



**School of Arts & Science
ENGLISH DEPARTMENT
ENGL 171 (Section 1)
Technical and Professional Communications 1
Q4, July – Sept 2008**

COURSE OUTLINE

1. Instructor Information

(a)	Instructor:	Kate Wellburn		
(b)	Office Hours:	Monday 11:30-1:30 pm; Wednesday 11:30-1:30 pm		
(c)	Location:	CC119A		
(d)	Phone:	370-4421		
(e)	Email:	wellburnk@camosun.bc.ca		

2. Required Materials

(a)	Texts	Technically-Write! Ron Blicq and Lisa Moretto		
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3. Intended Learning Outcomes

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. Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
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. Write in a style that exhibits brevity and clarity and avoids words of low information content.
8. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout.
9. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
10. Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).
11. Write all technical documents using correct spelling, grammar, and usage.

4. Course Content and Schedule

Monday and Wednesday, 9:30-11:20am

5. Basis of Student Assessment (Weighting)

ASSIGNMENTS AND EXAMS (Due dates may be subject to change.)

TESTS AND ASSIGNMENTS	DUE DATE	ASSIGNMENT VALUE
Direct Approach Letter	July 7	5%
Performance Evaluation Report	July 21	10%
Midterm Exam	July 28	15%
Efficiency Proposal	August 6	10%
Efficiency Proposal Presentation	August 11 or 13	5%
User Manual	Sept 3	15%
User Manual Demonstrations	Aug 27 or Sept 3	10%
In class assignment folder	Ongoing	20%
Quizzes		10%
Peer edits @ -2% for each one missed		
TOTAL		100%

DUE DATES AND LATE PAPERS

- Late papers will be penalized at a rate of 5% per day (weekends included).
- Your paper will not be accepted after marked assignments have been returned.
- Late papers will not receive any written feedback; I will only provide a percentage.
- Assignments are due on the due date, at the beginning of class.

EXTENUATING CIRCUMSTANCES

- Extensions will not normally be granted. However, if you have a valid reason for an extension, you must contact me before the due date of your paper. I will not grant extensions on the day your paper is due.

PEER EDITS

A peer edit by a member or members of your own class, carried out during a class scheduled for peer editing, is a required element of most assignments in this course. I will grade papers with the assumption that a peer edit has been done.

Failure to bring a completed draft to the class and to participate in the peer editing will result in the loss of 2% from your final grade. For example, a student who misses two peer edits would have her or his final grade reduced from 80% (B+) to 76% (B).

I recommend that you always seek feedback on a paper, even if you are unable to attend the class in which a peer edit is scheduled. However, asking someone to edit your paper out of class, even if you ask a classmate, will not restore the lost marks.

ATTENDANCE

You attendance and participation in this class will make for a better learning experience for both yourself and your peers. In the event that you must miss a class, please contact me ahead of time via email or telephone to let me know. It is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class.

Therefore, find a buddy in the class, exchange phone numbers, and consult each other in the event that you must be absent.

If you miss an exam without prior consultation, you will need a doctor's note in order to be granted permission to write it late. Without the doctor's note, your grade will be zero.

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 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 rd 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.

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.