



**School of Arts & Science  
ENGLISH DEPARTMENT**

**ENGL 273-01  
Technical and Professional Communications 3  
Q4 2009**

[svendsend@camosun.bc.ca](mailto:svendsend@camosun.bc.ca)

## **COURSE OUTLINE**

English 273 (1.5) provides individual and group communications support for students in their final-year technology project course. Written assignments include a technical proposal, a progress report, a professional brochure, and a formal technical report. Presentation assignments include short oral progress reports, longer *PowerPoint* presentations and a professional trade-show display.

☐ *This outline will be electronically stored for five years only. Keep this outline for your records.*

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### **1. Instructor Information**

(a)	Instructor:	Paul Gamache		
(b)	Office Hours:			
(c)	Location:	CC 119A		
(d)	Phone:	381-7812	Alternative Phone:	
(e)	Email:	<a href="mailto:gamache@camosun.bc.ca">gamache@camosun.bc.ca</a>		
(f)	Website:			

### **2. Intended Learning Outcomes**

Upon completion of this course you 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

ENGL 273 coursepack (available in the Bookstore). (Recommended: a grammar/writing text)

### 4. Course Content and Schedule

WEEK	LESSON / TOPIC	ASSIGNMENTS DUE*
1 (July 2)	<ul style="list-style-type: none"> <li>▸ Introduction to course</li> <li>▸ Workplace writing principles               <ul style="list-style-type: none"> <li>• <i>Technical proposal (Assignment #1)</i></li> </ul> </li> </ul>	
2 (July 9)	<ul style="list-style-type: none"> <li>▸ The Formal Report               <ul style="list-style-type: none"> <li>• <i>Formal report (Assignment #4)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Technical proposal due (Assignment #1)</b></li> </ul>
3 (July 16)	<ul style="list-style-type: none"> <li>▸ Oral presentation techniques               <ul style="list-style-type: none"> <li>• <i>Oral progress report (Assignment #2)</i></li> </ul> </li> <li>▸ Research and documentation</li> </ul>	
4 (July 23)		
5 (July 30)	<ul style="list-style-type: none"> <li>▸ Progress Reports               <ul style="list-style-type: none"> <li>• <i>Progress Report (Assignment #3)</i></li> </ul> </li> </ul>	
6 (August 6)		
7 (August 13)	<ul style="list-style-type: none"> <li>▸ The User Manual               <ul style="list-style-type: none"> <li>• <i>instruction writing (Assignment # 5)</i></li> <li>• <i>documentation</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Written progress report due (Assignment #3)</b></li> </ul>
8 (August 20)	<ul style="list-style-type: none"> <li>▸ Summary Writing</li> <li>▸ Illustrations: tables, graphs, charts, etc.</li> <li>▸ Report Format</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Executive Summary Exercise (in-class)</b></li> </ul>
9 (August 27)	<ul style="list-style-type: none"> <li>▸ Finish Formal Report/User Manual</li> <li>▸ Prepare for Trade Show display</li> </ul>	
10 (September 3)	<ul style="list-style-type: none"> <li>▸ Finish Formal Report/User Manual</li> <li>▸ Prepare for Trade Show display</li> </ul>	
11 (September 10)	<ul style="list-style-type: none"> <li>▸ Finish Formal Report/User Manual</li> <li>▸ Prepare for Trade Show display</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Formal report due (Assignment # 4)</b></li> <li>• <b>User Manual due (Assignment #5)</b></li> <li>• <b>Trade Show display – TBA (Assignment #6)</b></li> </ul>

\* Assignments #1, #3, #4, and #5 are due on Fridays

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

ASSIGNMENT	DUE DATE	VALUE	GRADE
1. Technical Proposal /Project Statement	Fri. July 10	10%	/10
2. Progress Report (Oral)	various dates	10%	/10
3. Progress Report (Written)	Fri. August 14	10%	/10
4. Formal Report (Design Project)	Fri. September 11	20%	/20
5. User/Installation/Construction Manual	Fri. September 11	15%	/15
6. Display (Presentation / Demonstration / Brochure)	TBA	10%	/10
7. Individual Writing/Tests	various dates	25%	/25
<b>TOTAL</b>		<b>100%</b>	<b>/100</b>

Part of your grade will reflect your level of participation – that is, your engagement of the course – and your performance in your team. At the end of the course, your marks will be multiplied by a factor between 0.9 (poor) and 1.1 (excellent). The result will be your final mark. Here are the determining factors:

► **ATTENDANCE:**

Just as on the job, attendance is essential. ***If you miss a class or a group meeting, it is your responsibility to know the material that was covered and complete the assignments that were due.***

► **HOMEWORK:**

Arrive at each class with all of the homework completed. Many classes will involve activities that require prior preparation.

► **PERFORMANCE/PARTICIPATION:**

- **Participation** – Do a fair share of the work; don't try to get out of work.
- **Leadership** – Organize activities well; avoid and/or resolve conflicts effectively.
- **Responsibility** – Complete tasks on time; do quality work.
- **Reliability** – Attend classes, group meetings, teacher meetings (on time); return e-mails within 24 hours.
- **Co-operation** – Be easy going; don't dominate conversations or decision making.
- **Team work** – Act to facilitate team performance and excellence.

► **LOG BOOK :**

You must keep a log book for the group and demonstrate that you have . . .

- Written legibly and neatly in ink (no whiteout please).
- Maintained frequent records of your project work .
- Recorded realistically and accurately your achievements and obstacles.
- Shown a logic and a connection of ideas.
- Made it available for perusal by me.

Your log book may be of your own design (size, format, layout), but consider convenience and portability. It should always be available when you get an idea. Also remember to . . .

- Make an entry at least once a day, even if you say that nothing has happened.
- Note dates.
- Record information contacts.
- Write accounts of personal frustrations, triumphs and revelations .

## 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
<b>I</b>	<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.
<b>IP</b>	<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. <i>(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.)</i>
<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.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

Various services are available to assist you in your studies.  
Information on these services is available in the College calendar,  
at Student Services, and on the College web site at [camosun.ca](http://camosun.ca).

## STUDENT CONDUCT POLICY

Camosun College has a Student Conduct Policy **which includes plagiarism**.  
It is your responsibility to become familiar with this policy.  
The policy is available in each School Administration Office, at Student Services,  
and in the Policy Section of the College web site.