



School of Arts & Science
ENGLISH DEPARTMENT
ENGL 273, Section X01
Technical and Professional Communications 3
September 2008, Quarter 1

COURSE OUTLINE

1. Instructor Information

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

2. Required Materials

Course Pack: *English 273: Technical and Professional Communications 3*.

3. 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.

4. Course Content and Schedule

Class Schedule: 1 class per week: Monday: 12:30 – 2:20

Assignment Schedule: See table below

5. Basis of Student Assessment (Weighting)

	ASSIGNMENTS	Due Date	Word Count	Value
Assign. 1	SRS, Project Statement, or Progress Report	Oct 6	1000 wds 3000 wds	10%
Assign. 2	2-minute Oral Presentation	Oct 27	n/a	5%
Assign 3	Group Progress Presentation	Nov 10	n/a	20%
Assign 4	Final Group Presentation	Tba	n/a	25%
Assign 5	Symposium Promotional Materials	Tba	n/a	5%
Assign 6	Formal Report: Circuit Cellar Article, Application Note, Standard Report, or User Manual	Dec 1	3000- 3500 wds	35%

Assignment Policies

- **YOU MUST COMPLETE AND SUBMIT ALL ASSIGNMENT BY THE END OF EXAM WEEK, DECEMBER 12, 2008, TO PASS THIS COURSE.**
- **Late Submission Policy:** Assignments must be submitted on time. If you must submit an assignment late, consult me **before** the due date and we will discuss an extension. In that case, the late penalty will be 2% per day. If you do not consult me, the late penalty will be 5% per day.
- 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.

Attendance

If you miss a class, it is your responsibility to know the material covered in that class and to complete the assignments and exercises.

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.