COURSE SYLLABUS

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

CLASS SECTION: 006

TERM: Winter 2025

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: Kimberly Lemieux

EMAIL: lemieuxk@camosun.ca

OFFICE: LACC119B

HOURS: Monday 12:30 pm – 1:30 pm, Wednesday, 10:30 – 12:20, Thursday 2:30 pm – 3:20 pm, 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

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 Materials – (online copies supplied in 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.

WEEK	Tues 4:00-5:20 pm (CBA 120) Thurs 3:30-4:50 pm (CBA 277)	Due
Week 1	Introduction to Technical Writing	Diagnostic (Jan 7)
Week 2	Letters and the Direct Approach Grammar Block (GB) 1	Writing Lab 1 (Jan 16)
Week 3	Revision and Proofreading / Indirect Approach Grammar Block (GB) 2,3	Writing Lab 2 and Direct Approach Letter (Jan 23)
Week 4	Emails and the Indirect Approach GB's 4 and 5	Writing Lab 3 (Jan 26)
Week 5	Numbers and Appropriate Language, In-class Assessment #1	In-class Assessment #1 (Feb 6)
Week 6	Document Design Illustrating Workplace Reports, Workplace Memos GB 6	Writing Lab 4 (Feb 13)
Week 7	Grammar Review and Mid-term Grammar Quiz	Grammar Quiz (Feb 27)
Week 8	Collaborative Writing and Research Skills	
Week 9	Research Writing and Citations GB 9	
Week 10	Communicating about Research GB 10	Writing Lab 5 (March 18)
Week 11	Research Report/ Job Search GB's 11 and 12	Writing Lab 6 (March 25) Research Report (March 27)
Week 12	User Manual	
Week 13	User Manual Work Period / Grammar Review	User Manual Writing Labs 7a and b
Week 14	In-class Assessment #2 and Final Grammar Quiz	In-class Assessment #2 (April 8) Grammar Quiz (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 noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
Direct Approach Letter		10%
In-Class Assessment 1		15%
In-Class Assessment 2		15%
Grammar Quizzes (Mid-term and Final)		25%
Research Report		15%
Professionalism		5%
Writing Labs		15%
	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 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 Guidelines and 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.

Successful Course Completion – Students must complete all assignments and write all quizzes to pass the class. Under normal circumstances, students who cannot pass the cumulative in-class assignments will not pass the course. In other words, students must achieve a combined average of at least 50% on the two in-class writing assignments.

Writing Labs – Throughout the course, there are seven writing labs. Together, they will make up 15% of your final grade in the course. I will monitor your attendance and participation during writing lab sessions. There will be no opportunity to make up missed lab classes, so please review the schedule, make sure you are aware of upcoming writing labs, and come to class prepared to participate in the scheduled activities.

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.

Professionalism – At the end of term I will assess your performance as a student in my class with a focus on the comportment expected of someone in a workplace setting. This grade is worth 5% of your final grade in English 170. In my assessment, I will consider the following aspects of your performance: attendance, participation, punctuality, organization, ability to meet deadlines, comportment (respectful of self, instructor, and classmates).

Collaborative Writing – In this course, you will have the opportunity 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.

ENGL 170 Generative AI Guidelines

Our goals in ENGL 170 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 ENGL 170. 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 170, 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!

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.