COURSE SYLLABUS

CAMOSUN COLLEGE

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

CLASS SECTION: 004

TERM: F2023

COURSE CREDITS: 3

DELIVERY METHOD(S): In-person

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](#).

INSTRUCTOR DETAILS

NAME: Katie Tanigawa

EMAIL: tanigawak@camosun.ca

OFFICE: LACC 119A

HOURS: Mon. 10:00-11:00 a.m.; Wed. 11:00 a.m.-12:00 p.m.; Thurs 2:00-3:00 p.m.; Fri 11:00 a.m.-12:00 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 Camosun Alternative
CO-REQUISITE(S):
Not Applicable
EXCLUSION(S):
Notes: Only one of ENGL 170 or ENGL 175 may be used towards a Camosun College credential.

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.

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	ASSIGNMENTS
Week 1: 9/4-9/10	Introduction	Diagnostic Fri. 9/8
Week 2: 9/11-9/17	Writing Principles/Letter Writing/Direct Approach	
Week 3: 9/18-9/24	Indirect Approach and Professional Emails	Direct Approach Letter Sun. 9/24
Week 4: 9/25-10/1	Document Design	
Week 5: 10/2-10/8	Memos and Revision	Indirect Approach Email Sun. 10/8
Week 6: 10/9-10/15	Workplace Graphics and Numbers	
Week 7: 10/16-10/22	Memo and 7Cs Review	In-Class Report Fri. 10/20
Week 8: 10/23-10/29	New Technology Report	Grammar Quiz Fri. 10/27
Week 9: 10/30-11/5	Library Orientation and Source Credibility	
Week 10: 11/6-11/12	Quotations and Citations	
Week 11: 11/13-11/19	Job Applications	New Technology Report Sun. 11/19
Week 12: 11/20-11/26	User Manuals	Resume Bonus Assignment Sun. 11/26
Week 13: 11/27-12/3	Document Formatting and Review	In-Class Report #2 Fri. 12/1
Week 14: 12/4-12/10	Final Review	Grammar Quiz Fri. 12/8
		User Manual Sun. 12/10

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 noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

Assignment	Weight	Due Date
Mandatory In-Class Diagnostic	0%	Fri 9/8
Major "Take-Home" Assignments		
Direct Approach Letter	10%	Sun 9/24
Indirect Approach Letter	12%	Sun 10/8
New Technology Report	15%	Sun 11/19
User Manual	18%	Sun 12/10
Timed Writing Assignments		
In-Class Report #1	12%	Fri 10/20
In-Class Report #2	12%	Fri 12/1
Timed Grammar Quizzes		
Grammar Quiz #1	8%	Fri 10/27
Grammar Quiz #2	8%	Fri 12/8
Participation and Professionalism		
Professionalism (e.g., in-class activities)	5%	Ongoing

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 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
- 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 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 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.

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.