



*School of Arts & Science*  
**ENGLISH DEPARTMENT**  
**ENGL 273**  
**Technical Communications 3**  
**Quarter 4 / 2011**

## COURSE OUTLINE

English 273 (1.5) provides individual and group communications support for students in their final-year technology project course. Written assignments include a technical proposal, a progress report, a professional brochure, and a formal technical report. Presentation assignments include short oral progress reports, longer *PowerPoint* presentations, and a professional trade-show display.

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

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### 1. Instructor Information

<b>Instructor:</b>	<b>Paul Gamache</b>
<b>Office Hours:</b>	<b>Monday, 11:30-12:30    Tuesday &amp; Thursday, 10:30-11:30</b>
<b>Location:</b>	<b>CC 119A</b>
<b>Phone:</b>	<b>381-7812</b>
<b>Email:</b>	<b>gamache@camosun.bc.ca</b>

### 2. Intended Learning Outcomes

Upon completion of this course you will be able to

1. Write a formal report on a design specification using correct format and documentation;
2. Write a technical proposal that clearly delineates the concept being advocated;
3. Write a progress report in memorandum format that demonstrates the team's status;
4. Keep and constantly update a log book of personal data, activities, ideas, and results that is available to the instructor upon demand;
5. Write in a style that exhibits brevity and clarity and avoid 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 by employing short paragraphs, bullets, headings, tables, and 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 specification completion report orally to instructors and peers using the principles of effective speaking, anxiety control, and visual aid enhancement;
13. Use the principles and dynamics of working in a team to enhance the quality of reports and presentations;
14. Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.

### 3. Required Materials

ENGL 273 Coursepack (available in the Bookstore). (Recommended: a grammar/writing handbook.)

### 4. Course Content and Schedule

WEEK	LESSON / TOPIC	ASSIGNMENTS DUE*
1	Canada Day	
2 (July 8)	<ul style="list-style-type: none"> <li>▶ Introduction to course</li> <li>▶ Proposals               <ul style="list-style-type: none"> <li>☞ <i>Technical proposal (Assignment #1)</i></li> </ul> </li> </ul>	
3 (July 15)	<ul style="list-style-type: none"> <li>▶ Progress Reports</li> <li>▶ Oral presentation techniques               <ul style="list-style-type: none"> <li>☞ <i>Oral progress reports (Assignment #2)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>☞ Technical proposal due (Assignment #1)</li> <li>☞ (Oral progress reports begin Wednesday, July 13) (Assignment #2)</li> </ul>
4 (July 22)	<ul style="list-style-type: none"> <li>▶ Report Structure/Format</li> <li>▶ Research and documentation</li> </ul>	
5 (July 29)	<ul style="list-style-type: none"> <li>▶ Workplace writing: style and mechanics</li> </ul>	<ul style="list-style-type: none"> <li>☞ Oral progress report 2 Wednesday, July 27 (Assignment #2)</li> </ul>
6 (August 5)	<ul style="list-style-type: none"> <li>▶ Problems?               <ul style="list-style-type: none"> <li>☞ <i>Team meetings (as needed)</i></li> </ul> </li> </ul>	
7 (August 12)	<ul style="list-style-type: none"> <li>▶ Written Progress Reports               <ul style="list-style-type: none"> <li>☞ <i>Written Progress Report (Assignment #3)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>☞ Oral progress report 3 Wednesday, August 10 (Assignment #2)</li> </ul>
8 (August 19)	<ul style="list-style-type: none"> <li>▶ Illustrations: tables, graphs, charts, etc.</li> <li>▶ The Formal Report               <ul style="list-style-type: none"> <li>☞ <i>Formal report (Assignment #4)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>☞ Written progress report due (Assignment #3)</li> </ul>
9 (August 26)	<ul style="list-style-type: none"> <li>▶ Summary Writing               <ul style="list-style-type: none"> <li>☞ <i>In-class Executive Summary (Assignment # 7)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>☞ <i>In-class Executive Summary (Assignment # 7)</i></li> </ul>
10 (September 2)	<ul style="list-style-type: none"> <li>▶ Instruction writing               <ul style="list-style-type: none"> <li>☞ <i>User Manual (Assignment # 5)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>☞ Oral progress report 4 Wednesday, August 24 (Assignment #2)</li> </ul>
11 (September 9)	<ul style="list-style-type: none"> <li>▶ Finalize Formal Report/User Manual</li> <li>▶ Prepare for Showcase display               <ul style="list-style-type: none"> <li>☞ <i>Team meetings (as needed)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>☞ Formal report due Sept 16 (Assignment # 4)</li> <li>☞ User manual due Sept 16 (Assignment #5)</li> <li>☞ Showcase display – Sept 23 (Assignment #6)</li> </ul>

