



COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

Ω Please note: the College electronically stores this outline for five (5) years only.
It is **strongly recommended** you keep a copy of this outline with your academic records.
You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

1. Instructor Information

(a)	Instructor:	Alexis Martfeld		
(b)	Office Hours:	TBD		
(c)	Location:	CC 119A		
(d)	Phone:	Please email	Alternative Phone:	
(e)	Email:	martfelda@camosun.bc.ca		
(f)	Website:			

2. 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 encountered in the workplace.
3. Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).
4. Write clear instructions and procedures that can be followed accurately without confusion.
5. Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
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. Write in a style that exhibits brevity and clarity and avoids words of low information content.
8. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout.
9. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
10. Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).
11. Write all technical documents using correct spelling, grammar, and usage.

3. Required Materials

- (a) Supplemental Texts:
Hacker. *A Pocket Style Manual* 2nd Ed.
Blicq and Moretto. *Technically Write* 5th Ed.
- (b) Other: Course handouts

4. Course Content and Schedule

Please see the schedule.

5. Basis of Student Assessment (Weighting)

Assessment Piece	Value	Due Date
1) Direct Letter	10%	Monday, July 15 th
2) Military Memo	10%	Monday, July 22 nd
3) Memo (In-class)	10%	Monday, July 29 th
4) Grammar Quiz	5%	Wednesday, August 7 th
5) Illustrated Report	12%	Wednesday, August 14 th
6) Proposal (T.I.)	6%	Wednesday, August 21 st
7) Grammar Test	12%	Wednesday, August 28 th
8) Presentation (T.I.)	10%	Wednesday, September 4 th
9) Formal Report (T.I.)	25%	Wednesday, September 4 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. (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 the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED

DUE DATES AND ASSIGNMENTS

- 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 (weekends included). 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.
- Assignments submitted after the due date will not receive any written feedback; I will only provide a percentage.
- Assignments are due on the due date at the beginning of class.
- Assignments due on the last day of the course must be submitted that day.
- Assignments must be submitted in person. Only email assignments as requested.
- Please keep a copy of all assignment.
- Students are expected to participate in all class activities.
- **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 documented according to appropriate documentation guidelines. The **minimum** penalty for plagiarism is a zero on the relevant assignment. Please see the Student Conduct Policy.

ATTENDANCE/PARTICIPATION

- If you miss a class, it is your responsibility to know the material I have covered and to complete the assignments due. Please contact me if you are going to miss a class or be late to a class (email: martfelda@camosun.bc.ca).
- All cell phones must be turned off at the beginning of class.

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.
- For multi-page assignments, place page numbers and, for memos, 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 attach any title pages, covers, binders, laminates or any protective apparatus to your assignments. Just submit your assignment (stapled) and the evaluation sheet (unaffixed).