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|  | <p>School of Arts & Science ENGLISH DEPARTMENT</p> <p>ENGL 172 (Section 1) Technical and Professional Communications 2 Q3, Apr – June 2010</p> |
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COURSE OUTLINE

1. Instructor Information

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| (a) | Instructor: | Kate Wellburn |
| (b) | Office Hours: | Mondays 2:30 - 3:30 or by appointment |
| (c) | Location: | CC119B |
| (d) | Phone: | Please use email; I check phone messages infrequently |
| (e) | Email: | wellburnk@camosun.bc.ca |

2. Required Materials

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| (a) | Texts | No text required. Hand-outs will be provided during the quarter and information will be posted on D2L website. |
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3. Intended Learning Outcomes

Upon completion of this course the student will be able to

- Plan, organize, structure and write letters, memos, and short reports for a variety of everyday situations using correct formats.
- Write a formal report on a technical investigation using correct format and documentation.
- Write a technical proposal which demonstrates the clarity and the value of the technical investigation being advocated.
- Write a progress report in memorandum format that demonstrates the team's status.
- Write in a style that exhibits brevity and clarity and avoids 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 documents for readability employing short paragraphs, bullets, headings, tables, effective spacing, and layout.
- Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
- Employ numbers, units, equations and abbreviations correctly in documents using the International System of Units (SI).
- Write all technical documents using correct spelling, grammar and usage.
- Support writing with relevant and substantiated evidence, and document sources using IEEE conventions.
- Present a formal technical report (fifteen minutes) using PowerPoint.
- Use the principles and dynamics of working in a team to enhance the quality of reports.
- Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.

4. Course Content and Schedule

Tuesday and Thursday, 8:30 a.m. - 10:20 a.m.

5. Basis of Student Assessment (Weighting)

ASSIGNMENTS AND EXAMS (Due dates may be subject to change.)

| TESTS AND ASSIGNMENTS | DUE DATE | ASSIGNMENT VALUE |
|---|-------------------|------------------|
| DND Memo Assignment | April 15 | 5% |
| Efficiency Proposal | May 6 | 10% |
| Efficiency Proposal Presentation | May 11 or 13 | 5% |
| Presentation Memo | May 18 | 5% |
| Technical Instructions | May 27 | 5% (group) |
| TSI Proposal | June 3 | 5% |
| In class assignment folder | June 17 | 10% |
| Technical Service Investigation Report | June 18 | 25% |
| Technical Service Investigation Formal Presentation | June 15 or 17 | 15% |
| Quizzes (x2) | April 29 & May 25 | 5% (x2) |
| Participation & Peer Edits | Ongoing | 5% |
| TOTAL | | 100% |

DUE DATES AND LATE PAPERS

- Late papers will be penalized at a rate of 5% for every day your paper is late (weekends included).
- Your paper will not be accepted after marked assignments have been returned. Late papers will not receive any written feedback; I will only provide a percentage.
- Assignments are due on the due date, at the beginning of class.

EXTENUATING CIRCUMSTANCES

- Extensions will not normally be granted. However, if you have a valid reason for an extension, you must contact me before the due date of your paper. I will not grant extensions on the day your paper is due.

PEER EDITS

A peer edit by a member or members of your own class, carried out during a class scheduled for peer editing, is a required element of most assignments in this course. I will grade papers with the assumption that a peer edit has been done. Peer edits also constitute a portion of your participation grade.

I recommend that you always seek feedback on a paper, even if you are unable to attend the class in which a peer edit is scheduled. However, asking someone to edit your paper out of class, even if you ask a classmate, will not restore the lost marks.

ATTENDANCE

You attendance and participation in this class will make for a better learning experience for both yourself and your peers. Missed in class assignments can only be made up at a 10% loss.

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, 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 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.