\* Assignments 1, 3, and 7 are due in class on Fridays

## 5. Basis of Student Assessment (Weighting)

ASSIGNMENT	DUE DATE	VALU E	GRADE
1. Technical Proposal /Project Statement	Fri. July 15	10%	/10
2. Progress Reports (Oral)	July 13, 27 Aug 10, 24 Sept 7 (?)	10%	/10
3. Progress Report (Written)	Fri. August 19	10%	/10
4. Formal (Final) Report	Fri. September 16	20%	/20
5. User/Installation/Construction Manual	Fri. September 16	15%	/15
6. Showcase / Display (Presentation/Demonstration/Brochure)	Fri. September 23	10%	/10
7. Tests, quizzes, exercises, homework, etc.	various dates	25%	/25
<b>TOTAL</b>		<b>100%</b>	<b>/100</b>

Your final grade will take into account your level of participation and your performance in your team. At the end of the course, your accumulated mark will be multiplied by a factor between 0.9 (poor) and 1.1 (excellent). The result will be your final course grade. Here are the determining factors:

### ➤ 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. **In-class exercises, quizzes, etc. cannot be made up later; if you miss one, you will receive no mark.**

### ➤ Homework/Preparation:

Many classes will involve activities that require preparation. Arrive at each class on time and with the homework completed.

### ➤ Performance/Participation:

- ▶ **Participation** – Do a fair share of the work; don't try to get out of work.
- ▶ **Leadership** – Organize activities well; avoid and/or resolve conflicts effectively.
- ▶ **Responsibility** – Complete tasks on time; do quality work.

- ▶ **Reliability** – Attend all classes and meetings (on time); return e-mails within 24 hours.
- ▶ **Co-operation** – Be easy going; don't dominate conversations or decision making.
- ▶ **Team work** – Facilitate team performance and excellence.

### ➤ **Log Book:**

You must keep a log book for the group and demonstrate that you have . . .

- ▶ Written legibly and neatly in ink (no whiteout please).
- ▶ Maintained frequent records of your project work .
- ▶ Recorded realistically and accurately your achievements and obstacles.
- ▶ Shown a logical connection of ideas.
- ▶ Made it available for perusal by me.

Your log book may be of your own design (size, format, layout), but consider convenience and portability. It should always be available when you get an idea. Also remember to . . .

- ▶ Make an entry at least once a day even if you say that nothing has happened.
- ▶ Note dates.
  - ▶ Record information contacts.
  - ▶ Write accounts of personal frustrations, triumphs and revelations.

Your log book will be invaluable for contributing to the final (formal) report.

## 6. **Assignment Policies**

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

**b) Late Submissions:** You must submit all 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.

**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.

< Bind the pages appropriately (as agreed upon with me).

## 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
	<b>Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.</b>	
F	<b>Minimum level has not been achieved.</b>	<b>0</b>

### 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](http://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>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.</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*.**

**LEARNING  
SUPPORT  
AND  
SERVICES**

**FOR STUDENTS**

**STUDENT CONDUCT POLICY**