

COURSE SYLLABUS



COURSE TITLE: ENGL-251-Advanced Communication

CLASS SECTION: 001

TERM: 2025W

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: Jasmine North

EMAIL: northj@camosun.ca

OFFICE: Paul 235

HOURS: In office: Wednesday 2:30 – 3:30 pm; Thursday 2:30 -3:30 pm; Friday 10-11

Online: Thursday 6-7 pm

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 builds upon the critical writing and reading skills acquired in first-year English courses and is especially relevant to students in sciences and technologies. Students will practice advanced research skills, literature reviews, executive summaries, formal report writing, oral reporting, and various technical and/or professional writing document styles. Students will also learn to revise and edit their work for maximum effect. Topics covered are relevant to multiple disciplines/professions and readings will explore a variety of cultural perspectives.

PREREQUISITE(S):

One of:

C in ENGL 151

C in ENGL 161

C in ENGL 163

C in ENGL 164

C in ENGL 170

CO-REQUISITE(S):

EQUIVALENCIES:

COURSE LEARNING OUTCOMES / OBJECTIVES

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

Write a research report that reflects the generic structure of technical, scientific, or professional writing.

Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to the research report.

Differentiate between objective and subjective English and understand the purpose of each style of discourse.

Apply Standard English to ensure readability of documents.

Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.

Apply ethical principles (copyright law, source documentation, and sensitive material) to the report-writing process.

Compose communication for a variety of audiences in various formats such as abstracts, definitions, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and user manuals.

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 words of low information content.

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

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

Achieve 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.

Design and deliver presentations that fulfill the principles of effective speaking, anxiety control, and visual enhancement:

Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of the presentation.

Use technical vocabulary appropriate for the intended audience.

Present information effectively and appropriately using effective speaking skills and anxiety-control strategies.

Use effective illustrative techniques to enhance the visual and informational quality of the presentation.

Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

All course materials are provided 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.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
1	Intro to Technical Writing, Plain Language, and Effective Writing Style	
2	Technical Descriptions; Numbers and SI Units	Technical Description Assignment is associated with this lesson (10% of final grade)
3	Manuals and Instructions; Technical Description Peer Edit	Peer Edit is worth 2.5% of final grade
4	Direct Letters and Indirect Letters; Informal Reports	
5	Summaries of Academic Articles; Research	Summary MIDTERM Assignment is associated with this lesson (10% of final grade)
6	Formal Reports: Proposals; Evaluating Research	Proposal Assignment is

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
	MIDTERM (Feb 17)	associated with this lesson (25% of final grade)
7	READING BREAK	
8	Document Design; Executive Summaries	
9	Evaluating Documents; Proposal Peer Edit	Peer Edit is worth 2.5% of final grade
10	Formal Reports: Literature Reviews/ Feasibility Studies	Literature Review OR Feasibility Study Assignment is associated with this lesson
11	Presentations and Visual Aids; Infographics, Information Posters and Brochures	Presentation Assignment is associated with this lesson (15% of final grade)
12	Catch-up Week	
13	In-Class Presentations	15% of final grade
14	In-Class Presentations	15% of final grade
Exam Period	NO FINAL EXAM	

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

DESCRIPTION	WEIGHTING
Technical Description	10%
Summaries – IN-CLASS MIDTERM	10%
Project Proposal	25%
Literature Review or Feasibility Study	25%

DESCRIPTION	WEIGHTING
Presentations	15%
Practice Activities	10%
Peer Edits	5%
	TOTAL
	100%

COURSE GUIDELINES & EXPECTATIONS

Readings, Homework, and Participation:

As with any course, it is vitally important that you have completed all assigned readings and lessons before completing practice activities, assignments, and discussion questions.

Late Essays:

- Essays are due by midnight on the date specified in the course schedule and calendar on d2l.
- Up to 5% per day (including weekend days) can be deducted for lateness. Nothing will be accepted 5 days or more past the due date.
- Requests for extensions will be considered, but only if the request is made in advance.
- Rewrites are NOT allowed.

One of your important responsibilities as a student is to be aware of the ethical standards for academic work and to avoid any unethical behaviour. Many instances of academic dishonesty are the result of ignorance rather than deviousness, but because you are supposed to know the rules, not knowing what constitutes plagiarism is no excuse. Read the Academic Honesty Guidelines and please let me know if you have any questions. **In particular, you should be aware that using generative artificial intelligence software like Chat GPT or Translation programs to complete or revise your work violates the academic integrity policy and will have consequences as outlined in college policy.**

SCHOOL OR DEPARTMENTAL INFORMATION

See the official webpages for the School of Arts and Science and the English Department for information on programs, courses, and policies.

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
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.

