



**School of Arts & Science
ENGLISH DEPARTMENT**

**ENGL 170-X01 and X02
Technical and Professional Communications 1
2009 Q1**

COURSE OUTLINE

1. Instructor Information

| | | |
|-----|---------------|--|
| (a) | Instructor: | Kess, Anita |
| (b) | Office Hours: | Monday and Wednesday 10:20-11:20, Tuesday 8:30-9:30, or by appointment |
| (c) | Location: | CC 119b |
| (d) | Phone: | 370-4493 |
| (e) | Email: | kess@camosun.bc.ca |
| (f) | Website: | D2L website available on Camosun Website only by password |

2. 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.

3. Required Materials

- (a) *ENGLISH 170 Course Pack* for Anita Kess's Sections – must be the current version
- (b) Memory stick or other portable storage medium for computer files

4. Course Content and Schedule

This course has both lecture sessions and laboratories. The assignments are as follows:

| WEEK | Date of Monday | MAJOR ASSIGNMENT DUE | % of Final Mark | Length of Finished Assignment | COMMENTS |
|------|----------------|--|----------------------|-------------------------------|------------------------------------|
| 1 | Sept. 28 | None | | | |
| 2 | Oct. 5 | None | | | |
| 3 | Oct. 12 | Asst. 1 - <i>Correspondence (direct)</i> letter | 10% | 200 max | Thanksgiving is Monday Oct. 13 |
| 4 | Oct. 19 | Asst. 2 - <i>Correspondence (indirect)</i> choice | 10% | 300 max | |
| 5 | Oct. 26 | Asst. 3 – Complete <i>Memo Report</i> Assignment in Class | 12% | 300 max | |
| 6 | Nov. 2 | Asst. 4a - Illustrated Report practice | Complete/ Incomplete | 300 max | |
| | | <i>Mid-Term Grammar Quiz</i> (2 nd hour of first class of week) | 5% | 1 hour | |
| 7 | Nov. 9 | Asst. 4b – <i>Illustrated Report</i> | 15% | 600 max | Remembrance Day is Monday, Nov. 11 |
| 8 | Nov. 16 | Asst. 5 – <i>Personal Ethical Checklist</i> | 6% | 2 page max | |

| | | | | | |
|-------|---------|---|--------------------------------|---------------|---|
| 9 | Nov. 23 | None | | | |
| 10 | Nov. 30 | Asst. 6 – <i>Accomplishments Resume</i> | 12% | 2 page max | |
| | | <i>Final Grammar Quiz</i> (second class of week) | 10% | 2 hours | |
| 11 | Dec. 7 | Asst. 7 - <i>User Manual</i> | 20% | 8-15 pages | |
| 12 | Dec. 14 | None | | | Exam Week |
| Other | | Asst. 8 - <i>Personal Performance</i> | Deductions possible | No maximum | Based on completion of homework, punctuality, participation and attendance |

IMPORTANT:

- **Two holidays this term fall on Mondays.** Material covered in those lessons is still your responsibility. It is on the website and in your course pack. Extra office hours will be scheduled that week to make up for lost contact time.
- Quiz dates are tentative.
- There is no final exam. You will submit a major assignment on the last day of classes. I will not accept work after the last class without a medical/compassionate excuse.
- All assignments above are due at 4:00pm on the second class meeting day of the week unless otherwise stated.
- Assignments should all be word processed.
- Homework and other practices and exercises are not on this chart, but they still exist.

5. Basis of Student Assessment (Weighting)

(Should be linked directly to learning outcomes.)

(a) Assignments 85%

(b) Quizzes 15%

(c) Exams 0%

(d) Other – Unlimited **deductions** can be made to any assignment for poor group work performance; failure to amend poor usage, tone, grammar or spelling; or lack of attention to design details.

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. <i>(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)</i> |
| 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.

8. Details of Course Expectations

ASSIGNMENT POLICIES

- < **Submissions: YOU MUST SUBMIT ALL ASSIGNMENTS AND WRITE ALL QUIZZES TO PASS THIS COURSE.**
- < **Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me on or before the due date and let me know the exact date that you will submit the assignment. The late penalty will be 5% per day. If you do not consult me about a late assignment, the late penalty will be 10% per day. *I will give a grade of ZERO to assignments submitted later than one calendar week after the due date*
- < **Plagiarism** is a form of cheating in that you are using someone else's words, ideas, opinions, or facts as though they are your own. Words belong to the person who first prints or speaks them; to claim them as your own is a form of stealing, which, translated into our academic setting, means cheating. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action.

ASSIGNMENT FORMAT: Please follow these conventions for all assignments:

- < Consult the Evaluation Sheets in your course pack to see how the assignment will be marked.
- < Use white paper 8 2 X 11 inches.
- < Write on one side of the paper.
- < Ensure high print quality.
- < Use 12-point font.
- < Single space text with double space between paragraphs. Use block format (no indentations).
- < Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised.
- < For multi-page assignments place page numbers and, for memos, abbreviated subject lines on subsequent pages. Staple pages in top left corner.
- < Please, do not include any title pages, covers, binders, laminates or any protective shielding to your assignments. Just submit your assignment (stapled).

PRINCIPLES OF EVALUATION OF COURSE WORK

- < There is no maximum percentage of an assignment mark deducted for grammar and usage; deductions are unlimited.
- < You will write at least one writing assignment in class.
- < There will not be a final exam.

EXIT REQUIREMENTS

- Students must
- < Complete all assignments on the major assignment list and the test list to a 60% mastery level.
 - < Demonstrate, to the instructor 's satisfaction, knowledge of key principles of grammar and usage.

ATTENDANCE / PARTICIPATION

- < You can gain or lose marks based on your attendance and participation in this course. Note that if you miss a class, it is your responsibility to know the material I have covered and to complete the assignments due.

PLEASE CONTACT ME IF YOU ARE GOING TO MISS A CLASS

(e-mail: kess@camosun.bc.ca; phone: 250-370-4493)