

# COURSE SYLLABUS



COURSE TITLE: ENGL-141: Technical Communication 1

CLASS SECTION: X01

TERM: W2023

COURSE CREDITS: 2

DELIVERY METHOD(S): On Campus

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

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For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>

*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Kimberly Lemieux

EMAIL: [lemieuxk@camosun.bc.ca](mailto:lemieuxk@camosun.bc.ca)

OFFICE: LACC 119B

HOURS: Monday, 12 pm – 1 pm (Campus); Wednesday, 12:30 pm – 2:30 pm (Campus); Thursday, 7:30 pm – 8:30 pm (Virtual); 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

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ENGL 141 focuses on basic technical writing for the military and the civilian workplace, critical reading strategies, and study techniques. Students will practice 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):

One of:

Determined by DND

### CO-REQUISITE(S):

Not Applicable

### EXCLUSION(S):

Not Applicable

## COURSE LEARNING OUTCOMES / OBJECTIVES

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

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

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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**Handouts will be provided in class.**

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

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

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1	Course Introduction Workplace Writing Principles and Style Grammar Block 1	Due: Writing Diagnostic – Jan 11
Week 2	Letter Writing and Direct Approach Grammar: Block 2	
Week 3	Parallel Structure and Vertical Lists The Military Memo Grammar: Blocks 3, 4, 5	Due: Letter Assignment - Jan 27
Week 4	Civilian Memo and Short Report Grammar: Block 6	
Week 5	Graphics in Workplace Documents Grammar Block 7	Due: Military Memo – Feb 10
Week 6	Grammar Review Appropriate Workplace Language Grammar Blocks 8, 9	Due: Grammar Quiz – Feb 17
Week 7	Reading Week	No Classes
Week 8	Memo Review	Due: Short Report (In-class) – Mar 3
Week 9	Device Description Grammar Block 10	
Week 10	Summary Writing Grammar Blocks 11, 12	Due: Device Description - Mar 17
Week 11	Summary Peer Review Writing Instructions Grammar Blocks 13, 14	Due: Summary - March 24
Week 12	Academic Management Reading Strategies Grammar Blocks 15, 16	
Week 13	Grammar Review	
Week 14	Final Grammar Test /Final Report (In-class)	Due: Instructions Assignment – April 12 Final Grammar Test – April 12 Final Report (In-class) – April 14

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 notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING	DUE
Business Letter	7%	January 27
Grammar Quiz	8%	February 17
Military Memo	10%	February 10
Short Report (In-class)	15%	March 3
Device Description	10%	March 17
Summary Assignment	8%	March 24
Instructions Assignment	15%	April 12
Final Grammar Quiz	12%	April 12
Final Report (In-class)	15%	April 14
	<b>TOTAL 100%</b>	

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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### 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 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 5 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.

**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.

**Collaborative Writing** – In this course, you will have the option of co-authoring the user manual (instructions assignment). 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

**Missed Classes** - It is your responsibility to know the material covered in class and to complete the assignments due.

If you have difficulty accessing course materials or assignments, let your instructor know well in advance of the due date.

## STUDENT RESPONSIBILITY

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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

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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 <http://camosun.ca/students/>.

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Academic Advising

<http://camosun.ca/advising>

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Accessible Learning

<http://camosun.ca/accessible-learning>

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Counselling

<http://camosun.ca/counselling>

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Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### 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. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

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 or misconduct 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 and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### 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

<http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**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.