



**School of Arts & Science
ENGLISH DEPARTMENT**

**ENGL 170-003
Technical and Professional Communications 1
2006Q1**

COURSE OUTLINE

The Approved Course Description is available on the web @ _____

Ω Please note: this outline will be electronically stored for five (5) years only.
It is strongly recommended students keep this outline for your records.

CALENDAR DESCRIPTION

ENGL 170 - TECHNICAL AND PROFESSIONAL COMMUNICATIONS 1 (3.0)
This course focuses on writing for the workplace including writing formats, structure, style, document design and integrity with a comprehensive review of grammar, punctuation and usage. Students learn to write letters, memos, e-mails, short reports, instructions and job-search formats in a clear, concise, purposeful, unambiguous, and grammatically correct way.

1. Instructor Information

(a)	Instructor:	Debbie Hlady		
(b)	Office Hours:	Tues/Thurs 2:30-3:00		
(c)	Location:	E206/ CC118A		
(d)	Phone:	370-3672/ 370-4463	Alternative Phone:	
(e)	Email:	hlady@camosun.bc.ca		
(f)	Website:			

Class Times: Tuesday (CC122) & Thursday (Tec 147/148), 12:30-2:20

2. Intended Learning Outcomes

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

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

1. Write letters, memos, and short reports using correct formats.
2. Plan, organize, structure and write business letters and memos for a variety of everyday situations.
3. Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).
4. Write a user manual that employs clear instructions and procedures that can be followed accurately without confusion.
5. Compose an effective resume in hard copy and electronically scannable format.
6. Compose an effective letter of application that relates skills to the job description.

7. Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
8. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.
9. Write in a style that exhibits brevity and clarity and avoids words of low information content.
10. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout.
11. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
12. Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).
13. Write all technical documents using correct spelling, grammar, and usage.

3. Required Materials

(a)	Texts	"Business Communication Essentials" by Boveé, Thill, Schatzman & Scribner, 2005
(b)	Other	

4. Course Content and Schedule

(Can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

5. Basis of Student Assessment (Weighting)

(Should be linked directly to learning outcomes.)

ASSIGNMENTS AND EXAMS (Due dates may be subject to change.)

TESTS AND ASSIGNMENTS	DUE DATE	LENGTH	YOUR GRADE IN PERCENT	ASSIGNMENT VALUE	YOUR TOTAL
Assignment I: Correspondence Portfolio	Oct 26	200 – 250 / letter		15%	
Assignment II: Midterm Exam	Nov 9			15%	
Assignment III Illustrated Report	Nov 16	500 + wds		15%	
Assignment IV: User Manual	Nov 23	10-15 pages		20%	
Assignment V: Job Search Documents	Dec 7			15%	
<ul style="list-style-type: none"> • Info interview • Résumé 		1 page max 2 pages max		(5) (10)	
EXAM: GRAMMAR, TEXTBOOK CHAPTERS	Dec 7			10%	
QUIZZES, HOMEWORK, & PEER EDITS @ - 2% FOR EACH ONE MISSED	TBA			10%	
Totals				100%	

PEER EDITS

A peer edit by a member or members of your own class, carried out during a class scheduled for peer editing, is a required element of most assignments in this course. I will grade papers with the assumption that a peer edit has been done. A paper will not, therefore, receive additional marks for having a peer edit. Rather, it will lose marks for the absence of a peer edit.

Failure to bring a completed draft to the class and to participate in the peer editing will result in the loss of 2% from your final grade. As an example, a student who misses two peer edits could have her or his final grade reduced from 80% (B+) to 76% (B).

I recommend that you always seek feedback on a paper, even if you are unable to attend the class in which a peer edit is scheduled. However, asking someone to edit your paper out of class, even if you ask a classmate, will not restore the lost marks.

CALCULATING YOUR GRADE

The sum of all assignments, quizzes and exam is 100 points. To keep a running total of the points you have accumulated, multiply your "GRADE IN PERCENT" by the "ASSIGNMENT VALUE." Put the raw number in the column marked "Your Total." You can then compare the number of points you've accumulated to date against the total number of points.

In addition to quizzes that count toward your final grade, there will be a number of in-class assignments that don't count for marks. Their purpose is to help you learn grammar and effective communication concepts. They will also prepare you for the exams and graded assignments.

6. Grading System

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
95-100	A+		9
90-94	A		8
85-89	A-		7
80-84	B+		6
75-79	B		5
70-74	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at camosun.ca or information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.

CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.
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Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at camosun.ca for information on conversion to final grades, and for additional information on student record and transcript notations.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED

ATTENDANCE

If you miss an exam without prior consultation and a deferral from me, you will need a doctor's note in order to be granted permission to write it late. Without the doctor's note, your grade will be zero.

If you miss a peer edit, you will lose the marks as set out above.

In the event that you must miss a class, it is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class. Therefore, find a buddy in the class, exchange phone numbers, and consult each other in the event that you must be absent.

DUE DATES AND LATE PAPERS

- **You must complete and submit all assignment to pass this course.** Even if you have to submit a paper so late that it will receive 0, it must be submitted by the beginning of the exam period, December 11, 2006, and **must fulfill the requirements of the assignment.** If you have left any assignments unsubmitted or incomplete by December 11, your final grade will be F.
- Assignments are due on the due date at the beginning of class. If you are late for class, your assignment is late, too.
- Unless you consult me well in advance to arrange a deferral, assignments submitted after the normal due date will be penalized 5% per day. I will give a grade of "0" to any assignment submitted later than 1 calendar week after the due date.

ASSIGNMENT FORMAT

- Use white paper, 8 ½ x 11 inches.
- Write on one side of the paper only.
- Ensure high print quality.
- Use 12 point font.
- Single space text with a double space between paragraphs. Use block format (no indentations at the beginning of paragraphs.)
- Default to the margins designated by your word processing software (no less than 1 inch all round.) Adjust the margins only if appearance is not compromised.
- For multi-page assignments, place page numbers in the top right corner. Staple pages in the top left corner.
- Do not attach any title pages, covers, binders, plastic sheet protectors or any other snazzy doodads to your assignments. Just submit the (stapled) pages of your assignment.

PLAGIARISM

- Plagiarism is a form of cheating whereupon you use someone else's words, ideas, opinions, or facts as though they were 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 in an academic setting equals cheating. The penalties for plagiarism are set out in the College Calendar. Any assignment for this course found to be plagiarized will automatically receive a grade of "0". If you have questions about plagiarism or are concerned that you may be committing plagiarism in an assignment, discuss the matter with your instructor or with someone at the Writing Centre. (This explanation has been gleaned from Joe Bengé's course outline, and the Anti-Plagiarism Committee in the English Department.)