

	<p>School of Arts & Science ENGLISH DEPARTMENT</p> <p>ENGL 273 (Section 1) Technical and Professional Communications 3 Q1, Sept - Dec 2009</p>
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COURSE OUTLINE

1. Instructor Information

(a)	Instructor:	Kate Wellburn
(b)	Office Hours:	Thursday 10:30 - 12:30 pm
(c)	Location:	CC119B
(d)	Phone:	Please contact me by email
(e)	Email:	wellburnk@camosun.bc.ca

2. Required Materials

(a)	Texts	Course Package for English 273
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3. Intended Learning Outcomes

Upon completion of this course the student will be able to

- Write a formal report using correct format and documentation.
- Write a technical proposal that demonstrates the clarity and value of the technical concept being advocated.
- Write a progress report that demonstrates the team's status.
- Complete peer evaluation forms assessing each group member.
- Write with brevity and clarity and avoid words of low information content.
- Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.
- Design efficient, effective documents that are readable.
- Illustrate technical documents appropriately (charts, graphs, and tables) using the appropriate technical writing conventions.
- Employ numbers, SI units, equations, and abbreviations according to modern conventions for written documents.
- Write all technical documents using correct spelling, grammar, and usage.
- Present a specification completion report orally to instructors and peers using effective presentation techniques.
- Use the principles of good teamwork to enhance the quality of reports.
- Use conflict resolution to maximize the efficiency of group work.

4. Course Content and Schedule

Thursdays (8:30 am – 10:20 am)

5. Basis of Student Assessment (Weighting)

ASSIGNMENTS (Due dates may be subject to change.)

ASSIGNMENTS	DUE DATE	VALUE	GRADE
Technical Proposal (EET) Progress Report (CST)	Oct 8	10%	/10
Oral Presentations Proposal (EET) Progress (CST)	Oct 15	10%	/10
Progress Report (EET) SRS Report Revisions (CST)	Nov 5	10%	/10
Formal Report, Circuit Cellar Article, or User Manual	Dec 10	30%	/30
Display (Presentation/Demonstration)	TBD	15%	/15
In-class folders	Ongoing	15%	/15
Grammar/Punctuation Quiz	Oct 29	5%	/5
Participation & Attendance	Ongoing	5%	/5
TOTAL		100%	/100

6. Due Dates

- You must submit all of the assignments to pass the course.
- Missed quizzes and in-class assignments can only be made up at a 15% loss (unless a doctor's note can be provided).
- You must work on assignments ahead of the due date and submit them on time. Any late assignments will receive a grade of zero. If you are having trouble with an assignment, contact me immediately.

7. Plagiarism

- You are responsible for documenting all of your sources. Failure to do so will be considered plagiarism. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action. If you are unsure about what or how to document, just ask me!

8. Assignment Format

- Please use these conventions for assignments.
 - Use white paper 8 ½ X 11 inches
 - Use one side of the paper only
 - Ensure high print quality; use 12-point font size
 - Single space text with double space between paragraphs
 - Default to the margins designated by your word processing software (no less than one inch around)
 - For multi-page assignments, place page numbers, and for memos, abbreviated subject lines on subsequent page numbers. Staple the top left corner.
 - Do not include any title pages, covers, binders, laminates or any protective apparatus with assignments. Just submit the assignment. (English 273 formal reports and user manuals excepted).

9. Attendance

You are required to attend all classes. If you miss more than one class without consulting with me in advance, you will forfeit half (2.5%) of your participation mark. Missing further classes without consulting me will result in further deductions. In the

event that you must miss a class, please contact me ahead of time via email or telephone to let me know. 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, exchange phone numbers with your team members, and consult each other in the event that you must be absent.

10. Participation Mark

- Participation: Engage with class discussion; pull your own weight.
- Leadership: Organize activities; avoid and/or resolve conflicts effectively.
- Responsibility: Complete tasks on time; do quality work.
- Reliability: Attend classes, group meetings, teacher meetings, return emails.
- Co-operation: Be easy going; don't dominate discussions or decision making.
- Team work: Act to facilitate team performance and excellence.

11. Exit Requirements

To pass this course, you must...

- Meet the attendance requirements.
- Meet the assignment submission deadlines.
- Complete all major assignments.
- Demonstrate an ability to produce strong technical writing.

12. 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.

13. 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.