

	School of Arts & Science ENGLISH DEPARTMENT ENGL 180 X02 Technical Communications 2 2013 Q2
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COURSE OUTLINE

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

1. Instructor Information

(a)	Instructor:	Alexis Martfeld
(b)	Office Hours:	
(c)	Office Location:	Campus Center 119A
(d)	Email:	martfelda@camosun.bc.ca

2. Intended Learning Outcomes

Upon completion of this course the student will be able to

1. Write a technical report 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.
4. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports, and use vocabulary appropriately 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 using the appropriate technical-writing conventions.
7. Write all technical documents using correct spelling, grammar, and usage.
8. Perform solo and group presentations to peers using the principles of effective speaking, anxiety control, and visual aid enhancement.
9. Use the principles and dynamics of working in a team to enhance the quality of reports and presentations.
10. Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.

3. Required Materials

Course handouts: distributed throughout the course.

4. Course Content and Schedule

Attendance: Regular attendance is a mandatory component of the course. If you must miss a class, it is your responsibility to get in touch with me, collect the handouts missed, know the material covered, and complete the assignments due. Missing more than three classes could result in failure to pass the course.

Assignment Format. Please follow these conventions for all assignments:

- Use white paper 8.5 x 11 inches
- Use 12-point standard font (Times New Roman)
- 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 the appearance is compromised.
- For multi-page assignments, place page numbers on all pages in the top or bottom right corner. **Staple** pages in top left corner.

Tentative Schedule

Outlined below is the **tentative** weekly schedule of topics and due dates for English 180. The schedule may change based on the needs of the course. **Changes will be announced and discussed in class.**

Lesson #	Week	Lesson/ Topic	Due
1	Jan. 2 nd -Jan. 4 th	Course introduction	
2	Jan. 7 th -Jan. 11 th	Oral practice	
3	Jan. 14 th -Jan. 18 th	Individual oral presentations #1	- Written outline due two days before the presentation - Written analysis due the day after the presentation
4	Jan. 21 st -Jan. 25 th	Individual oral presentations #2	- Written outline due two days before the presentation - Written analysis due the day after the presentation
5	Jan. 28 th -Feb. 1 st	Decision making and group dynamics	
6	Feb. 4 th -Feb. 8 th	Proposals and developing questions	- "GRIP" document due - Outline for group presentation #1 due
7	Feb.11 th -Feb.15 th	Group oral presentation #1	- Proposal due - Analysis of group presentation due two days after the presentation
8	Feb.18 th -Feb. 22 nd	Report writing	
9	Feb. 25 th -Mar. 1 st	Field trip (???)	- Outline for group presentation #2 due
10	Mar.4 th -Mar.8 th	Group oral presentation #2	
11	Mar.11 th -Mar.15 th	Group oral presentation #2	- Field Trip Report due - Log Book due

5. Basis of Student Assessment (Weighting) and Due Dates

Assessment Piece	Weight	Due Date
Individual Oral Presentation #1	5%	Jan. 14 th - 18 th
Individual Oral Presentation #2	10%	Jan. 21 st - 25 th
"GRIP" Document	5%	Feb. 4 th - 8 th
Field Trip Proposal	15%	Feb. 11 th - 15 th
Group Oral Presentation #1	15%	Feb. 11 th - 15 th
Group Oral Presentation #2	20%	Mar. 4 th - 8 th , Mar. 11 th - 15 th
Field Trip Report	20%	Mar. 11 th - 15 th
Log Book	10%	Mar. 11 th - 15 th

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. <i>(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)</i>
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 the College website in the Policy Section.

8. Additional Information:

- All major assignments are mandatory. Students cannot complete the course unless all these assignments are submitted.
- Late assignments will be marked with a penalty of 5% per day (unless accompanied by appropriate documentation for illness, etc.) up to one week beyond the due date. Assignments due on the last day of the course must be submitted that day. I normally do not give extensions, but if one is required, come speak to me **before** the due date. Late assignments will be given a grade but no feedback.
- Assignments must be submitted in person. Please do not email assignments unless asked to do so.
- Please keep a copy of all assignments.
- Students are expected to participate in all class activities.
- Electronic devices (cell phones, laptops, etc.) should be turned off during class. Please see me if you wish to discuss this point.
- **Plagiarism** means presenting the words or ideas of others as your own. **Plagiarism is a serious academic offence.** All sources of ideas or information that are not primarily your own must be appropriately documented according to appropriate documentation guidelines. The **minimum** penalty for plagiarism is a zero on the relevant assignment. Please see the Student Conduct Policy.
- Please feel free to contact me about any concerns or questions you may have about the course. The easiest way to contact me is by email or to come see me during my office hours.