



School of Arts & Science
ENGLISH DEPARTMENT
ENVR 251 – Section 1 & 2
Technical Communications
Winter 2011

COURSE OUTLINE

1. Instructor Information

(a)	Instructor:	Kate Wellburn
(b)	Office Hours:	Monday 1 – 2 pm, Wednesday 1 - 2 pm, or by appointment
(c)	Location:	Paul 322
(d)	Email:	wellburnk@camosun.bc.ca
(e)	Phone:	Please email

2. Intended Learning Outcomes

At the end of this course, students will be able to:

1. Construct a report which reflects the generic structure of technical, scientific writing.
2. Differentiate between objective and subjective English and understand the purpose of each style of discourse.
3. Objectively compose communications in these formats: abstracts, definitions, descriptions, summaries, memoranda, manuals.
4. Deliver an informative oral presentation with the aid of speaking notes only.
5. Read, analyze and present orally an example of important contemporary research in Environmental Science.

3. Texts

- (a) Course pack for ENVR 251 (coming to the bookstore soon!)
- (b) A writer's reference manual with a complete section on documentation
- (c) A good dictionary

4. Assignments and Evaluation

Technical Description	8%	Feb 3
Environmental Perspectives Short Report	10%	Feb 10
Environmental Perspectives Presentation (in teams)	5%	Various
Proposal	12%	Feb 24
Proposal Presentation	5%	Feb 28 or Mar 2
Midterm	10%	Mar 7
Journal Article Summary and Presentation	10%	Mar 31
In-class Summary	5%	Apr 13
Final Report	20%	Apr 18
Folder Assignments	10%	Ongoing
Participation	5%	Ongoing

5. Grading System

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

6. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being 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, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
CW	<i>Compulsory Withdrawal:</i> 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.

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

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

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

8. Classroom Courtesy

Members of the college community are expected to act toward each other in a manner that contributes to a positive, supportive, and safe learning environment. Inappropriate student conduct is defined as any conduct that has the effect of disrupting the learning environment or that is a threat, or perceived to be a threat, to the safety of other students, staff, or faculty, whether conducted on or off campus. Students will be expected to conduct themselves appropriately in the classroom at all times.

9. Students with Disabilities

I would like to hear from my students with disabilities so that I can modify my teaching to facilitate a more accessible classroom. Please register with the Disability Resource Center so that I can make necessary accommodations.

10. Academic Dishonesty

Plagiarism is defined as the presentation of another person's or source's words and/or ideas as one's own. Plagiarism ranges from an entire assignment that is not the student's own work to specific passages within an assignment that have been taken from a source without acknowledgement. Additionally, students may not resubmit assignments that have been handed in to other classes for credit. This is considered cheating and will result in an F. Students who plagiarize will be given a failing grade and may be subject to further disciplinary measures.

11. Deadlines

Late assignments will be penalized at a rate of 5% per day, including weekends. Late assignments will receive a grade, but no written feedback. Extensions will not normally be granted. If you are asking for an extension, you **MUST** ask for it at least 24 hours in advance of the due date unless circumstances are unavoidable (hospitalization, serious car accident, etc).

12. Assignment Formatting

Type all out-of-class assignments using black 12-point Times New Roman font. You may print your assignments double-sided if you wish. Margins should be standard. Please staple your assignments before class.

13. Hand-back policy

I will not discuss grades on the day that assignments are handed back. If you have concerns about your mark, please email me to schedule a time to meet, or bring your assignment to my office hours or to the next class.