COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE: ENGL-273: Technical Communication

CLASS SECTION: X01

TERM: F2023

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture/Lab

Camosun College campuses are located on the traditional territories of the Ləҡʷəŋən 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: LACC 120

HOURS: Monday (Virtual) 7:00 – 8:00 pm, Thursday (12:30-2:30 pm), Friday (12:00 pm-1:00 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

Students will receive individual and group communication support towards completion of their Capstone design-project technology course. Written assignments include a formal technical report supported by program-specific documents. Additionally students will produce a professional quality marketing publication. Presentation assignments include program-specific short progress reports, and longer professional presentations.

PREREQUISITE(S):
All of:
• C in ENGL 170
CO-REQUISITE(S):
One of:
• CIVE 289
• COMP 299
• ECET 290
• MENG 295
EXCLUSION(S):
Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Plan, organize, structure, and write workplace formats that follow principles for a Capstone design project mandated by the engineering-technology program:
a) Write a formal report on a design project using correct format, structure, and documentation.
b) Write at least two supporting reports for the formal report (e.g. proposal, progress report, user manual) using correct format, structure, and documentation.
c) Write, and constantly update a logbook of personal data, activities, ideas, and results related to the design project.
d) Design and produce a professional-quality marketing publication (e.g. brochure, profile document, website) that promotes and highlights the nature of the design project.

2. Write all assignments using correct workplace-writing style, structure, format, design, and ethical concepts.
a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to all assignments.
b) Apply Standard English and technical-writing conventions to ensure readability of documents.
c) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
d) Use effective illustrative techniques to enhance the visual and informational quality of a written assignment.
e) Apply knowledge of copyright law, plagiarism, and sensitive materials to the report-writing process (copyright law, source documentation, and sensitive materials).

3. Design and deliver presentations on the Capstone design project 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 presentations.
b) Use technical vocabulary appropriate for the intended audiences.
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 presentations.
e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.
f) Employ additional program-specific presentation techniques (e.g. trade-show display, demonstration, web or video-conference).

4. Apply the principles and dynamics of conflict resolution in a team setting to maximize the efficiency of collaborative work.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Course pack and other materials available 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.

Date	Topics Tuesdays – 8:30 - 9:50 (CBA 211) Thursdays – 2:30 – 3:50 (CBA 214)	Assignment	Due
Week 1	LECTURE: Welcome to English 273! Professional Writing (Review) Collaborative Writing Strategies LAB: PROPOSAL, Developing a Brand Group Contract	**Group Contract**	**Sept. 10**
Week 2	LECTURE: RESEARCH AND DOCUMENTATION LAB: Proposals		
Week 3	LECTURE: PRESENTATION TECHNIQUES LAB: Proposals, Presentation preparation	**Proposal**	**Sept. 22**
Week 4	LECTURE: PROGRESS REPORTS LAB: Presentation Preparation		
Week 5	PROPOSAL PRESENTATIONS	**Proposal Presentations**	**Oct. 3,5**
Week 6	TEAM MEETING #1	**Team Meeting (15 min)**	**Oct. 10, 12**

Week 7	LECTURE: PROGRESS REPORTS (Revisited)/PRESENTATION TECHNIQUES LAB: Progress Reports/Presentation Preparation		
Week 8	LECTURE: PROMOTIONAL MATERIALS – Project Web Page LAB: Project Web Page/Progress Presentation	**Progress Report**	**Oct. 27**
Week 9	PROGRESS PRESENTATIONS (Group)	**Progress Presentation**	**Oct. 31, Nov. 2**
Week 10	LECTURE: FORMAL REPORT/CC Article LAB: Project Web Page/Progress Presentation		
Week 11	LECTURE: FINAL (FORMAL) REPORT (Review) FINAL PRESENTATIONS/USER MANUALS LAB: Project Web Page/Formal Report		
Week 12	*TEAM MEETING #2*	**Team Meeting (15 min)** **Project Web Page**	**Nov. 21, 23** **Nov. 24**
Week 13	*Writing Lab (Final Report and Presentation)*		
Week 14	*Writing Lab (Final Report and Presentation)*	**User Manual** **Final (Formal) Report or CC Article** **Final Presentations**	**Dec. 10** **Dec. 10** **Dec. 8**

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

Assignment	Weight	Due Date
Group Contract	Complete/Incomplete	Sunday, Sept. 10
Proposal	10%	Friday, Sept. 22
Group Proposal Presentation	5%	Tues., Oct. 3, and Thurs. Oct. 5
Progress Report	10%	Friday, Oct. 27
Progress Presentation	10%	Tues., Oct. 31, Thurs., Nov. 2

Project Web Page	10%	Friday, Nov. 24
User Manual	10%	Sunday, Dec. 10
Final Report/CC Article	25%	Sunday, Dec. 10
Final Presentation	10%	Friday, Dec. 8
Capstone Display	5%	TBD
Participation	5%	Ongoing

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
• give useful feedback on assignments

Your instructor will expect you to

• keep up with course material in person and on 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 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 team's name and each member's 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.

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.

Collaborative Writing – In this course, you will be co-authoring all of your 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 assignments. Every team member shares responsibility for the work you submit.

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 273; our course learning outcomes require individual (human) thought and application through all stages of the writing process. You may use AI-based writing tools for practice and learning, but any work you generate with these tools must NOT be submitted for grading. 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—they will not be considered conclusive on their own). 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, which you can find here: http://camosun.ca/learn/school/arts-science/images/Arts%20and%20Science%20Academic%20Honesty%20Guidelines.pdf.

Attendance and Participation – Course credit is granted through a contract process. Part of your end of this contract requires attendance and participation in all course classes and assignments. Poor attendance and participation can compromise completion of this contract or the grades received from this contract.

Your instructor will evaluate your level of participation, as well as your class attendance. Participation activities will include class discussions and team meetings with your English instructor. These brief meetings will allow your instructor to answer questions and provide feedback on drafts. All members of the team are expected to be present at these meetings; members who are not present will lose participation marks.

Poor participation can affect your grades in two ways: 1) As a natural consequence through poor performance on assignments due to class work missed, and 2) Through penalty for chronic non-participation, such as absence from group meetings with the instructor or failure to participate in group presentations. This penalty can result in a letter grade drop.

It is your responsibility to know the material covered in class and to complete the assignments due. If you have difficulty accessing course materials or assignments, let your instructor know well in advance of the due date.

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.

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.

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.