



# ST. JEROME'S UNIVERSITY

**St. Jerome's University in the University of Waterloo**  
**Department of English**  
**Engl 378/MTHEL 300 (001)**  
**Professional Communication in Statistics and Actuarial Science**  
**Spring 2018**  
**Tuesdays and Thursdays 2:30-3:50pm, RCH 209**

## **Instructor**

Instructor: Diana Lobb

Office: SH 2111

Office Hours: Tuesdays and Thursdays 12:30 – 1:20pm (or by appointment)

Email: df2lobb@uwaterloo.ca

## **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 Goals and Learning Outcomes**

- 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**

All texts will be available on Learn

## **Course Requirements and Assessment**

Information on course requirements and assessments.

Assessment	Date of Evaluation (if known)	Weighting
Summary (2 drafts)	May 10 & 17	10%
Annotated bibliography	May 31	10%
Critical Analysis Essay (2 drafts)	June 19 & 26	15%
Oral briefing	June 26 & 28	15%
Briefing Note (2 drafts)	July 3 & 10	20%
Newspaper Article	July 24	15%

Assessment	Date of Evaluation (if known)	Weighting
Reflection Assignment	Aug. 1	15%
Total		100%

Assignment guidelines will be provided in class and on Learn.

1. Summary (10%). Choose one text from the choices provided and write a one-page summary. Your summary should mostly consist of paraphrase and the occasional quotation, properly referenced. This assignment is done in two drafts, the first of which must be brought to class for peer editing.
2. Annotated bibliography (10%). As part of your team project, your team will produce an annotated bibliography of your research. Each team member will be expected to submit at least one entry for inclusion in the bibliography.
3. Critical Analysis Essay (15%): As part of your team project, each member will prepare a critical analysis of one of the essays they have summarized for the annotated bibliography. This assignment is done in two drafts, the first of which must be brought to class for peer editing.
4. Oral briefing (15%): As part of your team project, your team will develop an oral briefing to the class that relates to your briefing note.
4. Briefing Note: (20%): As part of your team project, your team will develop a briefing note on an assigned topic.
5. 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.”
6. Reflection assignment (15%): For this assignment (500-750 words), you will write honestly about your work during the term, focusing on ideas that are important to your development as an academic. You will be expected 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 Outline / Class Schedule

Notes on readings.

Week	Date	Topic
1	May 1 & 3	Introduction, Reading for key ideas, Paraphrase quotation and summary.
2	May 8 & 10	Peer editing summary workshop, Introducing the team project: briefing notes
3	May 15 & 17	May 15 – Research workshop at DC, Analyzing the form of the briefing note
4	May 24 & 29	Audience analysis, Annotated bibliographies
5	May 31	Professional writing standards in Statistics and Actuarial Sciences: what are they and why are they important.
6	June 5 & 7	Close reading and argumentation, Critical reading and analysis
7	June 12 & 14	Clear and elegant prose, Peer editing critical response workshop

Week	Date	Topic
8	June 19 & 21	Peer editing critical response workshop, Oral presentations and visualizations
9	June 26 & 28	Delivering the oral briefings
10	July 3 & 5	Peer editing briefing notes and revision of briefing notes
11	July 10 & 12	Audience analysis (revisited) and writing a newspaper article
12	July 17 & 18	The "Globe and Mail" test
13	July 24	Course conclusion

### Late Work

Essays are due in hard copy at the beginning of the class noted in the schedule. All late assignments will be penalized 3% per day, including weekends (i.e. Saturday and Sunday = 6%). Please note that essays will not be accepted via e-mail or after the term's last day of class without prior permission.

### Electronic Device Policy

Electronic note taking devices (e.g. laptops, ipads) are acceptable, however, they must not become a distraction to other students in the class – turn the sound off. Cell phones must be turned off during the class. Texting during class is not acceptable.

### Attendance Policy

You are expected to be in class and on time. You should be prepared for class fully and thoughtfully, and participate in an active and engaged way during class. Active participation in this class requires participation in on-going classroom discussion and group work and being respectful of others' contributions to the ongoing intellectual inquiry taking place during the class. Remember, it is difficult to participate if you do not regularly attend class.

### Important Information

**Academic Integrity:** To maintain a culture of academic integrity, members of the University of Waterloo and its Affiliated and Federated Institutions of Waterloo (AFIW) are expected to promote honesty, trust, fairness, respect, and responsibility. See the [UWaterloo Academic Integrity](#) webpage for more information.

**Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their actions. 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 professor, 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 offenses and types of penalties, students should refer to [University of Waterloo Policy 71 - Student Discipline](#). For typical penalties check [Guidelines for the Assessment of Penalties](#).

**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](#).

**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:** The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (1401), 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 the AS office at the beginning of each academic term.

### **Mental Health Services:**

#### **On Campus**

- Counselling Services: [counselling.services@uwaterloo.ca](mailto: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](mailto:counserv@uwaterloo.ca)