

COURSE SYLLABUS



COURSE TITLE: ENGL 141: Technical Communication I

CLASS SECTION: X01

TERM: S2022

COURSE CREDITS: 3

DELIVERY METHOD(S):

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](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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

NAME: Tom Nienhuis

EMAIL: nienhuist@camosun.ca

OFFICE: CC119A (Interurban), Paul 326 (Lansdowne)

HOURS: **Interurban:** T/TH – 12:00 – 1:00, 3:00 – 4:00

Lansdowne: M/W – 4:00 – 5:00 [May-June], 11:00 – 12:00 [Jul – Aug]

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

ENGL 141 focuses on basic technical writing for the military and the civilian workplace, critical reading strategies, and study techniques. Students will practice writing and editing short documents to improve grammar skills and increase familiarity with standard technical writing formats. Reading comprehension will be developed through analysis of a variety of documents. Students will learn strategies to cultivate good study habits.

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Employ appropriate technical writing conventions and ethical standards in written communication.
 - a) Write in a style that exhibits brevity and clarity and avoids words of low information content.
 - b) Write correspondence appropriately using the direct or immediate (pyramid) approach.
 - c) Employ numbers, units, equations, and abbreviations correctly in documents.
 - d) Use grammatically correct sentences and paragraphs and use Standard English and spelling.

- e) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.
- f) Apply ethical concepts (copyright law, plagiarism, sensitive material) to all forms of communication.
- 2. Write correspondence and informal reports in a format and manner appropriate for the military and civilian workplace.
 - a) Write letters, memos, e-mails, and informal reports using correct workplace format.
 - b) Analyze the informational needs and backgrounds of various audiences requiring technical reports, and use technical vocabulary appropriate for the intended audience.
- 3. Use word-processing software to design, produce, and edit professional documents that meet workplace standards.
 - a) Use word-processing software to design technical documents for high readability and appeal.
 - b) Use word-processing software to develop effective time-management skills and efficiency in writing technical documents.
- 4. Demonstrate comprehension of a variety of reading materials, both technical and non-technical.
 - a) Use reading techniques to extract data effectively and efficiently from texts, articles, and graphics of military and other documents.
 - b) Read and comprehend technical documents including lists, tables, and charts.
 - c) Summarize technical and non-technical documents to identify and relate main ideas accurately and concisely.
- 5. Develop and use learning strategies that contribute to academic success.
 - a) Develop and apply strategies for effective time management.
 - b) Employ strategies for effective studying, note taking, test taking, and time management.
 - c) Demonstrate active listening skills to identify main ideas and verbal cues.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Course pack provided to students.

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 (Meeting 1)	ACTIVITY or TOPIC (Meeting 2)
Week 1 May 3 & 5	Course Introduction Due: Writing Diagnostic Form	Workplace Writing Principles and Style PACTS: #1, #2
Week 2 May 10 & 12	Letter Writing and Direct Approach PACTS: #3 (in-class writing)	Grammar: Block 1

WEEK or DATE RANGE	ACTIVITY or TOPIC (Meeting 1)	ACTIVITY or TOPIC (Meeting 2)
Week 3 May 17 & 19	Parallel Structure and Vertical Lists PACTS: #5 Grammar: Block 2, 5, 6	The Military Memo Grammar: Block 3 PACTS: #6 (in-class writing) Letter Assignment Due
Week 4 May 24 & 26	Civilian Memo and Short Report Grammar: Block 4	Graphics in Workplace Documents PACTS: #7 (in-class writing)
Week 5 May 31 & Jun. 2	Grammar Block: 7	Graphics Practice PACTS: #8 (in-class writing) Military Memo Due
Week 6 Jun. 7 & 9	Appropriate Workplace Language Grammar: Blocks 8, 9, 10 PACTS: #9, 10	Memo Review Numbers, measurements, abbreviations PACTS: #11
Week 7 Jun. 14 & 16	Grammar review	Short Report (In-Class Assignment)
Week 8 Jun. 21 & 23	Device Description Grammar Quiz (in-class)	Reading Strategies PACTS: #12
Week 9 Jun. 28 & 30	Reading Strategies Continued Grammar: Blocks 11	Device Descriptions Work Period
Week 10 Jul. 5 & 7	Summary Writing Device Description Due	Summary Writing Work Period
Week 11 Jul. 12 & 14	Summary Peer Review Grammar: Block 13	Writing Instructions Summary Assignment Due
Week 12 Jul. 19 & 21	Academic Management Reading Texts and Other Difficult Material Grammar: Block 15, 16	Instructions Work Period
Week 13 Jul. 26 & 28	Academic Management Continued PACTS: #13, 14	Review for Grammar Test Instructions Assignment Due
Week 14 Aug. 2 & 4	Instructions for Final Major Assignment Final Grammar Test	Final Report (In-Class Assignment)

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
Direct Letter Assignment (250 words)	8%
Military Memo (1-2 pages)	8%
In-Class Memo (1 page)	15%
Grammar Quiz	8%

DESCRIPTION	WEIGHTING
Device Description (1-2 pages)	10%
Summary (250 words)	12%
Instruction Manual (3-5 pages)	10%
Final Grammar Test	10%
Final In-Class Report (1-2 pages)	15%
Mandatory PACTS	4%
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

ATTENDANCE EXPECTATIONS (See Course Booklet for more details)

- 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.
- Poor attendance can affect your grades in two ways: 1. as a natural consequence through poor performance on assignments and quizzes due to class work missed, and 2. through penalty for chronic non-attendance at or exceeding 20% of classes. This penalty can result in at least a one-letter-gradient adjustment.
- If you miss a class, it is your responsibility to know the material covered and to complete the assignments due. ***You have nothing to worry about if you are having legitimate personal or medical difficulties and inform me of this situation.***
- **Please contact me by e-mail if you are going to miss, or be late to a class.**

ASSIGNMENT POLICIES

- **Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me on or before the due date, and let me know the exact date that you will submit the assignment. The late penalty will then be 5% per day. If you do not consult me about a late assignment, the late penalty will be 10% per day. *I will give a grade of "0" to assignments submitted later than seven days after the due date.*
- **Plagiarism** is a form of cheating in that you are using someone else's words, ideas, opinions, or facts as though they are your own. Words belong to the person who first prints or speaks them; to claim them as your own is a form of stealing, which, translated into our academic setting, means cheating. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action.

PRINCIPLES OF EVALUATION OF COURSE WORK

- Evaluation of assignments is depicted on evaluation rubrics (expectations) submitted with each assignment.
- Marks deductions in certain sections of this marking rubric can go into a negative value if work is of poor quality.
- Students must meet the attendance requirements of the instructor (see above).
- Students must meet the assignment-submission deadlines of the instructor (deadlines are in this booklet).
- Students must demonstrate, to the instructor's satisfaction, knowledge and facility with grammar /usage, idiom, and cultural style.

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.

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.