



**School of Arts & Science  
ENGLISH DEPARTMENT**

**ENGL 273 (all sections)  
Technical and Professional Communications 3  
2008 Q3**

**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 Monday
(c)	Location:	Campus Centre 119B
(d)	Phone:	370-4493
(e)	Email:	kess@camosun.bc.ca
(f)	Website:	TBA

**2. Intended Learning Outcomes**

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) English 273: Technical and Professional Communications 3 - Course Pack

### 4. Course Content and Schedule

**Class Time** - Monday 10:30-12:20 (one class per week)

#### Assignment Schedule

	Assignments	Week Due	Date Due	Word Count	Value
Assignment 1	System Requirements Specifications Document, Project Statement or Progress Report	Week 2	April 7, 2008	1000 words	10%
Assignment 2	2-minute oral presentation	Week 4	April 21, 2008	n/a	10%
Assignment 3	Group Progress Presentation	Week 6	May 5, 2008	n/a	20%
Assignment 4	Final Group Presentation	Week 10-11	June 2 and 9, 2008*	n/a	25%
Assignment 5	Formal Report; <i>Circuit Cellar</i> Article, Application Note, Standard Report, or User Manual	Week 11	June 9, 2008	3000-3500 words	35%

\*The instructor is away at a conference during Week 9 - extra office hours available in Weeks 8 and 10 for help with Presentations or Final Reports/Articles

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

(Should be linked directly to learning outcomes.)

(a) Assignments **100%**

(b) Quizzes **0%**

(c) Exams **0%**

(d) Other (e.g., Attendance, Project, Group Work) **Deductions for grammar errors and failure to attend or perform adequately in class – unlimited percentage deductions are possible**

### 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](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.

### Work Schedule, Homework and Assignment Due-Date Calendar – Q3 2008

Week	Date	Work Schedule	Homework	Assignment Due
1	March 31	<ul style="list-style-type: none"> <li>• Intro to course</li> <li>• Review workplace writing style</li> <li>• Collaborative Writing Strategies /GRIP Sheets</li> <li>• Working Effectively in Groups</li> <li>• The Proposal/Project Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Major Project Assignment: <i>The Proposal/Project Statement</i></li> <li>• Complete the GRIP Sheet</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
2	April 7	Introduction to Assignment 4 <ul style="list-style-type: none"> <li>• Formal Report, or</li> <li>• Circuit Cellar Article</li> <li>• Guidelines, samples, keeping track of sources</li> </ul>		<ul style="list-style-type: none"> <li>• Assignment 1 – Proposal, SRS, or "Project Statement"</li> <li>• GRIP Sheet</li> </ul>
3	April 14	Evaluation Procedure for Oral Presentations <ul style="list-style-type: none"> <li>• One 2-minute oral</li> <li>• Two 15-20-minute group presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare Asst. 2 - 2-minute Presentations due Week 4 (April 21)</li> </ul>	
4	April 21	Assignment 2 - Deliver 2-minute oral presentations		
5	April 28	Feedback on 2-minute oral presentations  Prepping Group Progress Presentations <ul style="list-style-type: none"> <li>• Choreography</li> <li>• Introductions: Topics and Speakers</li> <li>• Hands off</li> <li>• Dress</li> </ul> Time to prepare group presentations		
6	May 5	Assignment 3 - Deliver 10-minute group Progress Report Presentations		

7	May 12	Application Note, Installation or User Manual; Illustrating Workplace Documents <ul style="list-style-type: none"> <li>• Separating Instructions from Explanations</li> <li>• Labelling</li> <li>• Sizing</li> <li>• Avoiding Clutter</li> <li>• Being Clear</li> </ul>	Formal Report is due in Week 11 (June 9)	
8	May 19	HOLIDAY – No Class – Instructor will hold extra office hours during the week		
9	May 26	Students Responsible to review <i>Circuit Cellar</i> or Standard Report <ul style="list-style-type: none"> <li>• Sources, References, Artwork</li> <li>• IEEE Documentation</li> <li>• Manuscript Format</li> <li>• Submission Guidelines</li> </ul>		*Instructor at Conference – extra office hours in Weeks 8 and 10 to offset
10	June 2	Assignment 4 - Final Group Presentations – Instructor will hold extra office hours during the week		
11	June 9	Assignment 4 cont'd - Final Group Presentations		Assignment 5 - Formal Report or <i>Circuit Cellar</i> Article
12	June 16	Exam Period		