



School of Arts & Science
ENGLISH DEPARTMENT
ENGL 180
Technical Communications 2
2011 Q2

COURSE OUTLINE

This course prepares students in the civil engineering program for the communications skills required in your final-year project courses. You will learn how to give a short solo oral presentation and a group presentation, learn and practice conflict resolution strategies, and write reports and proposals.

1. Instructor Information

Instructor:	Paul Gamache
Office Hours:	Wed. 3:30-4:30; Thurs. 10:30-12:30; Fri. 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. Write a technical proposal that clearly delineates the concept being advocated.
2. Write a technical report in memorandum format using the correct layout and design.
3. Write in a style that exhibits brevity and clarity and avoids words of low information content.
4. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports, and use technical vocabulary appropriate for the intended audience.
5. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing, and layout.
6. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
7. Employ numbers, units, equations and abbreviations correctly in documents using the International System of Units (SI).
8. Write all technical documents using correct spelling, grammar, and usage.
9. Perform a solo and a group presentation to peers using the principles of effective speaking, anxiety control, and visual aid enhancement.
10. Use the principles and dynamics of working in a team to enhance the quality of reports and presentations.

11. Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.

3. Required Materials

English 180 Coursepack (Gamache), available in the Bookstore.

4. Attendance

For every class, I prepare and cover material that is vital and valuable. 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 COMPLETE ALL OF THE PRESENTATIONS AND SUBMIT ALL OF THE 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.

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 conventions for all assignments:

< Use white paper 8 ½ X 11 inches;

< Use one side of the paper only;

< Use 12-point font; ensure high print quality;

< Single space text; 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 on all pages (except page 1), top centre or top right corner. Staple pages in top left corner;

< Submit completed (top) evaluation sheets with every assignment that uses one. I will not mark your assignment until you include an evaluation sheet. If you lose one, photocopy it;

< Omit title pages, covers, binders, laminates.

NOTE: Assignments that do not conform to the format requirements are “unacceptable.”

Unacceptable assignments will not be graded until they are acceptable.

e) Log Book: You are responsible for keeping an up-to-date record of all that happens in the course (including copies of all correspondence, both internal and external, e-mail and paper).

out of 100 , then multiply your course mark by this fraction to determine your final grade. You must submit your log book at the end of the course. I will assign it a mark

Evaluation of Course Work / Assessment (Weighting) and Due Dates

Assignment	Due	Grade	Value	Total
1. Individual oral presentation #1	week of January 17-21		5%	
2. Individual oral presentation #2	week of January 24-28		10%	
3. "GRIP" document	week of February 7-11		5%	
4. Field trip proposal	week of February 14-18		10%	
5. Group oral presentation #1	week of February 14-18		20%	
6. Group report #1	week of February 21-24		10%	
7. Group oral presentation #2	week of March 7-11		25%	
8. Group oral #2 / written report	week of March 14-18		15%	
9. Log book	week of March 15-19		C / Inc	
TOTAL			100%	%

☞ Note that there is no final exam ☞

7. Tentative Schedule

Week	Lesson / Topic	Due
1-2 (Jan 4-14)	course introduction / oral practice	
3 (Jan 17-21)	individual oral presentation #1	written outline due two days before / written analysis due the day after
4 (Jan 24-28)	individual oral presentation #2	written outline due two days before / written analysis due the day after
5 (Jan 31-Feb 4)	decision making/group dynamics (etc.)	
6 (Feb 7-11)	proposals / developing questions (etc.)	"GRIP" document due outline for group presentation #1 due
7 (Feb 14-18)	group oral presentation #1	proposal due
8 (Feb 21-24)	report writing / group oral pres. #1	analysis of group presentation due group report #1 (written) due

9 (Feb 28-Mar 4)	field trip (???)	outline for group presentation #2 due
10 (Mar 7-11)	group oral presentation #2	
11 (Mar 14-18)	group oral presentation #2	group report #2 (written) due log book submitted

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		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	<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 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

a) LEARNING SUPPORT AND SERVICES FOR STUDENTS

A variety of services is available to assist you. This information is available in the College calendar, at Student Services, and on the College web site (*camosun.ca*).

b) STUDENT CONDUCT POLICY

**There is a Student Conduct Policy, which includes plagiarism.
It is your responsibility to become familiar with the content of this policy.
The policy is available in each School Administration Office,
at Student Services, and in the Policy Section of the College website.**