

# COURSE SYLLABUS



COURSE TITLE: ENGL 130 Preparatory Technical Writing

CLASS SECTION: 01/02

TERM: Fall 2021

COURSE CREDITS: 3

DELIVERY METHOD(S): Hybrid-Flexible, with Synchronous In-Person and Online 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://legacy.camosun.ca/covid19/index.html>.

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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:** Dr. Heidi Tiedemann Darroch (TEE-de-man DARR-OW—or just Heidi!)

**EMAIL:** [darrochh@camosun.ca](mailto:darrochh@camosun.ca)

**OFFICE:** TBA I will let you know as soon as I hear if I will be using an on-campus office space.

**HOURS:** Office hours will be held synchronously online, with days/times TBA once I know students' class schedules; always feel free to email me to set up an appointment, which will be held using Collaborate on our D2L class page. Please note that since I am teaching at a 50% load I am only available 2.5 days each week, but I am flexible and can adapt to your scheduling needs with reasonable notice and patience.

*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 English 10 or equivalent

**CO-REQUISITE(S):**

**EXCLUSION(S):**

## 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) Course readings (ENGL 130 Coursepack) and either a binder or folder to store handouts or, if you are using exclusively electronic copies of documents, a digital storage method that is reliable and has a backup.
- (b) A good dictionary, online or in print, intended for students in technical fields.

## 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. A detailed online for each week's topics, readings, and writing tasks will be posted on D2L one week in advance.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
September 6 Week	Orientation and Introduction: Meet your class Analyzing the rhetorical situation: Topic, thesis, purpose, and audience for communicating your message	Initial Writing Activity/Workshop
September 13 Week	Effective sentences and paragraphs Conciseness and clarity as writing virtues Topic sentences and paragraph coherence	Paragraph assignment

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
	Grammar brush-up (introduction) Effective email communications	preparation (just for practice)
September 20 Week	Introduction to rhetorical modes and patterns: Narration, description, exposition, and process analysis Punctuation brush-up and discussion	Technical description workshop
September 27 Week	Rhetorical patterns (continued) Summarizing and paraphrasing Using sources (introduction)	Technical description due
October 4 Week	Writing a memo	Grammar quiz
October 11 Week	<b>Thanksgiving: College closed October 11</b> Memo-writing (continued) and the needs of diverse audience Visual rhetoric and visual aids in technical memos	Memo-writing workshop
October 18 Week	Writing an executive summary: Topic, audience, thesis, and purpose	In-class (synchronous) memo-writing
October 25 Week	The executive summary (continued): Format and presentation conventions	Executive summary workshop
November 1 Week	Writing a precis, abstract, or summary Using sources (continued): Quotations and citations	Executive summary due
November 8 Week	Indigenous citation practices Providing effective peer feedback in pairs and groups <b>November 11: Remembrance Day observed; campus closed</b>	Practice list of citations due
November 15 Week	Advanced grammar, punctuation, and spelling conventions	Grammar quiz make-up
November 22 Week	Workshop week 1 for Memo Report; first presentations	TBA dates for memo reports
November 29 Week	Workshop week 2; presentations continue	TBA dates
December 6 Week	<b>Commemoration of December 6: See Campus Events</b> Class presentations and sharing (as permitted by campus protocols at this point in the term, but we'll hope we can share food, either in person or virtually, at the second class this week) <b>Classes end December 11 in most programs</b>	Celebration of your work and success in the course
December 13 Week	Wrap-up: Dr. Darroch will be available to consult with you about your course completion and success (please sign up online for a date/time)	Final course grades will be posted ASAP

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). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Paragraph Assignment	7%
Technical Description	10%
Grammar Quiz and Make-Up Quiz	Total of 25%
In-Class (Synchronous Online) Memo	15%
Memo Report	18%
Executive Summary	12%
Summary	8%
Peer Edit	<b>2% (bonus points)</b>
Participation	5%
<b>TOTAL</b>	
	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](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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All class members, including the instructor and students, as well as any additional attendees who are auditing the course, are members of an intentional learning community. That is to say: we are here to accomplish particular tasks related to learning the course material, which includes expectations for professional conduct in your chosen programme.

During our first two weeks of term we will consider how to set these expectations so that they align with our shared goals and our individual needs. We will do this by engaging in visioning, reading, writing, and sharing activities. The collaborative guidelines will be posted on D2L.

Course expectations will be revised as needed to address changing COVID protocols during the Fourth Wave.

The Golden Rule is an oldie-but-goodie: treat everyone who is participating in this course as you would like to be treated. Ensure that your spoken, written, and other communications are appropriate for a professional learning community.

Let Dr. Tiedemann Darroch know how she can support your learning. Please notify Dr. Tiedemann Darroch (whom you're welcome to call Heidi, if you prefer) of any challenges, including illness or necessary absence, that affects your ability to participate in the course.

## SCHOOL OR DEPARTMENTAL INFORMATION

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This course is offered by the Department of English in support of the School of Access. Everyone is welcome. Everyone's needs matter. The School of Access at Camosun has a long history of supporting learners who have experienced an unconventional path through education, and Heidi's expectation is that you all have the skills and tools to be successful in this course and in the program to which you have been admitted. My job is to help you get there.

## 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.