



**School of Arts & Science  
ENGLISH DEPARTMENT**

**ENGL 170-002  
Technical and Professional Communications 1  
Quarter 1 2007**

## **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:	Anita Kess		
(b)	Office Hours:	Mon 12:30-2:20, Tue and Thu 11:30-12:20, Wed 11:30-12:20		
(c)	Location:	CBA 119B		
(d)	Phone:	370-4493	Alternative Phone:	
(e)	Email:	kess@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 letters, memos, and short reports using correct formats.
2. Plan, organize, structure and write business letters and memos for a variety of everyday situations.
3. Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).
4. Write a user manual that employs clear instructions and procedures that can be followed accurately without confusion.
5. Compose an effective resume in hard copy and electronically scannable format.
6. Compose an effective letter of application that relates skills to the job description.
7. Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
8. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.
9. Write in a style that exhibits brevity and clarity and avoids words of low information content.
10. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout.
11. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
12. Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).
13. Write all technical documents using correct spelling, grammar, and usage.

### 3. Required Materials

(a)	Texts	English 170 Anita Kess Course Package from bookstore (Required)
(b)	Other	any pocket style grammar manual (Optional)

### 4. Course Content and Schedule

*Class Hours: Tuesday and Thursday 1:30-3:30*

*Instruction will take place in both lecture and lab format*

WEEK	Date of Monday	MAJOR ASSIGNMENT DUE	% of Final Mark	Asst. Length	COMMENTS
1	Sept. 24	None			
2	Oct. 1	None			
3	Oct. 8	Asst. 1 - <i>Correspondence (direct)</i> letter	10%	200 max	Thanksgiving is Monday Oct. 8
4	Oct. 15	Asst. 2 - <i>Correspondence (indirect)</i> choice	10%	300 max	
5	Oct. 22	Asst. 3 – Complete <i>Memo Report</i> Assignment in Class	12%	300 max	
6	Oct. 29	Asst. 4a - Illustrated Report practice	Complete or Incomplete	300 max	
		<i>Mid-Term Grammar Quiz</i> (2 <sup>nd</sup> hour of first class of week)	5%	1 hour	
7	Nov. 5	Asst. 4b – <i>Illustrated Report</i>	15%	600 max	
8	Nov. 12	Asst. 5 – <i>Informational Appointment Script</i>	6%	1 page max	Remembrance Day is Monday, Nov. 12
9	Nov. 19	None			
10	Nov. 26	Asst. 6 - <i>Resume/Job Description</i>	12%	2 page max	
		<i>Final Grammar Quiz</i> (second class of week)	10%	2 hours	
11	Dec. 3	Asst. 7 - <i>User Manual</i>	20%	8-15 pages	
12	Dec. 10	None			Exam Week
Other		Asst. 8 - <i>Personal Performance</i>	Deductions possible	No maximum	Based on completion of homework, punctuality, participation and attendance

#### IMPORTANT:

- Quiz dates are tentative.
- There is no final exam. You will submit a major assignment on the last day of classes.
- All assignments above are due at 4:00pm on the second class meeting day of the week.
- Assignments should all be word processed.
- Homework and other practices and exercises are not on this chart, but they still exist!

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

(a)	Assignments	85%
(b)	Quizzes	15%
(c)	Exams	none
(d)	Other	<i>Deficiencies in attendance, homework completion, punctuality or participation can result in unlimited deductions from the final mark.</i>

## 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
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	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 E-1.5 at **camosun.ca** for 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, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. ( <i>For these courses a final grade will be assigned to either the 3<sup>rd</sup> course attempt or at the point of course completion.</i> )
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.

## 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.

### 8. Details of Assignments and Expectations

#### ATTENDANCE / PARTICIPATION

You can gain or lose marks based on your attendance and participation in this course. See the course package for details. Note that if you miss a class, it is your responsibility to know the material I have covered and to complete the assignments due. Please contact me if you are going to miss a class or be late to a class.

(e-mail: [kess@camosun.bc.ca](mailto:kess@camosun.bc.ca); tel: 370-4493)

#### ASSIGNMENT POLICIES

**Submissions: YOU MUST SUBMIT ALL ASSIGNMENTS AND WRITE ALL QUIZZES TO PASS THIS COURSE.**

- **Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me on or before the due date and let me know the exact date that you will submit the assignment. The late penalty will be 5% per day. If you do not consult me about a late assignment, the late penalty will be 10% per day.
- **Plagiarism** is a form of cheating in that you are using someone else's words, ideas, opinions, or facts as though they are your own. Words belong to the person who first prints or speaks them; to claim them as your own is a form of stealing, which, translated into our academic setting, means cheating. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action.

#### ASSIGNMENT FORMAT: Please follow these conventions for all assignments:

- Use white paper 8.5 X 11 inches.
- Write on one side of the paper.
- Ensure high print quality.
- Use 12-point font.
- Single space text with double space between paragraphs. Use block format (no indentations).
- Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised.
- For multi-page assignments place page numbers and, for memos, abbreviated subject lines on subsequent pages.
- Staple pages in top left corner.
- Submit evaluation sheets with every assignment that uses one. You must complete all information at the top of this evaluation sheet. Submit it with your assignment; do not affix it to your assignment. **I will not mark your assignment unless you include an evaluation sheet with it.** See me if you lose yours.
- Do not include any title pages, covers, binders, laminates or any protective coverings to your assignments. Just submit your assignment (stapled) and the evaluation sheet (unaffixed).  
(*English 172 and English 273 formal reports excepted*)

## **PRINCIPLES OF EVALUATION OF COURSE WORK**

- There is no maximum percentage of an assignment mark deducted for grammar and usage; deductions are unlimited.
- I will give no writing assignment a passing grade if it contains more than one sentence error for every 100 words written.
- You will write at least one writing assignment in class.
- There will not be a final exam.

## **EXIT REQUIREMENTS**

Students must

- Meet attendance requirements of instructor.
- Meet assignment submission deadlines of instructor.
- Complete all assignments on the major assignment list and the test list to a 60% mastery level.
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.