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:	**Wednesday 3:30-4:30; Thursday 10:30-12:30; Friday 12:30-1:30**
Location:	**CC 119A**
Phone:	**381-7812**
Email:	**gamache@camosun.bc.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.

issions: You must submit assignments on time. Late assignments will receive 0/100.
at you will be submitting an assignment late, consult me at least 48 hours before the
et a signed "Late Permission Slip" from me. Staple this permission slip to the
ore submission.

Plagiarism is a form of cheating in that you are using someone else's words, ideas,
cts as though they are your own. Words belong to the person who first prints or speaks
them as your own is a form of stealing, which,   translated into our academic setting,
g. Plagiarism will result in a   grade of zero and a meeting with me to discuss
ion.

Format: Please follow these requirements for all assignments:

white paper 8 1/2 X 11 inches;

ne side of the paper only (single-sided);

2-point font (and ensure high print quality);

ult to the margins designated by your word processing software (no less than one
ll 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.

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.

▸ Submit all required paperwork (completed, as necessary) with every assignment. I will not

mark your assignment until all of the paperwork is included.

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

ntent and Schedule

	LESSON / TOPIC	MENTS DUE*
-6)		
-13)	ples d techniques	
-20)	d techniques	
-27)	and technique *ent #3)*	
-3)	*roposal* tion	
-10)	rts *nent # 4b)*	
5-17)		
2-24)	ctice *resentation*	
3)	*ormal Report*	
0)		
17)		ort

are due in class on Thursdays

udent Assessment (Weighting)

SIGNMENT	DATE		
	, January 13		/5
	, January 20	5%	/5
	, January 27	10%	/10
	, February 10		
	, February 24		
	y, March 10		
	y, March 17		
IENT #3			/55
	, February 3		/10
	y, March 17		/15
TOTAL		100%	/100

ystem

rading System (GPA)

	Description	Equivalency

nent for which   credit is granted; a

course with a "D" grade   cannot be used as
a prerequisite.

been achieved.

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.

Description

Grade

ade 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.

ade 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.

mporary 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.

commended Materials or Services to Assist Students to Succeed

roughout the Course

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,