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:	Joe Benge		
(b)	Office Hours:	Monday/Thursday 8:00 – 10:20		
(c)	Location:	CC 119B		
(d)	Phone:	(250) 370-4493	Alternative Phone:	(778) 350-1415
(e)	Email:	benge@camosun.bc.ca		
(f)	Website:			

2. Intended Learning Outcomes
(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

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.

3. Required Materials

(a) Texts

(b) Other **Course Package**

4. Course Content and Schedule
(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

ITINERARY AND DUE DATES FOR MAJOR ASSIGNMENTS
This itinerary may vary slightly depending on the program.

WEEK	LESSON TOPIC	ASSIGNMENT DUE
1.	• Introduction to English 273 • Group Work – Collaborative Writing Strategies • Review of Professional Writing Strategies (Engl 170) • GRIP Sheet / Groups Sheet • Log Book • The Tech Proposal (ELX, MECH); SRS Report (CST) • Report Revision Memo (CST)	
2.	• Presentation Techniques, Tips, and Guidelines • 2-Minute Practice Presentations (Lesson) • Grammar Review	• **SRS Report/Report Revision Memo (CST); Technical Proposal (ELX, MECH)**
3.	• Presentation Techniques (Continued) • 2-Minute Practice Presentations (In-Class)	• **2-Minute Practice Presentations (ALL)** • VIP Letter
4.	• The Formal Report/*Circuit Cellar* Article (ELX, MECH) • Final Report - Structure and Guidelines (CST) • Team Write-ups (Bios)	• 2-Minute Practice Presentations (Continued)
5.	• Progress Report – Written (ELX) • Design Document – Written (CST) • Presentation of Progress Report and Design Doc.	• **Team Write-Ups (Bios) (CST, MECH)**
6.	Group Meetings – no class	*Due for CST (Saryta) – Design Document*
7.	• Progress Report / Design Document (Presentations) • Creating Brochures	• **Progress Report – Written (ELX, MECH)** • **Design Document – Written (CST)** • **Progress Rep / Design Doc (Presented)** • Media Release
8.	• User Manual Procedure and Guidelines	• Progress Report Presentations (Cont'd)
9.	Review: • Final Reports Revisited / The Executive Summary • Research and Documentation • *IEEE* Documentation Style • Vertical Lists • Another Grammar Review • Editing / Proofreading	• **Brochure (ALL)**
10.	• Display Board Tips / *PowerPoint* Tips • Research and Documentation Reminder • Another Grammar Review	
11.	• Presentation Rehearsals • Display and Presentation	• **The Formal Report (ELX, MECH)** • ***Circuit Cellar* Article (ELX)** • **Final Report (CST)** • **User Manuals (ALL)**

5. Basis of Student Assessment (Weighting)

(This section should be directly linked to the Intended Learning Outcomes.)

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)*		2000 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*		3 - 5 min / Person		**10%**	
5. **CST** – *Design Document* **ELX/MECH** - *Progress Report*		2000 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 assignments will be marked in percentages i.e. out of 100.
- ** To get your assignment total, multiply your percentage in column 4 by the value weight number in column 5 and then divide your   answer by 100.

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%

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** 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.

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