CAMOSUN COLLEGE - COURSE OUTLINE
ENGLISH 273-002: TECHNICAL & PROFESSIONAL COMMUNICATIONS 3
(COMPUTER SYSTEMS TECH)
QUARTER 3, APRIL 2007

Instructor:	Norma DePledge	Office:	CC 119B
Phone:	370-4436	Office Hrs:	Mon. 9:00 – 10:20
Email:	depledge@camosun.bc.ca		Tues. 10:30 – 1:00
			Thurs. 10:30 – 12:00

Required Text
Course Pack: *English 273 Course Pack:* Instructor Norma DePledge

COURSE OUTLINE FOR ENGLISH 273

CALENDAR DESCRIPTION

ENGL 273 - TECHNICAL COMMUNICATIONS 3 (1.5)
This course provides individual and group communications support for students in their final-year technology project course. Written assignments include a technical proposal, a progress report, a professional brochure, and a formal technical report. Presentation assignments include short oral progress reports, longer PowerPoint presentations and professional trade-show displays.

LEARNING OUTCOMES

Course Content   *Students will do the following:*

WRITING FORMATS
- Write a formal report on a design specification using correct format and documentation.
- Write a technical proposal that clearly delineates the concept being advocated.
- Write a progress report in memorandum format that demonstrates the team's status.
- Keep, and constantly update a logbook of personal data, activities, ideas, and results that is available to the instructor upon demand.
- Complete a peer evaluation form assessing each group member.

WRITING STYLE
- Write in a style that exhibits brevity and clarity and avoids words of low information content.
- Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) regarding technical reports, and use technical vocabulary appropriate for the intended audience..

DOCUMENT DESIGN
- 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.

DOCUMENT INTEGRITY
- 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.

ORAL REPORTING
- Present a specification completion report orally to instructors and peers using the principles of effective speaking, anxiety control, and visual aid enhancement.

TEAM WORK
- Use the principles and dynamics of working in a team to enhance the quality of reports and presentations.
- Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.

EVALUATION OF COURSE (Due dates may be subject to change.)

	ASSIGNMENTS	**CST**	**Due Date**	**Word Count**	**Value CST**
Assign. 1	Proposal (Project Statement)			1500 max	
	Part 1: Abstract / Part 2: Progress Report	✓	Apr 11 / 19		10%
Assign. 2	Formal Report (or Article)			2500 - 3000	
	Project display: brochure, updated résumé, PowerPoint demo, photos? posters? schematics?	✓	At Capstone: date TBA	varies	25%
Assign. 3	Oral Presentation Practice (compulsory)	✓	May 2	2 min	0%
Assign. 4	Group Progress Presentation	✓	May 23	10-12 min/group	10%
Assign. 5	User / Installation / Construction Manual	✓	June 18	varies	20%
Assign 6	Final Presentation & Documentation			n/a	
	Capstone Presentation	✓	TBA	n/a	10%
Assign. 7	Promotional material: Press release, Team bio	✓	May 16 / 23	300+	15%
	Participation and Performance (attendance, completion of all homework and exercises, participation in group, log book). For more details, see course pack.	✓		n/a	10%
TOTAL for SEMESTER					100%

ASSIGNMENT POLICIES
- **YOU MUST COMPLETE AND SUBMIT ALL ASSIGNMENT BY THE END OF EXAM WEEK, JUNE 22, 2007, TO PASS THIS COURSE.**
- **Late Submission Policy**: Assignments must be submitted on time. If you must submit an assignment late, consult me before the due date and we will discuss an extension. In that case, the late penalty will be 2% per day. If you do not consult me, the late penalty will be 5% per day.
- If you have left any assignments unsubmitted or incomplete by June 22, 2007, your final grade will be F.
- Assignments are due on the due date at the beginning of class.

ATTENDANCE
If you miss a class, it is your responsibility to know the material covered in that class and to complete the assignments and exercises.

CAMOSUN COLLEGE EVALUATION FORMULA

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.