

COURSE SYLLABUS



COURSE TITLE: ENGL-141: Technical Communication 1

CLASS SECTION: X01

TERM: W2024

COURSE CREDITS: 3

DELIVERY METHOD(S): On Campus

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME: Kimberly Lemieux

EMAIL: lemieuxk@camosun.ca

OFFICE: LACC 119B

HOURS: Monday, 7:00 pm- 8:00 pm (Virtual); Tuesday, 12:30 – 1:30 pm; Wednesday, 10:30 am – 12:30 pm (Campus); 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 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

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.

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.
 - a. Assignment outlines, drafts, and final copies must be completed by the student.
 - b. All sentences and paragraphs must be constructed by the student.
 - c. All facts must be verified by the student.
 - d. 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 170, 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!

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Handouts will be provided 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.

WEEK or DATE RANGE	Mon (CBA 213) 8:30-9:50, Wed (CBA 219) 8:30-9:50	OTHER NOTES
Week 1	Course Introduction Workplace Writing Principles and Style Grammar Block 1	Due: Writing Diagnostic – Jan 8
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 26

WEEK or DATE RANGE	Mon (CBA 213) 8:30-9:50, Wed (CBA 219) 8:30-9:50	OTHER NOTES
Week 4	Civilian Memo and Short Report Grammar: Block 6	
Week 5	Graphics in Workplace Documents Grammar Block 7	Due: Military Memo – Feb 9
Week 6	Grammar Review Appropriate Workplace Language Grammar Blocks 8, 9	Due: Grammar Quiz – Feb 14
Week 7	Reading Week	No Classes
Week 8	Memo Review	Due: Short Report (In-class) – Feb 28
Week 9	Device Description Grammar Block 10	
Week 10	Summary Writing Grammar Blocks 11, 12	Due: Device Description - Mar 15
Week 11	Summary Peer Review Writing Instructions Grammar Blocks 13, 14	Due: Summary - March 22
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 10 Final Report (In-class) – April 10

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

DESCRIPTION	WEIGHTING	DUE
Business Letter	7%	January 26
Grammar Quiz	8%	February 14
Military Memo	10%	February 9
Short Report (In-class)	15%	February 28

DESCRIPTION	WEIGHTING	DUE
Device Description	10%	March 15
Summary Assignment	8%	March 22
Instructions Assignment	15%	April 12
Final Grammar Quiz	12%	April 10
Final Report (In-class)	15%	April 10
	TOTAL 100%	

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

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

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

Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills

Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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 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. To contact the Office of Student Support: 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.