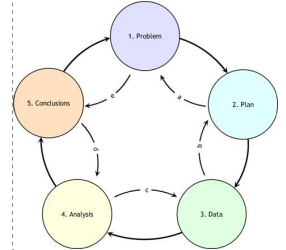


Course Description:

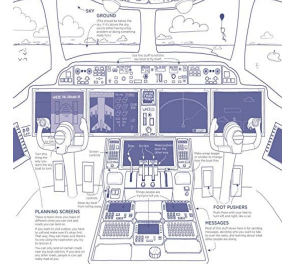
This course introduces students to oral and written communication in the fields of Statistics and Actuarial Science. With emphasis on the public presentation of technical knowledge, the ability to give and receive constructive feedback, and communication in a collaborative environment, this course helps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



Learning Objectives:

Upon completing this course, students should be able to:

- Represent highly technical, specialized knowledge to lay-people, both orally and in writing,
- Perform research, read and summarize peer-reviewed articles,
- Adapt specialized knowledge to a variety of audiences,
- Understand and express the limits of their knowledge,
- Write, revise, and design professional documents that meet industry standards,
- Understand the Actuarial Standards of Practice, and the ethical guidelines for statistical analysis,
- Work collaboratively in a professional context.



		Henry	
		Not Guilty	Guilty
Dave	Not Guilty	2 Years	5 Years 1 Yr.
	Guilty	5 Years 1 Yr.	3 Years

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Assignments:

Survey of Literature

This will be a group assignment. Students will work together to compose a survey of literature around an assigned topic that is unique to their group, based upon the principals that are outlined in our lectures.

15%

Proposal

Students will submit an individual proposal for their Final Report based upon the survey of literature that was previously submitted.

15%

Smaller Assignments

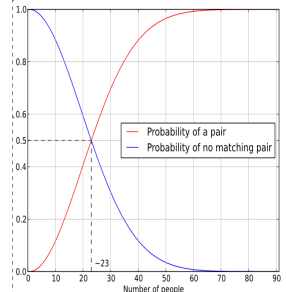
Students will complete smaller (mostly) group assignments on a near-weekly basis. 40 marks of this grade will go to the average on the assignments with the remaining 5 going to individual participation and professionalism.

45%

Final Report:

Building on the survey of literature and proposal, students will submit a final 2000-3000 word research report.

25%



Note: All written work submitted late will be subject to a penalty of 10 marks (out of 100) per day, including weekends. Lecture viewing is mandatory for all submitted assignments.



Schedule (subject to alteration)

Week	Lecture	Assignments due
Week 1	Introduction to Course & Professional Correspondence	Group Signup (by Jan 18)
Week 2	The Math and Statistics Writing Genre	Email (by Jan 22)
Week 3	Information Design	Article Summary (by Jan 29)
Week 4	Research Methodology and Survey of Literature	Infographic (by Feb 5)
Week 5	Collaborative Writing	Survey of Literature (by Feb 12)
Week 6	Narrative Voice and Audience Anticipation	Peer Edit (by Feb 26)
Week 7	Proposal-Writing	Split Review (by Mar 5)
Week 8	Metaphor and Analogy in Writing Down	Proposal (by Mar 12)
Week 9	Report Writing	Analogy Paper (by Mar 19)
Week 10	Media Writing	Status Report (by Mar 26)
Week 11	Oral Reportage	Press Release (by Apr 2)
Week 12	No lecture	3 Minute Thesis (by Apr 9) > Final Report (by Apr 16)

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.

