



School of Arts & Science

**ENGLISH DEPARTMENT
ENGL 172**

**Technical Communications 2
Quarter 4 / 2011**

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

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, attendance is essential. 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) after 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.
 - ▶ 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 returned for revision. Assignments will be graded only when they are acceptable.

Course Content and Schedule

	LESSON / TOPIC	ASSIGNMENTS DUE*
0)	<ul style="list-style-type: none"> • Introduction to course 	
1)	<ul style="list-style-type: none"> • Workplace writing principles and techniques 	☞ Memo due
2)	<ul style="list-style-type: none"> • Grammar/writing review and techniques 	☞ Business Letter due
3)	<ul style="list-style-type: none"> • Informal reports: format and technique 	☞ Informal Report due
4)	<ul style="list-style-type: none"> • <i>Assignment #3)</i> 	
5)	<ul style="list-style-type: none"> • Proposals 	
6)	<ul style="list-style-type: none"> • <i>Proposal</i> 	
7)	<ul style="list-style-type: none"> • <i>Investigation</i> 	
8)	<ul style="list-style-type: none"> • Progress Reports 	☞ Technical Investigation
9)	<ul style="list-style-type: none"> • <i>Reports</i> 	
10)	<ul style="list-style-type: none"> • <i>Assignment # 4b)</i> 	
11)	<ul style="list-style-type: none"> • Grammar/writing review 	
12)	<ul style="list-style-type: none"> • Oral presentation tips/practice 	☞ Progress Report due
13)	<ul style="list-style-type: none"> • <i>Presentation</i> 	
14)	<ul style="list-style-type: none"> • <i>Technical Investigation Formal Report</i> 	
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25)	<ul style="list-style-type: none"> • Grammar/writing review 	☞ Technical Investigation
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6-8)

• Grammar/writing review

☞ Tech. Invest. Formal report

class on Thursdays

Basis of Student Assessment (Weighting)

	DUE DATE	VALUE	GRADE
	Thursday, July 7	5%	/5
	Thursday, July 14	5%	/5
	Thursday, July 21	10%	/10
ation:			
a. Proposal	Thursday, August 4	10%	/10
b. Progress Report	Thursday, August 18	10%	/10
c. Presentation	Thursday, September 1	10%	/10
d. Formal Report	Thursday, September 5	25%	<u>/25</u>
TOTAL FOR ASSIGNMENT #3			/55
	Thursday, July 28	10%	/10
	Thursday, September 8	15%	/15
		100%	/100

Grading System

a) Standard Grading System (GPA)

Grade	Description	Grade Point Equivalency
A+		9
A		8
A-		7
B+		6
B		5
B-		4
C+		3
C		2
	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	
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.

Grade	Description
	<p><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.</p> <p><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.</p> <p>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.</p>

Recommended Materials or Services to Assist Students to Succeed Throughout the Course

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.

FOR STUDENTS

LEARN
ING
SUPPORT
AND
SERVICES

STUDENT CONDUCT POLICY