



School of Arts and Science
ENGLISH DEPARTMENT
ENGL 172 – 2013 Q3
Technical Communications-3

Instructor: Joe Bengé
Phone: (250) 370-4493
Office Hours: TBA

Office: CC 119B
E-mail: benge@shaw.ca
E-mail: benge@camosun.bc.ca

Support Material: Course Package (Required); *A Canadian Pocket Style Manual*, D.Hacker (Optional)

COURSE DESCRIPTION

English 172 focuses on communicating (reading, writing, and presenting) 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 using *PowerPoint*.

LEARNING OUTCOMES

Upon completion of this course the student 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 setting to maximize the efficiency of group work.

2/ COURSE OUTLINE FOR ENGLISH 172

ATTENDANCE

- For every class, I prepare and cover material that is vital and valuable. If you miss a class or a group meeting, it is your responsibility to know the material I have covered and to complete the assignments due. You must contact me if you miss a class (benge@camosun.ca; 370-4493). See the **Participation** section of the course pack.

ASSIGNMENT POLICIES

- **Submissions:** YOU MUST SUBMIT ALL ASSIGNMENTS TO PASS THIS COURSE.
- **Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me on or before the due date, and let me know the exact date that you will submit the assignment. The late penalty will be 5% per day. If you do not consult me about a late assignment, the late penalty will be 10% per day. I will give a grade of "0" to assignments submitted later than one calendar week after the due date.
- **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 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.

ASSIGNMENT FORMAT: Please follow these conventions for all assignments:

- Use white paper 8.5 X 11 inches.
- Write on one side of the paper.
- Ensure high print quality (Use 12-point font).
- Single space text with 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 appearance is not compromised.
- For multi-page assignments place page numbers and headers (abbreviated subject lines) on subsequent pages. Staple pages in top left corner.
- Submit evaluation sheets with every assignment that uses one. You must complete all information at the top of this evaluation sheet. Submit it with your assignment; do not affix it to your assignment. I will not mark your assignment unless you include an evaluation sheet with it. See me if you lose yours.
- Please, do not include any title pages, covers, binders, laminates or any protective apparatus with your assignments. Just submit your assignment (stapled) and the evaluation sheet un-affixed (formal reports and user manuals excepted).

PRINCIPLES OF EVALUATION OF COURSE WORK

- No writing assignment will be given a passing grade if it contains more than one sentence error for every 100 words written.
- Assignments are marked in percentages; the final-mark percentage is converted to a letter grade.

EXIT REQUIREMENTS – Students must:

- Meet attendance requirements of instructor.
- Meet assignment submission deadlines of instructor.
- Complete all assignments on the major assignment list to a 60% mastery level.
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

3. / COURSE OUTLINE FOR ENGLISH 172

ENGLISH 172 COURSE EVALUATION For Military Weapons Engineers – Level 6

| MAJOR ASSIGNMENTS | DUE | WORDS (Length) | YOUR PERCENT | VALUE | YOUR TOTAL |
|--|--|----------------|--------------|-------------|----------------|
| 1. Workplace Correspondence (Direct Approach) - Letter | | 200 max | | 8% | |
| 2. Workplace Correspondence (Military Memo) | | 200 max | | 8% | |
| 3. Workplace Correspondence Memo (In Class) | | 1 page max | | 12% | |
| 4a. Illustrated Report (Practice) | | 2 pages max | | C / I | |
| 4b. Illustrated Report | | 2 pages max | | 12% | |
| 5. Technical Investigation © | <i>Work with a partner, or work solo; submit last class of quarter</i> | | | | |
| a. Proposal | | 500 max | | 8% | |
| b. References List | | 1 page | | 2% | |
| c. Formal Report | | 2000-3000 | | 25% | |
| d. Presentation | | N/A | | 10% | |
| OTHER EVALUATION | ALL MAJOR ASSIGNMENTS MUST BE SUBMITTED TO PASS THIS COURSE | | | | |
| Personal Performance Completion of Grammar, Pacts, and other Homework, plus Punctuality, and Participation | Deductions Possible for lack of participation and attendance | | | No Max. | |
| QUIZZES | | | | | |
| 1. Grammar Quiz No.1 | | N/A | | 5% | |
| 2. Grammar Quiz No.2 | | N/A | | 10% | |
| TOTAL Semester | | | | 100% | _____ % |

All major assignments must be word processed.

© - Denotes collaborative assignment

Grade Conversions

A+ - 90% - 100%

B+ - 77% - 79%

C+ - 65% - 69%

F - 0%-49%

A - 85% - 89%

B - 73% - 76%

C - 60% - 64%

A- - 80% - 84%

B- - 70% - 72%

D - 50% - 59%

4. / COURSE OUTLINE FOR ENGLISH 172

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. |

MILITARY STUDENTS

Note that military students will receive anecdotal evaluations in addition to letter grades.

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 web site in the Policy Section.