



ALES 204 / COMM 204

COMMUNICATION FUNDAMENTALS FOR PROFESSIONALS / INTRODUCTION TO SCIENTIFIC AND TECHNICAL COMMUNICATION

In Winter 2022, 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: Mondays and Wednesdays, 4:00 - 5:20 pm

CLASS LOCATION: Mon: A2101 classroom; Wed: A2702 computer lab

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):

The course will be delivered face-to-face in-person as one 1.5-hour lecture and one 1.5-hour practical activity in the computer lab per week, depending on the material to be covered.

Asynchronous online activities based in Moodle may also be included as part of the course material.

COURSE PREREQUISITES AND/OR CO-REQUISITES:

For students taking the course as COMM 204: Successful completion of YukonU ENGL 100 or equivalent is strongly recommended.

For students taking the course as ALES 204: Registration in Yukon University/University of Alberta B.Sc. in Environmental and Conservation Sciences degree program, and permission of an ENCS Program Advisor. Successful completion of YukonU 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.

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

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

Students are expected to attend all lectures and labs, be engaged and courteous in all course activities, and to be on time for class. 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. Please do not use cellular phones during class. Laptops are permitted for note taking and in-class

work; however, please do not use laptops in class for non-class-related activities. While in computer labs, students are expected to refrain from using the computers to engage in non-class-related activities (e.g. Facebook, etc.).

COURSE REQUIREMENTS/EVALUATION:

Assignments

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

1. An annotated bibliography on a topic in ecology, geology, environmental sciences, natural resources conservation and management, or mineral resources;
2. A written introduction to a research proposal.
3. A research poster;

Most exercises may be completed during class time in the lab; however, the annotated bibliography, the written introduction, and the research poster will be completed mostly 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 20% 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_\(Exams\)](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 class, and will be accepted until the end of the day. 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 YST 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
In-class Assignments (8 total)	50%
Annotated Bibliography Assignment	10%
Introduction Assignment	10%
Research Poster Assignment	10%
Final Exam	20%
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)

UBCO MGMT 2nd (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: tone, 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	Presenting the Results
12	Poster Assignment
13	Poster Assignment and Review
14	Final Review and Exam Preparation