School of Arts and Science
ENGLISH DEPARTMENT
ENGL 273 – 2013 Q3
Technical and Professional Communications-3

CAMOSUN COLLEGE

COURSE OUTLINE

Instructor: Joe Benge   **Office:** CC 119B
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Office Hours: TBA   **E-mail:** benge@camosun.bc.ca
Support Material: Course Package (Required)*; A Canadian Pocket Style Manual,* D.Hacker (Optional)

CALENDAR DESCRIPTION

Engl 273 (1.5) - English 273 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 formal technical report, a user manual, a brochure, and a log book. Presentation assignments include short progress presentations, longer *PowerPoint* presentations and professional trade-show demonstrations.

LEARNING OUTCOMES

Upon completion of this course the student 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 logbook 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 avoids words of low information content.
6. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) regarding technical reports, and use technical vocabulary appropriate for the intended audience.
7. Design documents for readability by 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 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.

2/ COURSE OUTLINE FOR ENGLISH 273 (TPC-3)

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.

ENGLISH 273 COURSE EVALUATION
For Computer Systems, Electronics Engineering, and Mechanical Engineering Students

ASSIGNMENTS	DUE	WORDS (Length)	YOUR %*	VALUE	YOUR TOTAL **
1. **CST –** *System Requirement Specification (SRS)* **ELX/MECH -** *Proposal (Project Statement)*		1000 Max		**10%**	
2. **ALL -** *Presentation Practice (Compulsory)*		2 Min / Person		**C/I**	
3. **ALL -** *Team Write-Ups (Bios)*		1 Page Max		**5%**	
4. **CST -** *Document Design Presentation* **ELX/MECH -** *Group Progress Presentation*		8-12 min / Group		**10%**	
5. **CST –** *Design Document* **ELX/MECH -** *Progress Report*		1000 Max		**10%**	
6. **ALL -** *Brochure*		1 Page Max Folded		**5%**	
7. **ALL -** *Log Book*		Will Vary		**C/I**	
8. **CST –** *Final Report (Comp. 299)* **ELX -** *Formal Report (or Circuit Cellar Article)* **MECH –** *Formal Report*		3500 - 5000		**25%**	
9. **ALL -** *User/Installation/Construction/Help Manual*		Will Vary		**15%**	
10. **ALL -** *Display Area (Presence/Demo/Design)*		N/A		**10%**	
11. **ALL -** *Final Presentation*		N/A		**10%**	
12. **ALL -** *Participation, Performance, Attendance*		N/A		**+ or -**	
TOTAL Semester				100% ____ %	

Note that you must keep a logbook. You will be required to produce it, upon request.

All major assignments must be word processed.

ALL MAJOR ASSIGNMENTS MUST BE SUBMITTED TO PASS THIS COURSE

Letter Grade Conversions (Camosun College Standardized)

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%	

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	*Incomplete*: 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	*In progress*: 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 3rd course attempt or at the point of course completion.)*
CW	*Compulsory Withdrawal:* 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.

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.