



**School of Arts & Science**  
**ENGLISH DEPARTMENT**  
**ENGL 172 all sections**  
**Technical Communications 2**  
**Q3 2008**

## COURSE OUTLINE

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:	12:30-1:20 Tuesday and Thursday or by appointment
(c)	Location:	Campus Centre 119B
(d)	Phone:	370-4493
(e)	Email:	kess@camosun.bc.ca
(f)	Website:	TBA

### 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

**English 172 – Technical Communication 2 Course Pack** – to be supplied by instructor on the first day of class

### 4. Course Content and Schedule

**Class Time** – Tuesday and Thursday 8:30-10:20

#### Assignment List and Tentative Schedule

MAJOR ASSIGNMENTS	Percentage of Final Mark	Length of Finished Assignment	COMMENTS	Tentative Due Date
Asst. 1 – <i>Correspondence Assignment (Direct Letter)</i>	10%	200 max		Week 3
Asst. 2 – <i>In-Class writing (Memo Report)</i>	15%	300 max		Week 4
Asst. 3 – <i>Grammar Quiz No. 1 (1 hour)</i>	5%	1 hr		Week 6
Asst. 4a – <i>Technical Investigation Report Declaration Sheet</i>	Complete or Incomplete	400 max	<i>You may work with a partner on the Technical Investigation Report. You will both receive the same mark.</i>	Week 7
Asst. 4b – <i>Technical Investigation References List</i>	5%	1 page		Week 8
Asst. 4c – <i>Technical Investigation Presentation</i>	15%	TBA		Week 10
Asst. 4d – <i>Formal Technical Investigation Report</i>	40%	2000-3000 words		Week 11
Asst. 5 – <i>Grammar Quiz No. 2 – 2 hr</i>	10%	2 hr		Week 9
Asst. 6- <i>Personal Performance Deductions</i>	Unlimited deductions		<i>Based on homework, attendance, and deportment</i>	

#### 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.**
- **Homework and other practices and exercises are not on this chart, but they will be collected from time to time. They are mandatory.**
- **Personal Performance Deductions will result from poor attendance or work habits.**

## 5. Basis of Student Assessment (Weighting)

- (a) Assignments – 85%
- (b) Quizzes – 15%
- (c) Exams – 0%
- (d) Personal Performance Deductions - Unlimited possible deductions for poor attendance or performance, careless or ungrammatical work.

## 6. Grading System 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](http://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. (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.)
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.