

# COURSE SYLLABUS



COURSE TITLE:	ENGL 130 Preparatory Technical Writing
CLASS SECTION:	X01 (M 12-1:20 and W 10-11:20)
TERM:	Fall 2023
COURSE CREDITS:	3
DELIVERY METHOD(S):	In-person lecture/discussion and computer lab sessions

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](#).

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

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*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 explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME:	Jen Guenther
EMAIL:	<a href="mailto:guentherj@camosun.ca">guentherj@camosun.ca</a>
OFFICE:	CBA 129
HOURS:	Mondays 1:30-2:30

*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

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This access course is for all technologies. It focuses on basic writing for the engineering workplace, document enhancement, and critical reading strategies. Students will practice writing and editing short documents to improve grammar skills and increase familiarity with standard technical writing formats. They will also use word-processing techniques to improve document readability and appeal. Reading comprehension will be developed through analysis of a variety of documents.

PREREQUISITE(S): C in ENGL 10 or equivalent

## COURSE LEARNING OUTCOMES / OBJECTIVES

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### Writing Formats

- Write single and multi-paragraph reports for various purposes and audiences
- Select and use report formats purposefully (progress, analysis, incident, field, complaint)

### Writing Techniques

- Write more effectively by employing various stages of the writing process, which may include pre-writing, planning, drafting, conferring, revising, and editing/proofreading

### Writing Structure

- Shape content purposefully using the direct writing approach (summary, background, facts, actions or results)

### Writing Style

- Analyze the informational needs and backgrounds of various audiences and vary style purposefully through manipulating language and vocabulary
- Write in a style that exhibits brevity, clarity, and plain language

### Writing Integrity

- Recognize and correct errors in grammar, spelling and punctuation in own writing and writing of others

### Reading Strategies

- Learn to read using four techniques (skimming, scanning, analysis, and interpretation)
- Recognize and evaluate different rhetorical modes
- Quote, paraphrase and summarize correctly with critical understanding of selected readings
- Evaluate argument, support, and evidence for validity, reliability, currency and objectivity
- Distinguish between implicit and explicit messages in technical and professional communications

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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- (a) Text: ENGL 130 coursepack, available for purchase at the Interurban bookstore
- (b) A binder or notebook to house class handouts
- (c) *Technical Writing Essentials*, ed. Suzan Last, an open-source text freely available here: <https://pressbooks.bccampus.ca/technicalwriting/>
- (d) Earbuds/headphones (if you have them) for the summary assignment (Nov. 1 class)

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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

Date	Mon (Lecture) 12-1:20 CBA 271	Wed (Lab) 10-11:20 CBA 287
<b>Week 1</b> Sept. 6		Topic: Planning (Audience, Purpose, Form) <b>Orientation Quiz</b>
<b>Week 2</b> Sept. 11 & 13	<b>Personal Intro Email due (2%)</b> Topic: Paragraph Structure (PP) <i>Grammar Block 1 – Parts of Speech</i>	Paragraph Work Period <i>Grammar Block 2 – Sentence Structures</i>

<b>Week 3</b> Sept. 18 & 20	<b>Paragraph Assignment Due (8%)</b> Topic: Rhetorical Modes Part 1 (PP) <i>Grammar Block 3 – Finding Subjects and Verbs</i>	Tech Description Work Period <i>Grammar Block 4 – Sentence fragments, run-ons and comma splices</i>
<b>Week 4</b> Sept. 25 & 27	Topic: Technical Writing Style (PP) Grammar Review	<b>Tech Description Due (12%)</b> Topic: Reading Strategies Part 2 <i>Reading Activity</i>
<b>Week 5</b> Oct. 2 & 4	Truth and Reconciliation Day Observed – College Closed	<b>Grammar Quiz 1</b> Topic: Reading Strategies Part 1 (PP) <i>Reading Activity</i>
<b>Week 6</b> Oct. 9 & 11	Thanksgiving Day – College Closed	Topic: Workplace Correspondence and Direct Approach (PP) <i>Grammar Block 5 – Subject/ Verb Agreement</i>
<b>Week 7</b> Oct. 16 & 18	<b>STUDENT MEETINGS</b>	Topics: Rhetorical Modes Part 2 (PP) Incident Reports <i>Grammar Block 6 – Colons and Semicolons</i>
<b>Week 8</b> Oct. 23 & 25	Topic: Practice In-class Memo <i>Grammar Block 7 – Commas</i>	<b>In-Class Memo: Incident Report (15%)</b>
<b>Week 9</b> Oct. 30 & Nov. 1	Topic: Summarizing Information (PP) Topic: Editing/Revising/Proofreading	<b>Grammar Quiz 2</b> <i>Summary Assignment Work Period - Bring earbuds if you have some!</i>
<b>Week 10</b> Nov. 6 & 8	<b>Summary Due (10%)</b> Topic: Executive Summaries <i>Grammar Block 8 – Modifiers</i>	Executive Summary Work Block
<b>Week 11</b> Nov. 13 & 15	<b>College Closed</b>	<b>Executive Summary printed <u>draft</u> due</b> Peer edit (in-class)

