



**School of Arts & Science**  
**ENGLISH DEPARTMENT**  
**ENGL 170 (Section 001)**  
**Technical and Professional Communications 1**  
**Q2, January-March 2009**

## **COURSE OUTLINE**

### **1. Instructor Information**

(a)	Instructor:	Kate Wellburn		
(b)	Office Hours:	Tuesday (10:30-11:30) Thursday (10:30-11:30)		
(c)	Location:			
(d)	Phone:		Alternative Phone:	
(e)	Email:	wellburnk@camosun.bc.ca		

### **2. Required Materials**

(a)	Texts	<u>Technically-Write!</u> by Ron Blicq and Lisa Moretto, Canadian 7 <sup>th</sup> Ed.
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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. 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 1:30-3:20 p.m., Wednesday 2:30-4:20 p.m.

#### 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	Jan 14	5%
Trip Report Permission Memo – Group	Jan 21	5%
Trip Report	Feb 2	10%
Trip Report Presentations	Feb 2 & 4	5%
Efficiency Proposal	Feb 18	15%
Efficiency Proposal Presentation	Feb 18	7%
Technical Instructions	Mar 11	20%
Technical Instruction Presentation	Mar 16	8%
<b>Quizzes</b> <ul style="list-style-type: none"><li>• Grammar</li><li>• Punctuation</li></ul>		10% (5% ea)
In-class Folder Assignments	Ongoing	10%
Attendance	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

#### 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.**
- Assignments are due on the due date, at the beginning of class.
- Late assignments will be penalized at a rate of 5% per day, including weekends. Assignments handed in late on the day they are due (after class has ended) will lose 2.5%.

#### EXTENUATING CIRCUMSTANCES

- Extensions will not be granted unless you approach me at least two days before the assignment due date, and have a valid and documented reason for requesting the extension (serious illness, death in family, etc).

#### PEER EDITS

A peer edit by a member of your own class is a required element of most assignments in this course. I will grade most 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).

## ATTENDANCE

If you miss more than two classes, you will start to lose participation marks at a rate of 2% per class missed. Please notify me by email if you are going to miss a class.

If you miss a presentation without prior consultation and a deferral from me, you will need a doctor's note in order to be granted permission to present late. Without the doctor's note, your grade will be zero.

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](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.)

<b>CW</b>	<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.
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**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.