

	<p>School of Arts & Science ENGLISH DEPARTMENT</p> <p>ENGL 170 Technical and Professional Communications 1 January –March 2011</p>
---	--

COURSE OUTLINE

1. Instructor Information

(a)	Instructor:	Kari Jones
(b)	Office Hours:	Tuesdays before and after class
(c)	Location:	CC 199B
(d)	Email:	jonesk@camosun.bc.ca

2. Required Materials

(a)	Texts	A good writing handbook of your choosing
-----	-------	--

3. Intended Learning Outcomes

Upon completion of this course the student will be able to

1. Write letters, memos, and short reports using correct formats.
2. Plan, organize, structure and write business letters and memos for a variety of everyday situations.
3. Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).
4. Write a user manual that employs clear instructions and procedures that can be followed accurately without confusion.
5. Compose an effective resume in hard copy and electronically scannable format.
6. Compose an effective letter of application that relates skills to the job description.
7. Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
8. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.
9. Write in a style that exhibits brevity and clarity and avoids words of low information content.
10. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout.
11. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
12. Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).
13. Write all technical documents using correct spelling, grammar, and usage.

4. Course Content and Schedule

Monday and Wednesday 8:30-10:20

5. Basis of Student Assessment (Weighting)

ASSIGNMENTS AND EXAMS (Due dates may be subject to change.)

TESTS AND ASSIGNMENTS	DUE DATE	ASSIGNMENT VALUE
1. Introduction		2%
2. Complaint Letter (In Class)		10%
3. New Technology Report (Memo)		12%
4a. Efficiency Proposal (Practice)		Completion
4b. Efficiency Proposal		15%
5. Cover Letter		15%
6. User Manual		20%
7. Completion of in-class folder and homework <i>Homework and in-class exercises must be completed to my satisfaction to get the grade</i>		5%
8. Personal conduct, attendance, participation, punctuality Deductions Possible for lack of participation and attendance <i>Can go into negative total</i>		3%
9. Grammar Quiz		8%
10. Punctuation Quiz		10%
TOTAL		100%

DUE DATES AND LATE PAPERS

- Unless otherwise specified, all assignments will be due at the dates and times indicated on the weekly class schedule. In the case where assignments are due via D2L, ensure that the assignment is submitted to the appropriate dropbox by 11:55 pm on the day it is due. Submit your assignment in a Word or PDF file. In the event D2L is not working, send me the assignment by email.
- Late assignments will be penalized at a rate of 5% per day, including weekends, and will not be accepted after more than 5 week days.

EXTENUATING CIRCUMSTANCES

- Extensions will not be granted unless you contact me at least two days in advance and provide a written explanation for the reason for your request. Poor time management does not constitute a good excuse. Valid reasons for requesting the extension include serious illness, death in family, etc.

PEER EDITS

A peer edit by a member of your own class is a required element of many assignments in this course. I will grade most papers with the assumption that a peer edit has been done. A paper will not, therefore, receive additional marks for having a peer edit. Rather, it will lose marks for the absence of a peer edit.

Failure to bring a completed draft to the class and to participate in peer editing exercises will result in deductions from your final grade.

ATTENDANCE

Attendance is mandatory. I will be keeping track of your attendance via your in-class folder and by calling attendance in class. Only people who arrive on time and stay until the end of class will be considered present.

In the event that you must miss a class, it is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class. Class content will be posted on the D2L site following each class.

6. 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

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.

English 170 001

Tentative Schedule

