

COURSE SYLLABUS



COURSE TITLE: ENGL-251: Advanced Communication

CLASS SECTION: 002

TERM: W2024

COURSE CREDITS: 3

DELIVERY METHOD(S): In person. LAB: Tuesdays 11:00-12:20 in Ewing 200

CLASSROOM: Thursdays 11:00-12:20 in Fisher 206

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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: Micaela Maftei

EMAIL: MafteiM@camosun.ca

OFFICE: Paul 327/CC119

HOURS: **Online:** Mondays, 10:30-11:30 (please sign up through D2L) for a particular timeslot

Lansdowne: Tuesdays 10:00-11:00 and Thursdays 2:30-3:30, or by appointment

Interurban: Wednesdays 12:00-1:00, 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 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

All materials will be provided on D2L. There is no text to purchase for this course.

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.

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Week	Topic	Due
One Jan 9/11	Course intro	
Two Jan 16/18	Types of writing, 6 C's, Numbers+SI units	
Three Jan 23/25	Technical Description	Technical Description due (check all deadlines on D2L)
Four Jan 30/Feb 1	Direct and Indirect approach Memos and email	
Five Feb 6/8	Summaries	
Six Feb 13/15	Finish summaries Manuals and instructions	Summary due (check all deadlines on D2L)
Seven Feb 20/22	Reading Week – No classes!	
Eight Feb 27/29	Proposals Final assignments intro	
Nine Mar 5/7	Credible arguments Composition Research	
Ten Mar 12/14	Document design	Proposal due (check all deadlines on D2L)
Eleven Mar 19/21	Editing and revising	
Twelve Mar 26/28	Giving presentations	
Thirteen Apr 2/4	Student presentations	Literature Review due (check all deadlines on D2L)
Fourteen Apr 9/11	Student presentations/wrap-up	

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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	Due date	Weight
Technical Description	Jan 28	10%
Summary	Feb 18	15%
Proposal	Mar 17	20%
Literature Review	Apr 7	30%
Presentation	You'll pick a date in weeks 13/14	15%
Practice Activities	Various	2 x 5% = 10%
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

- **Statement on AI:** All work written for this class must be your own work. That means you have to write it – all of it. Use of generative AI (e.g., ChatGPT) to complete work (for grading or otherwise) is not permitted in this class. If you did not write something, in its entirety, you may not submit it; if you do submit it and it is determined to have been written not by you, you will receive a grade of zero and I will consider it a case of plagiarism. If you have questions about this, please come chat with me.
- As your instructor, I am a valuable resource for you! Please don't ever hesitate to get in touch by email with any question or issue, no matter how large or small. I will do my best to help, and I will put you in touch with other people or services who may be better placed to help, if necessary. Small problems during term time have a way of spiraling – if you are feeling stressed, behind, confused, or worried about something to do with this course, please get in touch as soon as possible - even just to chat.
- **Late policy:** Work handed in without a deadline extension loses 5% per day, and will receive a mark only (no written feedback). I will not grade or accept work handed in more than one calendar week late. In-class assignment must be completed on the day they are scheduled. If you have a good reason for having to miss in-class work, please come speak to me as soon as possible about it.

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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

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.