

COURSE SYLLABUS



COURSE TITLE: ENGL-251: Advanced Communication

CLASS SECTION: 001

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: Tom Nienhuis

EMAIL: nienhuist@camosun.ca

OFFICE: Paul 326

HOURS: Tue 2 - 3pm; Wed 2:30 - 3:30pm; Thu 10 - 11am, 2 - 3pm

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):

Not Applicable

EXCLUSION(S):

Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon completion of this course, the student will be able to:

1. Write a research report that reflects the generic structure of technical, scientific, or professional writing.
 - a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to the research report.
 - b) Differentiate between objective and subjective English and understand the purpose of each style of discourse.
 - c) Apply Standard English to ensure readability of documents.
 - d) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
 - e) Apply ethical principles (copyright law, source documentation, and sensitive material) to the report-writing process.

2. 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.
 - a) 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 words of low information content.
 - d) Employ numbers, units, equations, and abbreviations correctly in documents.

3. Design technical documents for high readability and appeal using word-processing software and techniques.
 - a) Achieve 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. Design and deliver presentations that fulfill the principles of effective speaking, anxiety control, and visual enhancement:
 - a) Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of the presentation.
 - b) Use technical vocabulary appropriate for the intended audience.
 - c) Present information effectively and appropriately using effective speaking skills and anxiety-control strategies.
 - d) Use effective illustrative techniques to enhance the visual and informational quality of the presentation.
 - e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

There is no required textbook for this course. I will supply a range of free and/or open-source documents 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	ASSESSMENT / DELIVERABLE
Week 1	Introduction to ENGL 251 Technical Writing Principles	Class Survey (ungraded) Course Outline Quiz (ungraded)
Week 2	Technical Descriptions Numbers and Units of Measurement	
Week 3	Summarizing Academic Writing	Tech Description Practice Summary
Week 4	Business Writing: Indirect Approach	Practice Indirect Approach Email
Week 5	Formal Research: Proposals to Reports	Summary Peer Edit Scholarly Summary
Week 6	Research Proposals Normative v. Empirical Statements Choosing Strong Sources	
Week 7	Quoting and Paraphrasing Effectively	Practice Activity
Week 8	Direct Approach Review Strong Verbs	
Week 9	Literature Reviews	Proposal Peer Edit Research Proposal
Week 10	Document Design	
Week 11	Presentations: Structure and Performance	
Week 12	Slide Design	Practice Presentation Literature Review
Week 13	Front Matter / Class Presentations	
Week 14	Class Presentations	Research Presentation

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

DESCRIPTION	WEIGHTING
Technical Description	10%
Scholarly Summary	15%
Research Proposal	20%
Literature Review	30%
Research Presentation	15%
Practice Activities and Peer Edits	5%
Participation and Academic Conduct	5%
	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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

What I Expect From You

I expect all students to conduct themselves maturely, responsibly, and kindly. That means

- attending all class meetings for the full duration, except in cases of illness or emergency
- contacting me before class if you are not going to be there (attendance is still mandatory on days when we write in-class assignments)
- preparing ahead of time for class by completing readings, homework, assignments, etc.
- arriving to class on time, with all required materials
- putting away all electronic devices at the beginning of class, apart from required learning aids
- participating fully in class discussions by asking questions, commenting positively on others' contributions, responding to prompts, and listening to others when they are talking
- working diligently on in-class assignments and activities, and helping others focus on their work
- beginning all assignments as soon as possible and submitting them all on time
- communicating with me as soon as possible when you have a problem with an assignment
- reading and using the feedback I provide on assignments and asking me for clarification
- making use of my office hours

What You Can Expect From Me

- The cornerstone principle of my teaching philosophy is kindness, so most of all you can expect me to be kind, to care about you as a writer, as a student, and as a human being.
- You can expect me to be prepared for all our class meetings, to be in my office during my office hours, and to answer emails as quickly as possible (generally the same day).
- In class, you can expect me to crack many bad jokes, to get far too excited about some grammar concepts, and to share odd stories from my childhood to illustrate something I'm trying to explain.
- You can expect me to provide assignment feedback as quickly as I'm able (within 1-2 weeks).
- You can also expect me to match at least some of your excitement for your essay topic, and to support you through the writing process as much as I can.
- Last, you can expect me to listen to feedback. If there's a gap in the support I'm offering, come talk to me about it so we can work together to improve the course, my practice, etc.

Submission Guidelines

All assignments will be submitted electronically through drop boxes on our D2L site, as either a .docx or .pdf file. Format instructions will appear on assignment instructions, and documents must be formatted according to either IEEE or APA 7th edition rules. If an assignment requires citations, you must adhere to APA or IEEE citation guidelines (see the Camosun Library website for more information on APA citation).

Late Assignments and Missed In-Class Assignments

Assignments are due on the date and time indicated on the D2L drop box (I'll also provide the date/time on assignment instructions and in class). Extensions will only be granted in the case of serious illness or emergency and must be negotiated before the due date (which means I need to be able to respond before the due date).

Late assignments will be accepted up to one week after the original due date, and they will be subject to a 10% grade deduction. Late assignments will be graded, but they will receive few or no comments. Assignments submitted more than one week after the due date will not be accepted unless we've negotiated an extension.

Missed in-class assignments will not be made up, unless arrangements have been made previously. Make sure you're in class for those assignments.

Assignment Feedback

Providing and receiving feedback can be an emotionally taxing experience, but it's vital to the learning process. I encourage you to carve out time to read, consider, and question the feedback you receive from me on all assignments. My promise to you is that I'll never write anything snarky or mean on your paper, and if I provide critique or suggestions, it will be because I believe you have the ability to make those next leaps to become a stronger writer. I will always be happy to talk with you about feedback and grades (as long as conversations remain respectful and productive), even if all that's needed is a little emotional support after a tough assignment. I'm here to help.

Academic Integrity and Plagiarism

I expect you to demonstrate the former and avoid the latter. Handing in work that is not yours, or that does not indicate borrowed material clearly, is a serious offence, and it leads to very serious consequences, the least of which is a 0 on an assignment. Please familiarize yourself with Camosun's Student Conduct Policy for details about Academic Honesty guidelines, and when in doubt, cite your work!

Attendance and Participation

I expect all of you to be at all class meetings, and I will take attendance at the beginning of each class. In other words, if information has been discussed in class and/or is on a lecture slide, you're responsible for knowing and remembering it. Taking notes and participating will be vital to the learning process.

If you must miss class, please contact me via email or in person to let me know that you will be away. It will be your responsibility to catch up on missed information by consulting with a fellow student or our D2L page.

Laptops and Other Devices

You may use a laptop to take notes; however, if it becomes a distraction for you, me, or others, I'll ask you to put it away. So, always prepare a Plan B (paper and a pen/pencil). You may not record audio or video of classes (except as part of an academic accommodation). If I'm moving too quickly, stop me and ask me to slow down.

Learning Support

If you have a question or concern related to the course, or you need some more (or different) learning support, please come talk to me. I became a teacher because I enjoy helping people learn, and I'm always happy to discover new ways to improve my practice. My office hours, which are listed at the top of this document, are there for you, and I hope you'll use them well.

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.