

COURSE SYLLABUS



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

CLASS SECTION: 007

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture, Lab

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: Alena Chercover

EMAIL: chercovera@camosun.ca

OFFICE: P326 (Lansdowne) & LACC119A (Interurban)

HOURS: Tues. 2 pm – 3 pm (LACC 119A), Wed. 8 pm – 9 pm (virtual), Fri. 11:30 am-12:30 pm (P 326), 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 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 successful completion of this course a student will be able to:

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

- Present information appropriately either using the direct (immediate) approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
- Write in a style that meets the informational needs and backgrounds of various audiences.
- Write in a style that exhibits brevity and clarity and avoids language of low- information content.
- Employ numbers, units, equations, and abbreviations correctly in documents.
- Apply ethical standards and requirements (copyright law, plagiarism, sensitive material) to all writing.

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

- Write workplace correspondence (letters, memos, e-mails) appropriate to audience and situation.
- Write workplace reports appropriate to audience and situation.
- Compose effective job-search documents related to specific job descriptions and situations.
- Write an illustrated user-manual that employs clear instructions, procedures, and graphics that can be followed easily and accurately.

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

- Articulate idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
- Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.

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

- Demonstrate mastery of advanced grammar concepts by completing practice exercises.
- 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 – 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	Thurs 10:00-11:20 am (WT 101) & Fri 12:30-1:50 pm (E 100)	Due
Week 1	Introduction to Technical Writing	Diagnostic (Sept 5)
Week 2	Letters and the Direct Approach Grammar Block 1	Writing Lab 1 (Sept 13)
Week 3	Revision and Proofreading Grammar Blocks 2 and 3	Writing Lab 2 and Direct Approach Letter (Sept 20)
Week 4	Emails and the Indirect Approach Grammar Blocks 4 and 5	Writing Lab 3 (Sept 27)
Week 5	Numbers and Appropriate Language, In-class Assessment #1 Grammar Block 6	In-class Assessment #1 (Oct 4)
Week 6	Document Design, Graphics, Workplace Memos Grammar Blocks 7 and 8	Writing Lab 4 (Oct 11)
Week 7	Grammar Review and Mid-term Grammar Quiz	Grammar Quiz (Oct 18)
Week 8	Collaborative Writing and Research Skills	
Week 9	Research and Citations Grammar Block 9	
Week 10	Communicating about Research Grammar Block 10	Writing Lab 5 (Nov 8)
Week 11	Research Report and Job Search Grammar Blocks 11 and 12	Research Report (Nov 15)
Week 12	User Manual Grammar Block 13	
Week 13	User Manual and Grammar Review	
Week 14	Grammar Final Quiz and In-class Assessment #2	Grammar Quiz (Dec 5) In-class Assessment #2 (Dec 6)

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](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

DESCRIPTION	WEIGHTING
Direct Approach Letter	10%
In-Class Assessment 1	15%
In-Class Assessment 2	15%
Grammar Quizzes (Mid-term and Final)	20%
Research Report	15%
User Manual	15%
Writing Labs	10%
	TOTAL
	100%

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.

If you would like to receive inline feedback on a written assignment, you must also submit a **hard copy** of your assignment at the beginning of class on the due date.

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.

You must complete all assignments to pass the course.

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.

In-Class Writing

Under normal circumstances, students who cannot pass the cumulative in-class assignments will not pass the course. "Cumulative" here means multiple 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.

Writing Labs

Throughout the course, there are five writing labs, each worth 2% 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 and make sure you are aware of upcoming writing labs and 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.

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.

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.

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

Support Service	Website
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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.

To contact the Office of Student Support: 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.

