

COURSE SYLLABUS



COURSE TITLE: ENGL-141-Technical Communication 1

CLASS SECTION:

TERM: 2025W

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture/Lab, in-person

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

INSTRUCTOR DETAILS

NAME: Kimberly Lemieux

EMAIL: lemieuxk@camosun.ca

OFFICE: LACC119B

HOURS: Monday 12:30 pm – 1:30 pm, Wednesday 10:30 – 12:20, Thursday 2:30 pm – 3:20 pm, or by appointment.

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

ENGL 141 focuses on basic technical writing for the military and the civilian workplace, critical reading strategies, and study techniques. Students will practise writing and editing short documents to improve grammar skills and increase familiarity with standard technical writing formats. Reading comprehension will be developed through analysis of a variety of documents. Students will learn strategies to cultivate good study habits.

PREREQUISITE(S):

CO-REQUISITE(S):

EQUIVALENCIES:

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon completion of this course a student will be able to:

- Employ appropriate technical writing conventions and ethical standards in written communication.
- Write in a style that exhibits brevity and clarity and avoids words of low information content.
- Write correspondence appropriately using the direct or immediate (pyramid) approach.
- Employ numbers, units, equations, and abbreviations correctly in documents.
- Use grammatically correct sentences and paragraphs and use Standard English and spelling.
- Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.
- Apply ethical concepts (copyright law, plagiarism, sensitive material) to all forms of communication.
- Write correspondence and informal reports in a format and manner appropriate for the military and civilian workplace.
- Write letters, memos, e-mails, and informal reports using correct workplace format.
- Analyze the informational needs and backgrounds of various audiences requiring technical reports, and use technical vocabulary appropriate for the intended audience.
- Use word-processing software to design, produce, and edit professional documents that meet workplace standards.
- Use word-processing software to design technical documents for high readability and appeal.
- Use word-processing software to develop effective time-management skills and efficiency in writing technical documents.
- Demonstrate comprehension of a variety of reading materials, both technical and non-technical.
- Use reading techniques to extract data effectively and efficiently from texts, articles, and graphics of military and other documents.
- Read and comprehend technical documents including lists, tables, and charts.
- Summarize technical and non-technical documents to identify and relate main ideas accurately and concisely.
- Develop and use learning strategies that contribute to academic success.
- Develop and apply strategies for effective time management.
- Employ strategies for effective studying, note taking, test taking, and time management.
- Demonstrate active listening skills to identify main ideas and verbal cues.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

I will provide materials in class.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

ENGL 141-X01 Course Schedule

DATE	Monday (CBA 121) 8:30-9:50	Wednesday (CBA 201) 8:30-9:50
Week 1	Course Introduction Due: Writing Diagnostic Form	Workplace Writing Principles and Style Grammar Block 1
Week 2	Academic Management – Time Management/schedules	Writing Lab 1: Academic Management Lab
Week 3	Letter Writing and Direct Approach Due: Academic Management	Writing Lab 2: In-class DA Letter Draft
Week 4	Revision and Proofreading Techniques Due: DA Letter (10%)	<i>Grammar Blocks 2 and 3</i> DA Letter Peer Review
Week 5	The Military Memo Parallel Structure and Vertical List	<i>Grammar Blocks 4 and 5</i> Writing Lab 3: Military Memo Lab
Week 6	Civilian Memo and Short Report Document Design, Graphics in Workplace Documents	<i>Grammar Block 6</i> Writing Lab 4: Document Design Challenge
Week 7	READING WEEK	
Week 8	Grammar Review Grammar Blocks 7, 8	Grammar Quiz (in-class)
Week 9	Memo Review Appropriate Workplace Language Numbers, measurements, abbreviations	Short Report (In-Class Assignment)
Week 10	<i>Grammar Block 10</i> Device Description	Writing Lab 5: Device Description Challenge
Week 10	<i>Grammar Block 11</i> Academic Management	<i>Grammar Block 12</i> Device Description Peer Review

	Reading Texts and Other Difficult Material	Device Description Due
Week 11	Summaries	Writing Lab 6: Summary Lab
Week 12	<i>Grammar: Block 13</i> Writing Instructions	Writing Lab 7a: User Manual Lab
Week 13	Writing Lab 7b: User Manual Lab	User Manual Showcase Review for Grammar Test/ Instructions for Final Major Assignment
Week 14	Final Report (In-Class Assignment)	Final Grammar Test Instructions Assignment Due

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams).
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EVALUATION OF LEARNING

Assessment Table - English 141 W2025

Deliverable	Weight	Due Date
Diagnostic Assignment	C/I	January 6
Academic Management Assignment	5%	Jan 20
Business Letter Assignment	10%	January 27
Grammar Quiz	10%	February 26
Short Report (in-class)	15%	March 5
Device Description Assignment	10%	March 10
Writing Labs – Academic Management, DA Letter Draft, Military Memo,	15%	Ongoing

