



**School of Arts & Science  
ENGLISH DEPARTMENT**

**ENGL 273-001  
Technical and Professional Communications 3  
2007Q4**

## COURSE OUTLINE

Calendar Description: English 273 (1.5) 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.

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. Write a formal report on a design specification using correct format and documentation.
2. Write a technical proposal that clearly delineates the concept being advocated.
3. Write a progress report in memorandum format that demonstrates the team's status.
4. Keep, and constantly update a logbook of personal data, activities, ideas, and results that is available to the instructor upon demand.
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) regarding technical reports, and use technical vocabulary appropriate for the intended audience.
7. Design documents for readability by 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 specification completion report orally to instructors and peers using the principles of effective speaking, anxiety control, and visual aid enhancement.
13. Use the principles and dynamics of working in a team to enhance the quality of reports and presentations.
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.

## 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.

## PARTICIPATION AND PERFORMANCE

Part of your grade will reflect your level of participation – that is, your engagement of the course – and your performance in your team. At the end of the course, your marks will be multiplied by a factor between 0.9 (poor) and 1.1 (excellent). The result will be your final mark.

Here are the determining factors:

### 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.

### PERFORMANCE/ PARTICIPATION

- Participation** – Do a fair share of the work; don't try to get out of work.
- Leadership** – Organize activities well; avoid and/or resolve conflicts effectively.
- Responsibility** – Complete tasks on time; do quality work.
- Reliability** – Attend classes, group meetings, teacher meetings (on time); return e-mails within 24 hours.
- Co-operation** – Be easy going; don't dominate conversations or decision making.
- Team work** – Act to facilitate team performance and excellence.

### LOG BOOK

You must keep a log book for the group and demonstrate that you have . . .

- Written legibly and neatly in ink (no whiteout please).
- Maintained frequent records of your project work.
- Recorded realistically and accurately your achievements and obstacles.
- Shown a logic and a connection of ideas.
- Made it available for perusal by me.

Your log book may be of your own design (size, format, layout), but consider convenience and portability. It should always be available when you get an idea. Also remember to . . .

- Make an entry at least once a day, even if you say that nothing has happened.
- Note dates.
- Record information contacts.
- Write accounts of personal frustrations, triumphs and revelations.

*You may also keep a personal log book (optional - no grade). A personal log book will be invaluable for contributing to the group log book and for writing a peer evaluation report.*

### CLASS SCHEDULE

WEEK	LESSON / TOPIC	ASSIGNMENTS DUE*
1 (June 25-29)	< Introduction to course < Workplace writing principles • <i>Technical proposal (Assignment #1)</i>	
2 (July 3-6)	< The Formal Report • <i>Formal report (Assignment #4)</i>	• <b>Technical proposal due (Assignment #1)</b>
3 (July 9-13)	< Oral presentation techniques • <i>Oral progress report (Assignment #2)</i>  < Research and documentation	
4 (July 16-20)		
5 (July 23-27)	< Progress Reports • <i>Progress Report (Assignment #3)</i>	
6 (July 30-Aug 3)		
7 (August 6-10)	< The User Manual • <i>instruction writing (Assignment # 5)</i> • <i>documentation</i>	• <b>Written progress report due (Assignment #3)</b>
8 (August 13-17)	< Summary Writing < Illustrations: tables, graphs, charts, etc. < Report Format	• <b>Executive Summary Exercise (in-class)</b>
9 (August 20-24)	< Finish Formal Report  < Prepare for Trade Show display	

10 (August 27-31)	< Finish Formal Report < Prepare for Trade Show display	
11 (Sept 4-7)	< Finish Formal Report < Prepare for Trade Show display	<ul style="list-style-type: none"> <li>• Formal report due (Assignment # 4)</li> <li>• User manual due (Assignment #5)</li> <li>• Trade Show display – TBA (Assignment #6)</li> </ul>

\* Assignments #1, #3, #4, and #5 are due on Fridays

### 5. Basis of Student Assessment (Weighting)

(Should be linked directly to learning outcomes.)

<u>ASSIGNMENTS / VALUE</u>			
ASSIGNMENT	DUE DATE	VALUE	GRADE
1. Technical Proposal /Project Statement	Fri. July 6	10%	/1
2. Progress Report (Oral)	various dates	10%	/1
3. Progress Report (Written)	Fri. August 10	10%	/1
4. Formal Report (Design Project)	Fri. September 7	20%	/2
5. User/Installation/Construction Manual	Fri. September 7	15%	/1
6. Display (Presentation/Demonstration/Brochure)	TBA	10%	/1
7. Individual Writing/Tests	various dates	25%	/2
TOTAL		100%	/10

### 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](http://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](http://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](http://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.