<b>Week 12</b> Nov. 20 & 22	<b>Executive Summary Due (15%)</b> Topic: Document Design (PP) <i>Grammar Block 9 – Pronoun Antecedent Agreement</i>	Topic: Paraphrasing and quoting - Freewrite response to “Nature-Based Solutions” article - Grammar review  Memo Report Work Period
<b>Week 13</b> Nov. 27 & 29	<b>Grammar Quiz 3</b>	Memo Report Work Period
<b>Week 14</b> Dec. 4 & 6	<b>Memo Report Draft due</b> Peer Edit (in class)	<b>Memo Report Due (18%)</b> <b>Course Wrap Up</b>

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
Personal Introductory Email	2
Paragraph Assignment	8
Technical Description	12
In-class Memo	15
Memo Report	18
Summary	10
Executive Summary	15
Peer Edits x2	5
Grammar Quizzes (3)	10
Professionalism (Communication, Participation, Preparedness)	5
<b>TOTAL</b>	<b>100%</b>

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

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**Assignments and Quizzes** Assignments are due on the dates and times listed on the schedule. Late submissions require prior approval of the instructor and will receive a 10% deduction and will not receive feedback. Assignments will not be accepted one week after the deadline or beyond the class completion date without prior approval of the instructor. All writing assignments must be completed to receive a passing grade in the course.

- If you miss a quiz, you must contact me and write it within a week; once quizzes are returned to the class, they can no longer be written.

**Academic Upgrading Help Centre. Rm. CBA 109 and English Help Centre (EHC) online.** The Help Centres provide one-on-one support for writing, including organizing ideas, helping with grammar, generating thesis statements, providing writing feedback, etc.

Also, the EHC offers free writing support for non-native English speakers in any discipline. Ample time in each appointment is devoted to addressing ELL-related topics and academic writing expectations.

Students can book online at <http://camosun.ca/services/writing-centre/appointments.html>.

**Electronics.** Cellphones, laptops, translators, and other electronic devices are not permitted in class without the permission of the instructor. Phones must be turned off and out of sight.

### Instructor Contact

- **Office Hours.** I'm always happy to chat with students about assignments, graded work, grammar, writing, drafts, etc. If the posted office hours don't fit, let me know and we'll find a time that suits us both.
- **Email.** Please use email for short and simple questions only. I won't comment on assignment drafts over email, but I'm happy to look at your work during office hours. If I haven't responded to your email within 24 hours Monday-Friday, assume I didn't get it and resend.

### Classroom Community

- We're all responsible for creating a respectful, supportive, collaborative, enjoyable, and productive learning environment. Class members are expected to participate with integrity and sensitivity, mindful of how one's words, actions, and attitudes affect others, and are expected to consider other viewpoints with an open mind, valuing differing viewpoints. Inspired by S. Quigley.

**Plagiarism and Artificial Intelligence (AI).** Students are expected to do their own writing and use their own ideas (unless properly cited) on all assignments. You may get feedback on your writing from the Help Centres (and please do!). However, copying another's writing; having someone else write all or even part of your composition; using another person's ideas without acknowledgement; and using another's sentence structures, while merely replacing words and phrases, are all plagiarism and will incur any or all of the penalties stated in the college calendar. The above instances all refer to AI-generated writing, as well.

Because the focus of this writing course is for students to practice and hone their writing and thinking, **using AI applications (such as Chat GPT) is not permitted in this course.**

## STUDENT RESPONSIBILITY

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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

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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/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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

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### 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](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.