COURSE SYLLABUS

COURSE TITLE: ENGL-251: Advanced Communication

CLASS SECTION: 002

TERM: Winter 2022

COURSE CREDITS: 3

DELIVERY METHOD(S):   In-person; Synchronous

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: Jasmine North

EMAIL: northj@camosun.ca.bc

OFFICE: Paul 235

HOURS: Monday and Thursday 10 – 11 am

Tuesday and Friday 11:30 am – 12:30 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

This course builds upon the critical writing and reading skills acquired in first-year English courses and is especially relevant to students in sciences and technologies. Students will practice advanced research skills, literature reviews, executive summaries, formal report writing, oral reporting, and various technical and/or professional writing document styles. Students will also learn to revise and edit their work for maximum effect. Topics covered are relevant to multiple disciplines/professions and readings will explore a variety of cultural perspectives.

PREREQUISITE(S):
One of:
• C in ENGL 151
• C in ENGL 161
• C in ENGL 163

- C in ENGL 164
- C in ENGL 170

CO-REQUISITE(S):

Not Applicable

EXCLUSION(S):

Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Write a research report that reflects the generic structure of technical, scientific, or professional writing.
a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to the research report.
b) Differentiate between objective and subjective English and understand the purpose of each style of discourse.
c) Apply Standard English to ensure readability of documents.
d) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
e) Apply ethical principles (copyright law, source documentation, and sensitive material) to the report-writing process.

2. Compose communication for a variety of audiences in various formats such as abstracts, definitions, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and user manuals.
a) Write in a style that meets the informational needs and backgrounds of various audiences.
c) Write in a style that exhibits brevity and clarity and avoids words of low information content.
d) 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. Design and deliver presentations 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 the presentation.
b) Use technical vocabulary appropriate for the intended audience.
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 the presentation.
e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

All course materials are provided 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.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
1	Intro to Technical Writing, Plain Language, and Effective Writing Style	
2	Technical Descriptions; Numbers and SI Units	Technical Description Assignment is associated with this lesson (10% of final grade)
3	Manuals and Instructions; Technical Description Peer Edit	Peer Edit is worth 2.5% of final grade
4	Direct Letters and Indirect Letters; Informal Reports	
5	Summaries of Academic Articles; Research	Summary MIDTERM Assignment is associated with this lesson (10% of final grade)
6	Formal Reports: Proposals; Evaluating Research MIDTERM (Feb 17)	Proposal Assignment is associated with this lesson (25% of final grade)
7	READING BREAK	
8	Document Design; Executive Summaries	
9	Evaluating Documents; Proposal Peer Edit	Peer Edit is worth 2.5% of final grade
10	Formal Reports: Literature Reviews/ Feasibility Studies	Literature Review OR Feasibility Study Assignment is associated with this lesson

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
11	Presentations and Visual Aids; Infographics, Information Posters and Brochures	Presentation Assignment is associated with this lesson (15% of final grade)
12	Catch-up Week	
13	In-Class Presentations	15% of final grade
14	In-Class Presentations	15% of final grade
Exam Period	NO FINAL EXAM	

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 scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
Technical Description		10%
Summaries – IN-CLASS MIDTERM		10%
Project Proposal		25%
Literature Review or Feasibility Study		25%
Presentations		15%
Practice Activities		10%
Peer Edits		5%
	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

Readings, Homework, and Participation:

As with any course, it is vitally important that you have completed all assigned readings and lessons before completing practice activities, assignments, and discussion questions.

<u>Late Essays:</u>

  - Essays are due by midnight on the date specified in the course schedule.

  - Up to <u>5% per day</u> (including weekend days) can be deducted for lateness. Nothing will be accepted <u>5 days</u> or more past the due date.

  - Requests for <u>extensions</u> will be considered, but only if the request is made in advance.

  - Rewrites are NOT allowed.

SCHOOL OR DEPARTMENTAL INFORMATION

See the official webpages for the School of Arts and Science and the English Department for information on programs, courses, and policies.

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 (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.