assignment will be marked not just on your completion of the assignment but your genuine attempt to engage with the topic of the assignment at hand.
2. Summary (5%). You will choose one text from the choices provided on Learn and write a one-page summary of that text. Your summary should mostly consist of paraphrase and the occasional quotation, properly referenced. This assignment will be done in two drafts, the first of which will be shared with the class for peer editing. Your grade for this assignment will be determined on your completion of both required drafts.
3. Annotated bibliography (5%). As part of your team project, your team will produce an annotated bibliography of your research. Each team member will prepare one unique entry for inclusion in the over-all team annotated bibliography.
4. Critical Analysis Essay (10%): As part of your team project, each team member will prepare a unique critical analysis of one of the texts from the research you have done **in addition** to the works summarized for the annotated bibliography. This assignment is done in two drafts, the first of which will be shared for peer editing. Your grade for this assignment will be determined on your completion of both required drafts. *NOTE – you **cannot** use the works included in your annotated bibliography for this assignment.
5. Oral briefing (15%): As part of your team project, your team will develop an oral briefing for delivery to the class that relates to your briefing note.

6. Briefing Note: (20%): As part of your team project, your team will develop a briefing note on an assigned topic. Your grade for this assignment will be determined based on your completion of both required drafts.

7. Newspaper article (15%): Each student will be asked to prepare a newspaper article based on the briefing note prepared by one of the other teams, essentially enacting the “Globe and Mail test.” Your grade for this assignment will be determined based on your completion of both required drafts.

8. Reflection assignment (15%): For this assignment, you will write honestly about your work during the term, focusing on ideas from this course that are important to your development as an academic. You will have an opportunity to provide examples from your work this term to validate your ideas. I urge you to work on this assignment throughout the term and to show me your work in progress at any time. I will provide more information and guiding questions to help you to compose your learning reflections.

COURSE SCHEDULE

Week	Dates	Topic
1	May 9 th & 4 th	Syllabus distribution and course introduction. Reading for key ideas. Paraphrase, quotation, and summary.
2	May 16 th & 18 th	Introduction of summary assignment Re-visioning, Revising and Rewriting. Peer editing summary.
3	May 23 rd & 25 th	*May 23rd follows Monday’s schedule – no class meeting* Introducing the team project: briefing notes. Introducing the form of the briefing note. Teamwork.
4	May 30 th & 31 st	Creating a strategic framework. Annotated bibliographies. Introducing the annotated bibliography assignment. Professional writing standards in Statistics and Actuarial Sciences: what they are and why they are important.

5	Jun 6 th & 8 th	Research workshop with DC library. Research and select the content. Introducing the Department Manager's Check-in.
6	June 13 th & 14 th	Introducing the critical response essay. Close reading and argumentation. Effective Quotation.
7	June 20 th & 22 nd	Department Manager's Check-in Reading Week.
8	June 27 th & 29 th	Using grammar as a communication tool. Select the medium. Oral presentations and visualizations. Peer editing the critical response essay.
9	Jul. 4 th & 6 th	Delivering the oral briefings.
10	Jul. 11 th & 13 th	Prepare the briefing note. Peer editing briefing notes and revision of briefing notes.
11	Jul. 18 th & 20 th	Writing a newspaper article. The "Globe and Mail" test. Audience analysis (revisited) and writing a newspaper article.
12	Jul. 25 th & 27 th	Peer editing the "Globe & Mail" test. Course conclusion.

POLICY ON LATE WORK, MISSED ASSIGNMENTS, AND MAKE-UP TESTS

All assignments are to be submitted electronically to the Learn drop box or discussion fora (as noted in the appropriate, detailed assignment description) by 11:59pm on the date noted. All late assignments will be penalized 3% per day, including weekends (i.e. Saturday and Sunday = 6%). Please note that assignments will not be accepted via e-mail.

RULES FOR GROUP WORK IN ASSIGNMENTS

All team members are expected to contribute equally to the final product submitted or presented. If you do not participate equally in the work that goes into the assignment, you will not be able to participate equally in the group mark assigned.

OTHER IMPORTANT INFORMATION

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. Check www.uwaterloo.ca/academicintegrity/ for more information.

Grievance: A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read the St. Jerome's University Policy on [Student Petitions and Grievances](#). When in doubt, please be certain to contact the St. Jerome's Advising Specialist, Student Affairs Office, who will provide further assistance.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing an academic offence, and to take responsibility for their actions. Check www.uwaterloo.ca/academicintegrity/ for more information. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under the St. Jerome's University Policy on [Student Discipline](#). For information on categories of offences and types of penalties, students should refer to University of Waterloo [Policy 71, Student Discipline](#). For typical penalties, check the [Guidelines for the Assessment of Penalties](#).

Appeals: A decision made or penalty imposed under the St. Jerome's University Policy on Student Petitions and Grievances (other than a petition) or the St. Jerome's University Policy on Student Discipline may be appealed if there is a ground. A student who believes they have a ground for an appeal should refer to the St. Jerome's University Policy on [Student Appeals](#).

Note for students with disabilities: [AccessAbility Services](#), located in Needles Hall (Room 1401) at the University of Waterloo, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.

Mental Health Services:

On Campus

Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 x32655

[MATES](#): one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services

Health Services Emergency service: located across the creek from the Student Life Centre

Off campus, 24/7

[Good2Talk](#): Free confidential help line for post-secondary students. Phone: 1-866-925-5454

Grand River Hospital: Emergency care for mental health crisis. Extended Assessment Unit

Phone: 519-749-4300 x6880

[Here 24/7](#): Mental Health and Crisis Service Team. Phone: 1-844-437-3247
[OK2BME](#): Support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 x222

Full details can be found online at the Faculty of ARTS [website](#) Download [UWaterloo and regional mental health resources \(PDF\)](#)

Download the [WatSafe app](#) to your phone to quickly access mental health support information

Contact Health Services

[Health Services Building](#)

Call 519-888-4096 to schedule an appointment

Call 1-866-797-0000 for free 24/7 advice from a health professional

Contact Counselling Services

[Needles Hall Addition, NH 2401](#)

Call 519-888-4567 x 32655 to schedule an appointment counserv@uwaterloo.ca

Diversity: It is our intent that students from all diverse backgrounds and perspectives be well served by this course, and that students' learning needs be addressed both in and out of class. We recognize the immense value of the diversity in identities, perspectives, and contributions that students bring, and the benefit it has on our educational environment. Your suggestions are encouraged and appreciated. Please let us know ways to improve the effectiveness of the course for you personally or for other students or student groups. In particular:

- We will gladly honour your request to address you by an alternate/preferred name or gender pronoun. Please advise us of this preference early in the semester so we may make appropriate changes to our records.
- We will honour your religious holidays and celebrations. Please inform of us these at the start of the course.
- We will follow AccessAbility Services guidelines and protocols on how to best support students with different learning needs.