

CAMOSUN COLLEGE - COURSE OUTLINE
ENGLISH 170: TECHNICAL & PROFESSIONAL COMMUNICATIONS 1
SECTIONS 01
QUARTER 3, APRIL 2007

Instructor:	Norma DePledge	Office:	CC 119B
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			Wed. 2:30 – 3:20

Required Text

Course Pack: *English 170 Course Pack: APT to Write Technically.* Norma DePledge

COURSE OUTLINE FOR ENGLISH 170	
CALENDAR DESCRIPTION	
<p>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.</p>	
LEARNING OUTCOMES	
Course Content	<i>Students will</i>
<p>WRITING FORMATS</p> <ul style="list-style-type: none"> • Write letters, memos, and short reports using correct formats. • Plan, organize, structure and write business letters and memos for a variety of everyday situations. • Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint). • Write a user manual that employs clear instructions and procedures which can be followed accurately without confusion. • Compose an effective resume in hard copy and electronically scanable format. • Compose an effective letter of application which relates skills to the job description. 	
<p>WRITING STRUCTURE</p> <ul style="list-style-type: none"> • Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations). 	
<p>WRITING STYLE</p> <ul style="list-style-type: none"> • Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience. • Write in a style that exhibits brevity and clarity and avoids words of low information content. 	
<p>DOCUMENT DESIGN</p> <ul style="list-style-type: none"> • Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout. • Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions. 	
<p>DOCUMENT INTEGRITY</p> <ul style="list-style-type: none"> • Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI). • Write all technical documents using correct spelling, grammar, and usage. 	

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

TESTS AND ASSIGNMENTS	DUE DATE	LENGTH	ASSIGNMENT VALUE	YOUR TOTAL
Assignment I: Direct Approach Letter	April 18	200 wds	10%	
Assignment II: Indirect Refusal Letter	May 2	200 wds	15%	
Assignment III: Illustrated Report	May 16	500 + wds	15%	
Assignment IV: User Manual	May 30	10-15 pages	15%	
Assignment V: Job Search Documents <ul style="list-style-type: none"> • Info interview & contacts • Résumé 	June 13	1 page max 2 pages max	10%	
Midterm exam: Letter or Memo	May 23	2-300 words	15%	
Quizzes (dates subject to change) <ul style="list-style-type: none"> • Suzy Simoes • 7C's quiz • Letter format • Job Search • Copyedit / Gr 	April 4 April 11 April 25 June 13 May 9	varies	2% each	
Attendance, & peer edits @ -2% for each one missed			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 would 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 open book quizzes and copyedits 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 Grammar and Copyedit exam.

ATTENDANCE

For any class missed, 2% will be deducted from the 10% quizzes, attendance, & peer edits mark.

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, June 18, 2007, and **must fulfill the requirements of the assignment.** If you have left any assignments unsubmitted or incomplete by June 18, 2007, your final grade will be F.
- Assignments are due on the due date at the beginning of class.
- **If you communicate to me at least one day in advance** that a paper will be late, **the late penalty is 2%** per day including weekends. **If you do not let me know one day or more in advance,** the penalty for a late paper is 5% per day including weekends.
- **Papers submitted after an assignment has been graded and returned will receive 0. The rationale is as follows: I provide detailed feedback on papers and in class when I return a set of papers. This feedback potentially gives students who write documents after assignments have been graded and returned significant and unfair advantages over other students.**

EVALUATION

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.

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.