

	<p>School of Arts & Science ENGLISH DEPARTMENT</p> <p>ENGL 172-001 Technical Communications 2 2007Q4</p>
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COURSE OUTLINE

Course Description: English 172 focuses on communicating (reading, writing, speaking) in the workplace; it covers writing formats, writing structure, writing style, document design, document illustration, document integrity, documentation, and a comprehensive review of grammar, punctuation and usage. Students will review workplace correspondence and informal reports, write proposals, progress reports, and a formal report of a technical investigation. Students will also present the technical investigation orally using PowerPoint.

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:	Paul Gamache		
(b)	Office Hours:			
(c)	Location:	CC 119A		
(d)	Phone:		Alternative Phone:	381-7812
(e)	Email:	gamache@camosun.bc.ca		
(f)	Website:			

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. Plan, organize, structure and write letters, memos, and short reports for a variety of everyday situations using correct formats.
2. Write a formal report on a technical investigation using correct format and documentation.
3. Write a technical proposal which demonstrates the clarity and the value of the technical investigation being advocated.
4. Write a progress report in memorandum format that demonstrates the team's status.
5. Write in a style that exhibits brevity and clarity and avoids words of low information content.
6. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.
7. Design documents for readability employing short paragraphs, bullets, headings, tables, effective spacing, and layout.

8. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
9. Employ numbers, units, equations and abbreviations correctly in documents using the International System of Units (SI).
10. Write all technical documents using correct spelling, grammar and usage.
11. Support writing with relevant and substantiated evidence, and document sources using IEEE conventions.
12. Present a formal technical report (fifteen minutes) using PowerPoint.
13. Use the principles and dynamics of working in a team to enhance the quality of reports.
14. Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.

3. Required Materials

(a)	Texts	(Recommended: a grammar/writing text)
(b)	Other	Course Package, available in the Bookstore

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.)

ASSIGNMENT POLICIES

SUBMISSIONS

You must submit **all** of the assignments to pass the course.

LATE SUBMISSIONS

You must work on assignments ahead of the due date and submit them on time. **Any late assignment will receive a grade of zero.** If you know have trouble with an assignment, contact me **at once**.

PLAGIARISM

You are responsible for documenting all of your sources. Failure to do so will be considered as plagiarism. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action. If you are unsure about what or how to document, **ask me immediately!**

ASSIGNMENT FORMAT

Please follow these conventions for assignments.

- Use white paper 8 ½ X 11 inches.
- Use one side of the paper only.
- Ensure high print quality; use 12-point font size.
- Single space text with double space between paragraphs.
- Default to the margins designated by your word processing software (no less than one inch all round).
- For multi-page assignments, place page numbers and, for memos, abbreviated subject lines on subsequent pages. Staple the top left corner.
- Do not include any title pages, covers, binders, laminates or any protective apparatus with assignments. Just submit the assignment. **(English 172 formal reports excepted.)**

EVALUATION

- There is no maximum percentage deducted for poor grammar and usage.
- Writing assignments containing more than one sentence error for every 100 words written will fail.
- At least one writing assignment will be written in class.
- There will not be a final exam.

ATTENDANCE

For every class, I prepare and cover material that is vital and valuable. ***If you miss a class or a group meeting, it is your responsibility to know the material that was covered and complete the assignments that were due.***

HOMEWORK

Arrive at each class with all of the homework completed. Many classes will involve activities that require prior preparation.

EXIT REQUIREMENTS

To pass the course, you must . . .

- Meet the attendance requirements.
- Meet the assignment submission deadlines.
- Complete all major assignments to a 60% mastery level.
- Demonstrate, to my satisfaction, mastery of the principles of grammar and usage.

CLASS SCHEDULE

WEEK	LESSON / TOPIC	ASSIGNMENTS DUE*
1 (June 26-28)	<ul style="list-style-type: none"> • Introduction to course • The writing process • Grammar/writing review 	
2 (July 3-5)	<ul style="list-style-type: none"> • Workplace writing principles • Memo writing formats and techniques Λ <i>Memo (Assignment #1)</i>	Λ Memo due (Assignment #1)
3 (July 10-12)	<ul style="list-style-type: none"> • Grammar/writing review • Letter writing formats and techniques Λ <i>Letter (Assignment #2)</i>	Λ Business Letter due (Assignment #2)
4 (July 17-19)	<ul style="list-style-type: none"> • Informal reports: format and technique • Illustrations and graphics • <i>Informal Report (Assignment #3)</i>	Λ Informal Report due (Assignment #3)
5 (July 24-26)	<ul style="list-style-type: none"> • Proposals Λ <i>Technical Investigation Proposal (Assignment #4a)</i> <ul style="list-style-type: none"> • Formal reports • Research and documentation 	Λ Grammar Quiz 1
6 (July 31-Aug 2)	<ul style="list-style-type: none"> • Progress Reports • Illustrating technical reports Λ <i>Progress Report (Assignment # 4b)</i>	Λ Technical Investigation Proposal due (Assignment #4a)
7 (August 7-9)	<ul style="list-style-type: none"> • Grammar/writing review • Numbers, abbreviations 	
8 (August 14-16)	<ul style="list-style-type: none"> • Oral presentation tips/practice Λ <i>Technical Investigation Presentation (Assignment #4c)</i>	Λ Progress Report due (Assignment #4b)
9 (August 21-23)	Λ <i>Technical Investigation Formal Report (Assignment #4d)</i> <ul style="list-style-type: none"> • Grammar/writing review 	
10 (Aug 28-30)	<ul style="list-style-type: none"> • Grammar/writing review • Problems? 	Λ Technical Investigation Presentations due (Assignment #4c)
11 (September 4-6)	<ul style="list-style-type: none"> • Grammar/writing review • Problems? 	Λ Tech. Invest. Formal report due (Assignment # 4d) Λ Grammar Quiz 2

* All assignments are due in class on Thursdays

5. Basis of Student Assessment (Weighting)

(Should be linked directly to learning outcomes.)

<u>ASSIGNMENTS / VALUE</u>			
ASSIGNMENT	DUE DATE	VALUE	GRADE
1. Memo	Thursday, July 5	5%	/5
2. Business Letter	Thursday, July 12	5%	/5
3. Informal Report	Thursday, July 19	10%	/10
4. Technical Investigation:			
a. Proposal	Thursday, August 2	10%	/10
b. Progress Report	Thursday, August 16	10%	/10
c. Presentation	Thursday, August 30	10%	/10
d. Formal Report	Thursday, September 6	25%	<u>/25</u>
TOTAL FOR ASSIGNMENT #3			/55
5. Grammar Quiz 1	Thursday, July 26	10%	/10
6. Grammar Quiz 2	Thursday, September 6	15%	/15
TOTAL		100%	/100

6. Grading System

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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.

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.