6.   Course Content and Schedule

WEEK	LESSON / TOPIC	ASSIGNMENTS DUE*
1 **(June 29-July 1)**	• **Introduction to course** • **The writing process** • **Grammar/writing review**	
2 **(July 6-8)**	• **Workplace writing principles** • **Memo writing formats and techniques** ☞*Memo (Assignment #1)*	☞**Memo due** **(Assignment #1)**
3 **(July 13-15)**	• **Grammar/writing review** • **Letter writing formats and techniques** ☞*Letter (Assignment #2)*	☞**Business Letter due** **(Assignment #2)**
4 **(July 20-22)**	• **Informal reports: format and technique** • **Illustrations and graphics** • *Informal Report (Assignment #3)*	☞**Informal Report due** **(Assignment #3)**
5 **(July 27-29)**	• **Proposals** ☞*Technical Investigation Proposal* *(Assignment #4a)* • **Formal reports** • **Research and documentation**	☞**Grammar Quiz 1**
6 **(August 3-5)**	• **Progress Reports** • **Illustrating technical reports** ☞*Progress Report (Assignment # 4b)*	☞**Technical Investigation** **Proposal due** **(Assignment #4a)**
7 **(August 10-12)**	• **Grammar/writing review** • **Numbers, abbreviations**	
8 **(August 17-19)**	• **Oral presentation tips/practice** ☞*Technical Investigation Presentation* *(Assignment #4c)*	☞**Progress Report due** **(Assignment #4b)**
9 **(August 24-26)**	☞*Technical Investigation Formal Report* *(Assignment #4d)* • **Grammar/writing review**	
10 **(Aug 31-Sept 2)**	• **Grammar/writing review** • **Problems?**	☞**Technical Investigation** **Presentations due** **(Assignment #4c)**
11 **(September 7-9)**	• **Grammar/writing review** • **Problems?**	☞**Tech. Invest. Formal report** **due (Assignment # 4d)** ☞**Grammar Quiz 2**

* All assignments are due in class on Thursdays

7.   Basis of Student Assessment (Weighting)

ASSIGNMENT	DUE DATE	VALUE	GRADE
1. Memo	Thursday, July 8	5%	/5
2. Business Letter	Thursday, July 15	5%	/5
3. Informal Report	Thursday, July 22	10%	/10
4. Technical Investigation:			
a. Proposal	Thursday, August 5	10%	/10
b. Progress Report	Thursday, August 19	10%	/10
c. Presentation	Thursday, September 2	10%	/10
d. Formal Report	Thursday, September 6	25%	/25
TOTAL FOR ASSIGNMENT #3			/55
5. Grammar Quiz 1	Thursday, July 29	10%	/10
6. Grammar Quiz 2	Thursday, September 9	15%	/15
TOTAL		100%	/100

8.   Grading System

a) 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**

b) Temporary Grades

Temporary grades are assigned for specific circumstances and convert to a final grade according to the grading scheme 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	*Incomplete*: 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	*In progress*: A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	**Compulsory Withdrawal: 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.**

9. Recommended Materials or Services to Assist Students to Succeed Throughout the Course
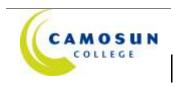
LEARNING SUPPORT AND SERVICES FOR STUDENTS

> **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.***

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.**

ENGLISH DEPARTMENT
ENGL 172

Technical Communications 2
Quarter 4 / 2010

COURSE OUTLINE

English 172 focuses on communicating (reading, writing, speaking) in the workplace; it covers writing formats, writing structure, writing style, document design, document illustration, document integrity, documentation, and a comprehensive review of grammar, punctuation and usage. Students will review workplace correspondence and informal reports, write proposals, progress reports, and a formal report of a technical investigation. Students will also present the technical investigation orally using *PowerPoint.*

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

1. Instructor Information

Instructor:	**Paul Gamache**
Office Hours:	**Monday, 11:30-12:30** **Tuesday & Thursday, 10:30-11:30**
Location:	**CC 119A**
Phone:	**381-7812**
Email:	**gamache@camosun.bc.ca (or) pjgamache@shaw.ca**

2. Intended Learning Outcomes

Upon completion of this course you will be able to

1. Plan, organize, structure and write letters, memos, and short reports for a variety of everyday situations using correct formats;
2. Write a formal report on a technical investigation using correct format and documentation;
3. Write a technical proposal which demonstrates the clarity and the value of the technical investigation being advocated;
4. Write a progress report in memorandum format that demonstrates the team's status;
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) requiring technical reports and use technical vocabulary appropriate for the intended audience;
7. Design documents for readability 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 formal technical report (fifteen minutes) using PowerPoint.
13. Use the principles and dynamics of working in a team to enhance the quality of reports;
14. Use the principles of conflict resolution in a team to maximize the efficiency of group work.

3. Required Materials

English 172 Coursepack (provided).

4. Attendance

Just as on the job, <u>attendance is essential</u>. If you miss a class, it is your responsibility to collect the handouts missed, know the material covered, and complete the assignments due.

5. Assignment Policies

a) Submissions: YOU MUST SUBMIT ALL ASSIGNMENTS TO PASS THIS COURSE.

b) Late Submissions: You must submit assignments on time. Late assignments will receive 0/100. If you know that you will be submitting an assignment late, consult me at least 48 hours before the due date and get a signed "Late Permission Slip" from me. Staple this permission slip to the assignment before submission.

c) Plagiarism: 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.

d) Assignment Format: Please follow these requirements for all assignments:

< Use white paper 8 1/2 X 11 inches;

< Use one side of the paper only (single-sided);

< Use 12-point font (and ensure high print quality);

< Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if the document's appearance is not compromised;

< Place page numbers on all pages (top centre or top right corner) <u>after</u> Page 1. Do not number Page 1.

< Keep all of your assignments (and related documents) in the assignment folder that I will give you. Submit your assignments in this folder. It must contain all previous assignments.

▸ As soon as an assignment is returned, complete the back of the appropriate Learning Log sheet. Include it with the next assignment. I will not mark the next assignment without it.

▸ Consult your "Assignment Submission Checklist" and submit all required paperwork (completed, as necessary) with every assignment. I will not mark your assignment until all of the paperwork is included. If you lose something, borrow one and photocopy it.

NOTE: Assignments that do not conform to these requirements are "unacceptable" and will be returned for revision. Assignments will be graded only when they are acceptable.