

COURSE SYLLABUS



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

CLASS SECTION: ENGL 170-005

TERM: W2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture/Lab

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: Alexis Martfeld

EMAIL: martfelda@camosun.ca

OFFICE: Liz Ashton Campus Centre (LACC) 119B

HOURS: Monday – Wednesday 4:00 pm to 4:30 pm; Thursday 10:00 am – 10:30 am

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

ENGL 170 Course Booklet (Available on D2L)

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.

| Date | Monday 2:30-4:00 CBA 287 | Wednesday 2:30-4:00 Portable A 102 |
|------------------------------------|--|--|
| Week 1 Jan. 8 & 10 | Introduction to the Course: Welcome to English 170!!! Due: Diagnostic | Genre and Principles of Technical Writing |
| Week 2 Jan. 15 & 17 | Letter Formats and the Direct Approach <i>Grammar Block</i> | The Direct Approach <i>Grammar Block</i> |
| Week 3 Jan. 22 & 24 | Revision and Proofreading Techniques | The Indirect Approach <i>Grammar Block</i> Due: Direct Approach Letter (8%) |
| Week 4 Jan. 29 & Jan. 31 | The Indirect Approach <i>Grammar Block</i> | Parallelism, Vertical Lists, and Document Design <i>Grammar Block</i> |
| Week 5 Feb. 5 & 7 | The Workplace Memo and Short Report <i>Grammar Block</i> | Illustrating Workplace Reports <i>Grammar Block</i> |
| Week 6 Feb. 12 & 14 | Numbers and Appropriate Language in Workplace Writing <i>Grammar Block</i> Due: Indirect Approach Assignment (9%) | Collaborative Writing and The Research Report <i>Grammar Review</i> |
| Week 7 Feb. 19 & 21 | Holiday: College Closed | Holiday: College Closed |
| Week 8 Feb. 26 & Feb. 28 | Library Visit: Locating and Evaluating Sources | Due: In-class Memo #1 (15%) |
| Week 9 Mar. 4 & 6 | Collaborative Writing and The Research Report <i>Grammar Review</i> | Due: Grammar Quiz (8%) |

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|---|--|---|
| Week 10 Mar. 11 & 13 | Reading and Research: The 3 I's and Citation <i>Grammar Block</i> | Research Report Work Block |
| Week 11 Mar. 18 & 20 | Job Search <i>Grammar Block</i> | The User Manual Illustrated Research Report (15%) |
| Week 12 Mar. 25 & 27 | User Manual Work Block <i>Grammar Block</i> | User Manual Work Block |
| Week 13 Apr. 1 & 3 | Due: In-class Memo #2 (15%) | <i>Grammar Review</i> |
| Week 14 Apr. 8 & 10 | Holiday: College Closed | Due: Final Grammar Test (10%) Due: User Manual (15%) |

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

| Assignment | Weight | Due Date |
|-----------------------------|--|--------------|
| Diagnostic | Mandatory: Complete/Incomplete | Mon. Jan. 8 |
| Direct Approach Letter | 8% | Wed. Jan. 24 |
| Indirect Approach | 9% | Mon. Feb. 12 |
| In-Class Memo #1 | 30% (or 15% if combined with in-class memo #2) | Wed. Feb. 28 |
| Grammar Quiz | 8% | Wed. Mar. 6 |
| Illustrated Research Report | 15% | Wed. Mar. 20 |
| Resume and Cover Letter | OPTIONAL | n/a |
| In-Class Memo #2 | 15% | Mon. Apr. 1 |
| Grammar Test | 10% | Wed. Apr. 10 |
| User Manual | 15% | Wed. Apr. 10 |
| Professionalism | 5% | Ongoing |

NOTE: Students must submit all major assignments to pass this course, including the Diagnostic.

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>

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
- 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
- regularly check and be available by email

Your instructor will expect you to

- keep up with course material and announcements
- 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
- regularly check email

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.
- If you would like to receive in-line feedback on a written assignment, you must also submit a hard copy of your assignment at the beginning of class on the due date, in addition to fulfilling any other requirements stipulated regarding the particular assignment.
- Assignments due the final week of the course must be submitted then. Otherwise, late assignments submitted up to 10 school days past the due date will lose 10%, and will receive a grade only (no comments). Assignments submitted more than 10 school days late will receive 0%. **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.
- You must complete all assignments to pass the course, including the Diagnostic.

Plagiarism, Cheating, and AI-Based Writing Tools

- Plagiarism is a serious academic offense. Please ensure you submit your own, original work.
- Generative AI, like Chat GPT, may NOT be used to compose writing assignments in ENGL 170.
 - Our course learning outcomes require individual (human) thought and application through all stages of the writing process. Work that contains hallmarks of AI-generated text may be run through AI detection software (though the results will only be used to support other existing evidence). Since submitting work that is all or partially composed by generative AI is a form of academic misconduct, the related assignment will receive a grade of zero and may elicit

further consequences. Please review Camosun's policies on academic honesty and plagiarism, which you can find here: <http://camosun.ca/learn/school/arts-science/images/Arts%20and%20Science%20Academic%20Honesty%20Guidelines.pdf>.

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.

Collaborative Writing – In this course, you will be asked to co-author one or more 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. Every team member is accountable for the finished product.

In-Class Writing – Under normal circumstances, students who cannot pass the cumulative in-class assignments will not pass the course. “Cumulative” here means in-class assignments throughout the semester. Students who are concerned about this course requirement are encouraged to seek guidance and clarification from the instructor as early as possible.

Professionalism & Participation

- Students are expected to treat all class members with respect and dignity. Try to be fully present for class by shutting off other programs and not checking your cell phone.
- You can demonstrate your professionalism through your attendance, engagement, respect, and thoughtful completion of assigned tasks.
- In addition to negatively impacting your course Professionalism grade (5%), poor participation may affect your grade as a natural consequence through poor performance on assignments due to missed class work.

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.
- Please contact me with any concerns or questions regarding the course. The easiest way to reach me is by email (martfelda@camosun.bc.ca) or during my office hours.

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/>.

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| 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](http://camosun.ca/services/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.