COURSE SYLLABUS

COURSE TITLE: ENGL-273: Technical Communication

CLASS SECTION: X03

TERM: F2024

COURSE CREDITS: 3

DELIVERY METHOD(S): In-Person

INSTRUCTOR DETAILS

NAME: Katie Tanigawa

EMAIL: tanigawak@camosun.ca

OFFICE: LACC 119A

HOURS: Tues. 10-11 a.m., Wed. 12-1 p.m., Thurs. 10 a.m.- 12 p.m.

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):
>   One of:
>>   C in ENGL 170
>>   C in ENGL 251

CO-REQUISITE(S):
>   One of:
>>   CIVE 289
>>   ECET 290
>>   ICS 290

EQUIVALENCIES:

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

All materials will be accessible via D2L or Camosun's Library website.

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	Date	Topics	Team Meetings	Assignment Due	Assignment Due Date
1	9/2-9/8	Introduction Team Charters Project Charters		Intro Questionnaire	Sun. 9/8
2	9/9-9/15	Effective Presentations Client Communication			
3	9/16-9/22	Workplace Writing Skills Team Meetings	Team Meetings	Team Contract and Project Charter	Sun. 9/22
4	9/23-9/29	In-Class Assignment: Practice Presentations		Practice Presentations	Thurs. 9/26
5	9/30-10/6	Progress Presentations Territorial Acknowledgements			
6	10/7-10/13	In-Class Assignment: Progress Presentations		Progress Presentation 1	Mon. 10/7
7	10/14-10/20	Branding Team Bios		Team Bios	Sun. 10/20
8	10/21-10/27	Brochures Team Meetings	Team Meetings		
9	10/28-11/3	User Documentation		Brochures	Sun. 11/3
10	11/4-11/10	In-Class Assignment: Progress Presentations		Progress Presentation 2	Mon. 11/4
11	11/11-11/17	Final Report Review			
12	11/18-11/24	Final Presentation Tips		User Documentation	Sun. 11/24
13	11/25-12/1	Capstone Display			
14	12/2-12/8	In-Class Assignment: Final Presentations		Final Presentations	Mon. 12/2 or Thurs. 12/5
				Final Report	Sun. 12/8

*Please note that because the Progress Presentations in Week 6 and 10 are assignments both for Engl 273 and ICS 290, there will be a special schedule for those weeks.

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

EVALUATION OF LEARNING

Assignment	Weight	Due Date
Intro Questionnaire	C/I	Sun. 9/8
Project Charter and Team Contract	10%	Sun. 9/22
Practice Presentation	C/I	Thurs. 9/26
Progress Presentation 1	10%	Mon. 10/7
Team Bios	5%	Sun. 10/20
Progress Presentation 2	12%	Mon. 11/4
Brochure	5%	Sun. 11/17
User Documentation	10%	Sun. 11/24
Final Presentation	15%	Mon. 12/2 or Thurs. 12/5
Final Report	20%	Sun. 12/8
Capstone Display	5%	TBD
Professionalism (e.g., attendance, in-class activities, peer review)	8%	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

The following class guidelines are here to ensure we have a productive term. In the first weeks of class, we will be reviewing these guidelines and adding to them as the class sees fit.

You can expect your instructor to

- Teach to the course goals.
- Give clear instructions for assignments and exercises.
- Advise and support students in their course work.
- Treat students with respect.
- Act in a fair manner.
- Be available during office hours or, if necessary, arrange an alternative time to meet.
- Evaluate students fairly and constructively, based on criteria made clear to students beforehand.
- Return assignments in a timely manner.
- Give useful feedback.

Your instructor will expect you to

- Attend class on time.
- Actively participate in class activities.
- Keep up with course material on D2L.
- Prepare for class by completing readings and assigned work on time.
- Ask questions if you need clarification.
- Submit all assignments on time and according to instructions.
- 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.

Guidelines for preparing and submitting written assignments

All formal written assignments for this course should be typed according to assignment specifications. Your papers should use correct and complete citation format according to the guidelines set out by the relevant academic discipline. All papers should be clearly marked with your name and submitted on time, as a .pdf, .doc., or .docx file through D2L Assignments.

Late and missing assignments

You must submit assignments on time. That said, your instructor is aware that you may be under unusual levels of stress. A reasonable explanation for a late assignment, if it is given **before** the due date, will be accepted. Late submissions without prior explanation will be penalized by 10%. Submissions more than one week late will be given a '0'.

Plagiarism & Cheating

Plagiarism is a serious academic offense. Please ensure you submit your own, original work, which you have written for the assignments in this class. Any external sources used must be cited according to standards set out in our class. You should review Camosun's policies on academic honesty and plagiarism, which you can find here: https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf

Artificial Intelligence and Large Language Models

While different courses will have their own policies regarding the use of artificial intelligence (AI) and large language models (LLM), in this class you may not use such programs or tools unless explicitly given permission by your instructor to use them in specific capacities. In other words, the default is such that you may not use AI or LLM tools to draft or revise, in part or in whole, the work you submit for this course.

This guideline is here to promote the growth of your critical thinking, source vetting, and writing skills. As such, please note that the use of AI and LLM tools outside of what your instructor has specifically permitted for a specific assignment will constitute a violation of academic integrity.

That said, I am very happy to have conversations with you about AI and LLMs, their ethics, affordances, and limitations. These are exciting technologies that are here to stay, and it's important that we cultivate curiosity and critical capacities so we can use them effectively, ethically, and safely.

Additional Notes
If you encounter circumstances that you feel impede your learning in this course, or if throughout the term you discover ways I could better support your learning, please let me know. We are in this together, and I am happy to work with you to create a positive and productive learning environment.

SCHOOL OR DEPARTMENTAL INFORMATION

N/A

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.

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.