

# COURSE SYLLABUS



COURSE TITLE: ENGL-170-Technical & Professional Communication 1

CLASS SECTION: 002

TERM: 2024F

COURSE CREDITS: 3

DELIVERY METHOD(S): 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: Katie Tanigawa

EMAIL: tanigawak@camosun.ca

OFFICE: LACC 119A

HOURS: Tues. 10-11 a.m., Wed. 12-1 p.m., Thurs. 10 a.m.- 12 p.m.

*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

---

This course focuses on writing for the workplace, including writing formats, structure, style, and document design with a comprehensive review of grammar, punctuation and usage. Students will write workplace correspondence, short reports, instructions and job-search formats in a clear, concise, purposeful, unambiguous and grammatically correct way.

### PREREQUISITE(S):

One of:

C in English 12

C in ENGL 090

C in ENGL 091 and ENGL 093

C in ENGL 092

C in ENGL 103

C in ENGL 130

C in ENGL 142

C in ELD 092

C in ELD 097

C in ELD 103

CO-REQUISITE(S):

EQUIVALENCIES:

#### COURSE LEARNING OUTCOMES / OBJECTIVES

---

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

1. Write workplace correspondence, reports, and manuals that use correct workplace-writing style, structure, format, and ethical standards.

a) Present information appropriately either using the direct (immediate) approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).

b) Write in a style that meets the informational needs and backgrounds of various audiences.

c) Write in a style that exhibits brevity and clarity and avoids language of low- information content.

d) Employ numbers, units, equations, and abbreviations correctly in documents.

e) Apply ethical standards and requirements (copyright law, plagiarism, sensitive material) to all writing.

2. Plan, organize, structure, and write workplace formats for a variety of situations.

a) Write workplace correspondence (letters, memos, e-mails) appropriate to audience and situation.

b) Write workplace reports appropriate to audience and situation.

c) Compose effective job-search documents related to specific job descriptions and situations.

d) Write an illustrated user-manual that employs clear instructions, procedures, and graphics that can be followed easily and accurately.

3. Design technical documents for high readability and appeal using word-processing software and techniques.

a) Articulate idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.

b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.

4. Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.

a) Demonstrate mastery of advanced grammar concepts by completing practice exercises.

b) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

---

All materials will be provided to you via D2L and will be accessible through the Camosun Library website or the open web.

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	TOPICS	ASSIGNMENTS
<b>Week 1:</b> 9/2-9/8	Introduction and Welcome! <b>In-Class Diagnostic</b>	<b>In-Class Diagnostic</b> Thurs. 9/5
<b>Week 2:</b> 9/9-9/15	Writing Principles/Letter Writing/Direct Approach	
<b>Week 3:</b> 9/16-9/22	Revision and Proofreading Techniques Direct Approach Peer Review	Direct Approach Letter Sun. 9/22
<b>Week 4:</b> 9/23-9/29	Emails and the Indirect Approach	
<b>Week 5:</b> 9/30-10/6	Numbers, Parallelism, and Lists <b>In-Class IA Correspondence</b>	<b>In-Class IA Correspondence</b> Thurs. 10/3
<b>Week 6:</b> 10/7-10/13	Memos and Workplace Graphics	
<b>Week 7:</b> 10/14-10/20	Research Report <b>In-Class Grammar Quiz</b>	<b>In-Class Grammar Quiz #1</b> Thurs. 10/17
<b>Week 8:</b> 10/21-10/27	Team Contracts and Library Orientation	Team or Individual Contract Sun. 10/27
<b>Week 9:</b> 10/28-11/3	Source Credibility and Ethical Use of Sources and Citations	
<b>Week 10:</b> 11/4-11/10	<b>Roundtable Presentations</b>	<b>In-Class Roundtable Presentations</b> T. 11/5 or Th. 11/7
<b>Week 11:</b> 11/11- 11/17	Report Work Block and Peer Review	Research Report Sun. 11/17
<b>Week 12:</b> 11/18- 11/24	Job Applications and User Manuals	
<b>Week 13:</b> 11/25-12/1	User Manuals <b>Final Grammar Quiz</b>	<b>In-Class Grammar Quiz #2</b> Thurs. 11/28
<b>Week 14:</b> 12/2-12/8	Review and In-Class Memo	<b>In-Class Memo</b> Thurs. 12/5
		User Manual Sun. 12/8

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).

