

COURSE SYLLABUS



COURSE TITLE: ENGL 173: Technical Communication WENG

CLASS SECTION: X01

TERM: F2022

COURSE CREDITS: 3

DELIVERY METHOD(S): in-person

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://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

HOURS: M 11:30 - 12:30, 1:30 - 2:30, W 10:00 - 11:00, 1:30 - 2:30, F 11:30 - 12:30

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

ENGL 173 focuses on communicating (reading, writing and presenting) in military and civilian workplaces. It covers the writing process (pre-writing, drafting, revising, and proofreading), writing formats, writing structure, writing style, document design, document illustration, document integrity, grammar, punctuation, and usage. Students will write workplace correspondence, informal reports, and a formal research report which will be presented at the end of the course.

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Apply the steps of an effective writing process to correspondence and reports.
 - a) Use brainstorming, clustering, and outlining techniques to generate ideas for writing.
 - b) Generate drafts of writing using the principles of technical and military writing.
 - c) Use principles of grammar, punctuation, and usage to revise and proofread writing.
 - d) Write all technical documents using grammatically correct sentences and paragraphs and using

Standard English and spelling.

2. Write correspondence, workplace reports, and a formal research report that meet Standard English and military and civilian workplace standards.
 - a) Write correspondence (letters, memos, and e-mails) and informal reports for the military and the civilian workplace using correct workplace formats.
 - b) Use a direct or immediate (pyramid) approach to present information in written reports.
 - c) Write a formal research report that is supported with relevant and substantiated evidence, and document sources using appropriate documentation style.
 - d) Apply ethical concepts (copyright law, plagiarism, sensitive material) to written correspondence and reports.
 - e) Write in a style that meets the informational needs and backgrounds of various audiences.
 - f) Write in a style that exhibits brevity and clarity and avoids words of low information content.
 - g) 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. Present technical information to audiences in a professional manner.
 - a. Use appropriate electronic and software-presentation tools to present technical information to audiences.
 - b. Employ the principles of effective public speaking and anxiety control.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

ENGL 173 course pack delivered online (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.

WEEK or DATE RANGE	ACTIVITY/TOPIC	ASSESSMENTS
Week 1 Sep. 8 & 9	Course introduction Workplace writing Direct approach	
Week 2 Sep. 15 & 16	Appropriate language Document design Proposals and research questions	Direct Approach Memo (5%)

WEEK or DATE RANGE	ACTIVITY/TOPIC	ASSESSMENTS
Week 3 Sep. 22 & 23	Proposals Memo consultations	
Week 4 Sep. 29	Effective graphics	
Week 5 Oct. 6 & 7	Proposal consultations	Research Proposal (15%)
Week 6 Oct. 13 & 14	Formal reports and argumentation Research process / Library research	
Week 7 Oct. 20 & 22	Quotation and paraphrase	
Week 8 Oct. 27 & 28	IEEE Documentation Status reports	
Week 9 Nov. 3 & 4	Formal Report – Format and Required Material	In-class Status Report (10%)
Week 10 Nov. 10	Report consultations	References List (5%)
Week 11 Nov. 17 & 18	Effective paragraphs Workplace presentations – performance	
Week 12 Nov. 24 & 25	Draft consultations/feedback Presentations – visual aids, taking questions	
Week 13 Dec. 1 & 2	Presentation consultation/working lab	Formal Technical Research Report (40%)
Week 14 Dec. 7 & 8	Class presentations	Formal Technical Presentation (25%)

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 Approach Memo (1-2 pages)	5%
Research Proposal (2 pages)	15%
Resources List (1-2 pages)	5%
Timed (In-class) Status Report	10%
Formal Technical Presentation	25%
Formal Technical Research Report	40%
Personal Performance (completion of class exercises, homework, participation and attendance)	Deductions possible
	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.

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.

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](http://camosun.ca/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.