



## 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:	Jasmine North
(b)	Office Hours:	Tues/ Thurs 11:30-12:30
(c)	Location:	Paul 330
(d)	Phone:	370-3350
(e)	Email:	northj@camosun.bc.ca

### 2. Intended Learning Outcomes

Upon completion of this course the student will be able to:

1. Construct a research report which reflects the generic structure of technical, scientific or professional writing with appropriate and correct documentation.
2. Differentiate between objective and subjective English and understand the purpose of each style of discourse.
3. Objectively compose communications for a variety of audiences in various formats such as abstracts, definitions, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and manuals.
4. Deliver an informative, effective oral presentation.
5. Read, analyze, and present orally an example of important contemporary research.

### 3. Required Materials

- (a) Coursepack for ENGL 251 (in bookstore)
- (b) A writer's reference manual with a complete section on documentation
- (c) A good dictionary

### 4. Basis of Student Assessment (Weighting)

Technical Description 10% Jan 24  
Summary 10% Feb 7  
Proposal 10% Feb 19  
Midterm 15% Feb 28  
Formal Report 25% April 2  
Short Oral Presentation 5% sign up  
Formal Oral Presentation 15% sign up  
Participation 10% ongoing

## 5. Course Content and Schedule

Please note that this schedule is tentative and may be adjusted during the term.

Week 1 (Jan 8 &10)	Course Introduction
Week 2 (Jan 15 & 17)	Characteristics of Technical Writing Technical Descriptions Effective Writing Style (Seven C's) Direct Letters
Week 3 (Jan 22 & 24)	Manuals and Instructions
Week 4 (Jan 29 & 31)	Summaries Document Design Indirect Documents
Week 5 (Feb 5 & 7)	Informal Reports Proposals
Week 6 (Feb 12 & 14)	Documentation Research in the Applied Sciences
Week 7 (Feb 19)	Facts, Inferences, and Assumptions
(Feb 21)	READING BREAK
Week 8 (Feb 26 & 28)	MIDTERM
Week 9 (March 5 & 7)	Oral Presentations Visual Aids
Week 10 (March 12 & 14)	Short Presentations: Environmental Topics
Week 11 (March 19 & 21)	Formal Reports
Week 12 (March 26 & 28)	Formal Reports and Presentations
Week 13 (April 2 & 4)	Formal Presentations
Week 14 (April 9 & 11)	Formal Presentations

## 6. Grading System

(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)

### 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](http://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 <sup>rd</sup> 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](http://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