CAMOSUN COLLEGE	***School of Arts & Science*** ***ENVIRONMENTAL TECHNOLOGY DEPARTMENT*** **ENVR 251-01** **Technical Communications** **2007W**

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.

1. Instructor Information

(a)	Instructor:	Jeanne Iribarne	
(b)	Office Hours:	Mon./Thurs 12:30 – 1:30	
(c)	Location:	Paul 328	
(d)	Phone:	370-3349	Alternative Phone:
(e)	Email:	iribarne@camosun.bc.ca	
(f)	Website:	http://iribarne.disted.camosun.bc.ca/	

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. Construct a report which reflects the generic structure of technical, scientific writing.
2. Differentiate between objective and subjective English and understand the purpose of each style of discourse.
3. Objectively compose communications in these formats inter alia; abstracts; definitions; descriptions; summaries; memoranda; manuals.
4. Deliver an informative oral presentation with the aid of speaking notes only.
5. Discuss the methodology of scientific nomenclature and etymology.
6. Analyze the essential positions of environmental ethicists.
7. Read, analyze and present orally an example of important contemporary research in Environmental Science.

3. Required Materials

(a)	Texts	Course package for ENVR 251
(b)	Other	A good writer's reference guide

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.)

Date	What We Will Cover
Jan 8, 12	Course introductions "Pyramid" Style Characteristics of Tech Writing
Jan 15, 19	Summary (Synthetic and Sequential) Description Style Byte : Using Illustrations Style Byte : Eliminating Wordiness
Jan 22, 26	Definition (formal, informal, and expanded) Manuals and Instructions Style Byte : Using Parallel Structure
Jan 29, Feb 2	Proposals: Winning the Contract Style Byte : Using Headings and Lists
Feb 5 **No class Feb 9**	Documentation
Feb 12, 16	Research in the Applied Sciences Style Byte : Establishing the Right Tone
Feb 19, 23	Review for Test
Feb 26, Mar 2	Facts and Inferences Formal Reports: Components and Context Style Byte : Using Quotations, Paraphrase and Summary
Mar 5, 9	Inferences, Assumptions and Viewpoints Environmental Ethics I Style Byte : Designing Documents
Mar 12, 16	Effective Presentations (beyond PowerPoint) Formal Reports: Format and Structure
Mar 19, 23	Environmental Ethics II Recognizing and Evaluating Theories Style Byte: Writing Numbers Correctly
Mar 26, 30	Presentations
Apr 2	Presentations Review for Test
Apr 14	Test

5. Basis of Student Assessment (Weighting)
(Should be linked directly to learning outcomes.)

(a)	Assignments	Short Assignments (7 @ 10% each) 70%
		
		    1. Summary (10%)
		
		    2. Technical Description (10%)
		
		    3. Proposal (10%)
		
		    4. Extended Definition (10%)
		
		    5. Oral Presentation (10%)
		
		    6. Formal Report (20%)

(b)	Tests	Mid-term test: 15% Final test: 15%
(c)	Exams	
(d)	Other (eg, Attendance, Project, Group Work)	

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	*Incomplete*: 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	*In progress*: 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	*Compulsory Withdrawal:* 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.

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