

# NORD 835

	UNIVERSITY OF SASKATCHEWAN CAMPUS	UNIVERSITY OF REGINA CAMPUS
INSTRUCTOR:	Heather McWhinney	
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TERM/SEMESTER:	2	
ROOM:	n/a	
DATE AND TIME:	n/a	

The syllabus for this course comprises this document and the document titled “JSGS Common Syllabus 2021-22.”

## CALENDAR DESCRIPTION

This course will introduce government and other professional communication relevant to the North. You will learn the form and function of key documents, such as the professional email, media release, and briefing note, as well as principles of oral communications in a professional environment.

You will learn to analyze various components of communication strategy, including purpose, audience, context, and style, and learn the keys to writing clear grammatical sentences. You will apply the communication concepts and skills you have learned in this course to prepare both your Applied Research Project report and your final research report.

## LEARNING OBJECTIVES

JSGS has developed a set of three competencies that all graduates will be able to demonstrate. The specific readings, assignments and activities in NORD 835 will help you both acquire and demonstrate the ability to:

- Understand how economic and political factors interact to create and determine the effect of policy
- Think critically and analytically about policy problems and issues from a political economy perspective
- Analyze policy problems using theories of political economy
- Communicate information and analyses critically and effectively

## **COURSE CONTENT, APPROACH, AND FORMAT**

Most of the course content will be delivered asynchronously in weekly modules, each consisting of text, videos, and readings from the two course textbooks. You will be expected to study the modules and complete quizzes (reading and writing activities) on the course content. We will also hold two synchronous sessions in which you will present an opinion piece and a critique of a classmate's opinion piece. The dates of these synchronous sessions are TBA.

## **REQUIRED READINGS**

Chrisinger D. (2017). *Public Policy Writing That Matters*. John Hopkins University Press

Sword, H. (2016). *The Writer's Diet: A Guide to Fit Prose*. The University of Chicago Press.

Younging, G. (2018). *Elements of Indigenous style: A Guide for Writing by and about Indigenous Peoples*. Brush Education. (Recommended)

## **COURSE OUTLINE**

Jan 10–16: Module 1: Introduction to Professional Communication

Jan 17–23: Module 2: Writing Plainly

Jan 24–30: Module 3: Speaking Well

Jan 31–Feb 6: Module 4: Writing Policy Reports and Briefing Notes

Feb 7–13: Module 5: Writing Correctly and Editing Your Work—Part 1

Feb 14–20: Module 6: Writing Media Releases, Social Media Communication, and Email

Feb 21–27: READING WEEK

Feb 28–March 6: Module 7: Writing Correctly and Editing Your Work—Part 2

March 7–13: Module 8: Using the Language of Equity, Diversity, and Inclusion

## **ASSIGNMENTS**

1. **Opinion Piece:** You will write an opinion piece of 750 to 1000 words on a topic of interest to you and to the readers of a particular newspaper. You might critique an existing policy and suggest an alternative, or you might argue that a particular policy is working. The piece should be well argued using evidence and the techniques of argumentation we have discussed in NORD 830

and 835. The writing should be clear, concise, and engaging. You will submit your opinion piece to Heather and post it on the Discussion Board. You will also present (read) your opinion piece at a synchronous live session.

2. **Critique of Opinion Piece:** You will prepare a 250- to 400-word critique of a classmate's opinion piece, which you will present at a synchronous live session with your classmates. Partners will be announced at the beginning of the course.
3. **Briefing Note:** You will prepare a two-page briefing note.
4. **Quizzes:** You will complete eight quizzes, one for each module.
5. **Class Participation:** You will be evaluated on your contribution to the class through partner activities, synchronous sessions, and the discussion board.

## DUE DATES FOR ASSIGNMENTS

Assignments and Quizzes	Due Date
Quiz 1	January 16
Quiz 2	January 23
Quiz 3	January 30
Quiz 4	February 6
Opinion Piece	February 10
Quiz 5	February 13
Critique of a Classmate's Opinion Piece	February 17
Quiz 6	February 20
Briefing Note	February 27
Quiz 7	March 6
Quiz 8	March 13

## EVALUATION

Each assignment will be evaluated using a rubric that lays out the standards by which you will be evaluated.

Opinion Piece	25 %
Critique of Opinion Piece	10 %
Briefing Note	25 %
Module Quizzes (Four marks each)	32 %
Class participation	8 %
Total	100 %

## **GENI GRADE DESCRIPTIONS**

The GENI program follows a graduate grading policy that is consistent with the College of Graduate and Postdoctoral Studies at University of Saskatchewan, and as agreed upon in the Collaboration Agreement with UiT Arctic University of Norway. For details on this grading system see this site: <https://programs.usask.ca/grad-studies/policies.php#GradingSystem>

## **ENROLLMENT**

Class enrollment will be normally limited to 30 students.

## **INTELLECTUAL PROPERTY ACKNOWLEDGEMENT**

This course was developed by Heather McWhinney, with the technical assistance of Emmy Stavostrand Neuls and Arsalan Majeed.