Document Design, Technical Description, Summary, User Manual		
Final Report (in-class)	15%	April 7
Final Grammar Quiz (in-class)	20%	April 9

COURSE GUIDELINES & EXPECTATIONS

You can expect your instructor to

- teach to the course goals
- give clear instructions for assignments and exercises
- advise and support students in their coursework
- treat students with respect
- be available during office hours or, if necessary, arrange an alternative time to meet
- evaluate students fairly, based on criteria provided to students beforehand
- return assignments in a timely manner
- give useful feedback

Your instructor will expect you to

- keep up with course material in D2L
- prepare for class by completing readings and assigned work on time
- actively participate in class activities
- ask questions if you need clarification
- submit your own, original work
- use instructor comments and feedback to improve future work
- cooperate with and act respectfully toward other students and the instructor
- communicate with the instructor about problems or concerns as soon as possible

Additional Guidelines and Expectations

Guidelines for Preparing and Submitting Written Assignments -

All formal written assignments for this course should be typed according to the assignment requirements. All papers should be clearly marked with your name and submitted on time, **as a PDF**, through D2L Assignments.

Late and Missing Assignments – Late assignments submitted up to five school days past the due date, will lose 10%, and will receive a grade only (no comments). Assignments submitted more than five days late will lose 40%. If you must hand in something late, please communicate with me by email beforehand. Requests for extensions made prior to the assignment due date will be

considered on a case-by-case basis.

Successful Course Completion – Students must complete all assignments and write all quizzes to pass the class. Under normal circumstances, students who cannot pass the cumulative in-class assignments will not pass the course. In other words, students must achieve a combined average of at least 50% on the two in-class writing assignments.

Writing Labs – Throughout the course, there are seven writing labs. Together, they will make up 15% of your final grade in the course. I will monitor your attendance and participation during writing lab sessions. There will be no opportunity to make up missed lab classes, so please review the schedule, make sure you are aware of upcoming writing labs, and come to class prepared to participate in the scheduled activities.

For Your Records – Be sure to keep all rough drafts, final drafts, and graded assignments until the end of term. In the event of a computer failure or a grade discrepancy, these documents will be critical. Always, always back up your files. If you don't already have cloud-based file storage, consider using one of the many file storage platforms available. See me if you'd like more information.

Professionalism – At the end of term, I will assess your performance as a student in my class with a focus on the comportment expected of someone in a workplace setting. This grade is worth +/- 2% of your final grade in English 141. In my assessment, I will consider the following aspects of your performance: attendance, participation, punctuality (arriving to class on time, submitting assignments on time), organization, comportment (respectful of self, instructor, and classmates). I will also ask you to evaluate your performance in this facet of the course.

Collaborative Writing – In this course, you will have the opportunity to co-author documents. Any sort of collaborative effort demands a lot of those involved. Consider your strengths and weaknesses as a team member, and ensure you put in your best effort while accomplishing the tasks laid out for you in the team-based assignments.

ENGL 141 Generative AI Guidelines - Our goals in ENGL 141 include learning to think, write, and communicate effectively. Although you do complete writing assignments for assessment purposes, the end products are less important than the writing process itself. The challenges and creativity inherent in planning, writing, and revising your documents are integral to your learning. To that end, use of generative AI is largely prohibited in this course. See the following list for further details:

1. Students must NOT use AI tools to generate any content in their writing assignments.

- i. Assignment outlines, drafts, and final copies must be completed by the student.
 - ii. All sentences and paragraphs must be constructed by the student.
 - iii. All facts must be verified by the student.
 - iv. All creative details must be generated by the student.
2. Students may use AI tools such as spelling and grammar checkers to ensure accuracy in their writing.
3. Students may use AI tools to generate practice questions or quizzes to supplement their learning outside of class.
4. Students may use AI tools to generate samples, as long as the content and writing in the samples are not replicated in the students' own assignments. * Note that AI-generated texts are often not particularly strong or exemplary.
5. While use of AI for composition is not permitted in ENGL 141, if a student does use generative AI in their submitted work (in other classes or in the workplace), they must clearly identify and attribute the AI content. *See Camosun's APA or MLA Libguides.

In ENGL 141, the use of AI to generate class assignments or write tests constitutes academic misconduct. Submitting an assignment composed by AI is a form of plagiarism, and answering quiz or test questions with the use on AI is cheating. If I suspect that an academic misconduct has occurred, I may do one or all of the following:

1. Consult with colleagues.
2. Run the relevant assignment through AI detection software (the results will not be considered conclusive but may contribute to a larger body of evidence).
3. Discuss the assignment with the student.
4. Ask the student to resubmit part or all of the assignment.
5. Report the misconduct to the School of Arts and Science.
6. Assign a zero grade to the assignment.
7. Assign an "F" for the course (in very serious or repeat offences).

If you have questions about when or how to use AI tools ethically, please talk to me!

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.