<https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

## EVALUATION OF LEARNING

---

Assignment	Due Date	Percentage
Diagnostic	Thurs. 9/5	1% (C/I)
Direct Approach Assignment	Sun. 9/22	10%
In-Class IA Correspondence	Thurs. 10/3	15%
Grammar Quiz #1	Thurs. 10/17	10%
Contract	Sun. 10/27	2%
Round Table Discussion	Tues. 11/5 or Thurs. 11/7	2%
Research Report	Sun. 11/17	15%
In-Class Grammar Quiz #2	Thurs. 11/28	10%
In-Class Memo	Thurs. 12/5	15%
User Manual	Sun. 12/8	15%
Professionalism	Ongoing	5%

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

---

The following class guidelines are here to ensure we have a productive term. In the first weeks of class, we will be reviewing these guidelines and adding to them as the class sees fit.

### You can expect your instructor to

- Teach to the course goals;
- Give clear instructions for assignments and exercises;
- Advise and support students in their course work;
- Treat students with respect;
- Act in a fair manner;
- Be available during office hours or, if necessary, arrange an alternative time to meet;
- Evaluate students fairly and constructively, based on criteria made clear to students beforehand;
- Return assignments in a timely manner;
- Give useful feedback.

### Your instructor will expect you to

- Attend class on time;
- Keep up with course material presented in class as well as material on D2L;
- Prepare for class by completing readings and assigned work on time;
- Actively participate in class activities;
- Ask questions if you need clarification;
- Submit all assignments according to instructions, complete, and on time;
- 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.

### Guidelines for Preparing and Submitting Written Assignments

All formal written assignments for this course should be typed according to assignment specifications. When and if you use sources, your papers should use correct and complete citation format according to the guidelines set out by the relevant academic discipline. All papers should be clearly marked with your name and submitted on time, as a **.pdf**, **.doc.**, or **.docx** file through D2L Assignments.

### Late and Missing Assignments

---

You must submit assignments on time. That said, a reasonable explanation for a late assignment, if it is given before the due date, will be accepted. Late submissions without prior explanation will be penalized by 10%. Submissions more than one week late will be given a '0'.

### Plagiarism & Cheating

---

Plagiarism is a serious academic offense. Please ensure you submit your own, original work, which you have written for the assignments in this class. You should review Camosun's policies on academic honesty and plagiarism, which you can find here: <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf>. If you ever have any questions about plagiarism, please let me know. I'm happy to help you develop strategies to avoid accidental plagiarism *before* you submit your assignment for marks.

### Artificial Intelligence and Large Language Models

---

While different courses will have their own policies regarding the use of artificial intelligence (AI) and large language models (LLM), in this class you may not use such programs or tools unless explicitly given permission by your instructor to use them in specific capacities. In other words, the default is such that you may not use AI or LLM tools to draft, translate, or revise, in part or in whole, the work you submit for this course.

This guideline is here to promote the growth of your critical thinking, source vetting, and writing skills. As such, please note that the use of AI and LLM tools outside of what your instructor has specifically permitted for a specific assignment will constitute a violation of academic integrity.

That said, I am very happy to have conversations with you about AI and LLMs, their ethics, affordances, and limitations. These are exciting technologies that are here to stay, and it's important that we cultivate curiosity and critical capacities so we can use them effectively, ethically, and safely.

### Additional Notes

---

If you encounter circumstances that you feel impede your learning in this course, or if throughout the term you discover ways I could better support your learning, please let me know. We are in this together, and I am happy to work with you to create a positive and productive learning environment.

### SCHOOL OR DEPARTMENTAL INFORMATION

---

N/A

## 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](https://camosun.ca/services).

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

## 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](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto: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