


| | |
|---|---|
|  | <p>School of Arts & Science ENGLISH DEPARTMENT</p> <p>ENGL 170 (06) Technical and Professional Communications 1 Q1, September – December 2008</p> |
|---|---|

COURSE OUTLINE

1. Instructor Information

| | | |
|-----|---------------|-------------------------|
| (a) | Instructor: | Jane Griffith |
| (b) | Office Hours: | Wednesdays 12:30-1:30 |
| (c) | Location: | CC118A |
| (d) | Email: | griffithj@camosun.bc.ca |

2. Required Materials

| | | |
|-----|-------|--|
| (a) | Texts | Course Pack: <i>English 170 Course Pack: APT to Write Technically.</i> Norma DePledge |
|-----|-------|--|

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. 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.

4. Course Content and Schedule

Monday and Wednesday, 9:30-11:20

5. Basis of Student Assessment (Weighting)

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

| TESTS AND ASSIGNMENTS | DUE DATE | LENGTH | ASSIGNMENT VALUE |
|---|--|---------------------------|------------------|
| Assignment I: Direct Approach Letter | Oct 8 | 200 wds | 5% |
| Assignment II: Indirect Refusal Letter | Oct 15 | 2-300 wds | 10% |
| Assignment III: Illustrated Report | Oct 29 | 500 + wds | 20% |
| Assignment IV: User Manual | Nov 24 | 10-15 pages | 20% |
| Assignment V: Job Search Documents <ul style="list-style-type: none">• Info interview & contacts• Résumé | Dec 3 | 1 page max 2 pages max | 10% |
| Midterm Exam | Nov 12 | 2-300 words | 15% |
| Quizzes (dates subject to change) <ul style="list-style-type: none">• 7C's Quiz• Letter Format Quiz• Copyedit Quiz• Copyedit / Gr? Quiz | Sept 29 (2%) Oct 6 (2%) Oct 10 (4%) Nov 26 (2%) | | 10% |
| Attendance & Peer edits @ -2% for each one missed | | | 10% |
| TOTAL | | | 100% |

DUE DATES AND LATE PAPERS

- **Papers submitted after an assignment has been graded and returned will receive 0. The rationale is as follows: I provide detailed written feedback on papers and detailed oral feedback in class when I return a set of papers. If a student writes a document after the assignment has been graded and returned, he or she had the benefit of the feedback, which may constitute a significant and unfair advantages over other students.**
- You must complete and submit all assignment to pass this course. Even if you have to submit a paper so late that it will receive 0, it must be submitted by the beginning of the exam period and must fulfill the requirements of the assignment. If you have left any assignments unsubmitted or incomplete by December 12 2008, your final grade will be F.
- Assignments are due on the due date, at the beginning of class.

EXTENUATING CIRCUMSTANCES

- If you communicate to me at least one day in advance that a paper will be late, the late penalty is 2% per day including weekends. If you do not let me know one day or more in advance, the penalty for a late paper is 5% per day including weekends.

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. A paper will not, therefore, receive additional marks for having a peer edit. Rather, it will lose marks for the absence of a peer edit.

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

For any class missed, 2% will be deducted from the 10% attendance & peer edits mark.

If you miss an exam without prior consultation and a deferral from me, 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.

If you miss a peer edit, you will lose the marks as set out above.

In the event that you must miss a class, 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.

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.

ADDITIONAL COMMENTS

Students with Disabilities: I would like to hear from my students with disabilities so that I can modify my teaching to facilitate a more accessible classroom.

Classroom Courtesy: Members of the college community are expected to act toward each other in a manner that contributes to a positive, supportive, and safe learning environment. Inappropriate student conduct is defined as any conduct that has the effect of disrupting the learning environment or that is a threat, or perceived to be a threat, to the safety of other students, staff, or faculty, whether conducted on or off campus. Students will be expected to conduct themselves appropriately in the classroom at all times.