

COURSE SYLLABUS



COURSE TITLE: ENGL 130 Preparatory Technical Writing

CLASS SECTION: 02 (M 12:30-2 and R 10:30-12)

TERM: Fall 2022

COURSE CREDITS: 3

DELIVERY METHOD(S): In person lecture/discussion and computer lab sessions

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

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](#).

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: Dr. Heidi Tiedemann Darroch (please feel free to call me either Heidi or Dr. Darroch, which is pronounced like "Darrow")

EMAIL: darrochh@camosun.ca

OFFICE: TBA

HOURS: Thursdays 9:30-10:30

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

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

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

- ENGL 130 Coursepack, available for purchase in the Interurban bookstore, 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.
- A good dictionary, online or in print, intended for students in technical fields.
- A freely accessible online course text, *Technical Writing Essentials*, ed. Suzan Last (<https://pressbooks.bccampus.ca/technicalwriting/>), from which some readings will be drawn.

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. 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	WRITING TASKS
September 8	Welcome and introductions Analyzing the rhetorical situation: Purpose and audience	Introduction email due by September 12

WEEK or DATE RANGE	ACTIVITY or TOPIC	WRITING TASKS
September 12/15	<p>Effective sentences and paragraphs Topic sentences and paragraph coherence Grammar introduction Professional email communications</p> <p>Please read: CP Parts of Speech, Subject-Verb Agreement, Pronoun-Antecedent Agreement, and Modifiers 1.3 Understanding the Rhetorical Situation, in <i>Technical Writing Links</i> (D2L link) 2.2 Communicating with Precision, in <i>Technical Writing Essentials</i> (D2L link) 7.1 Correspondence: Text Messages, Emails, Memos and Letters, in <i>Technical Writing Essentials</i> (D2L link) Please read just to the end of the section on email.</p>	Practice paragraphs and professional email messages
September 19/22	<p>Introduction to rhetorical patterns Technical writing style: Writing clearly and concisely Punctuation brush-up and in-class grammar and punctuation exercises</p> <p>Please read: 7.4 Technical Descriptions and Definitions, in <i>Technical Writing Essentials</i> (D2L link) CP Sentence Basics, Sentence Fragments, Run-On Sentences and Comma Splices, Commas, Colons and Semicolons, Apostrophes CP Device Description Format and Sample Description</p>	<p>Paragraph assignment due September 19</p> <p>Technical description workshop</p>
September 26/29	<p>Reading strategies Effective peer review Grammar and punctuation review and practice quiz</p>	<p>Technical description draft due in class on September 26 for peer review</p> <p>Technical description due October 3</p>
October 3/6	<p>Writing a memo</p> <p>Please read: CP Memos and Types of Memo Reports</p>	
October 13	<p>Thanksgiving: College closed on October 10</p> <p>Writing a memo (continued) and the needs of diverse audiences Visual rhetoric and visual aids in technical memos</p> <p>Please read:</p>	Memo-writing workshop

WEEK or DATE RANGE	ACTIVITY or TOPIC	WRITING TASKS
	3.4 Figures and Tables, <i>Technical Writing Essentials</i> (D2L link)	
October 17/20	Writing an executive summary: Topic, audience, thesis, and purpose Please read: CP Executive Summary Preparation Abstracts and Executive Summaries, U of T Engineering (https://ecp.engineering.utoronto.ca/resources/online-handbook/components-of-documents/abstracts-and-executive-summaries/)	Memo assignment written in class on October 17
October 24/27	The executive summary (continued): Format and presentation conventions	Executive summary workshop
October 31/November 3	Critical reading strategies: Identifying claims and evaluating the use of evidence Writing a formal summary Paraphrasing, quoting, and citing sources Please read: CP Summarizing, Formal Summaries, Informal Summaries	Executive summary due on October 31
November 7/10	Practice summary and peer feedback	Formal summary written in class on November 10
November 14/17	Final grammar review and practice session Introduction to the final Memo Report assignment	Grammar quiz 2 on November 17
November 21/24	Student meetings for Memo Report and to discuss course progress	
November 28/December 1	Work period for Memo Report Revision, editing, and proofreading Peer review	Memo Report draft due in class on December 1
December 5/8	Grammar make-up quiz Final course wrap-up and celebration	Memo Report due at the beginning of class on December 5

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
Paragraph Assignment	7%
Technical Description	10%
Grammar Quizzes (2)	Total of 25%
In-Class Memo	15%
Memo Report	18%
Executive Summary	12%
Summary	8%
Peer Edit	2% (bonus points)
Participation	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](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

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.

Please let me know how I can support your learning; notify me of any challenges, including illness or necessary absence, that affects your ability to participate in the course, so we can figure out how I can help you stay on track to complete the course successfully.

SCHOOL OR DEPARTMENTAL INFORMATION

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 my 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

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/>.

Support Service	Website
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.