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

Instructor: Joe Benge   B.Ed.; M.A.   **Office:** CC 119B
Phone: 250-370-4493   **E-mail:** benge@camosun.bc.ca or
Office Hours: Mon: 12:30 – 3:20; Wed/Thurs: 2:30 – 3:20   **E-mail:** benge@shaw.ca

2. Intended Learning Outcomes

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

1. Write a Technical Service Paper (Investigative Formal Report) supported by a proposal.

    a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to the Technical Service Paper.
    b) Apply Standard English and technical writing conventions to ensure readability of documents.
    c) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
    d) Use effective illustrative techniques to enhance the visual and informational quality of a written report.
    e) Apply knowledge of copyright law, plagiarism, and sensitive materials to the report writing process.

2. Design and deliver a presentation of the Technical Service Paper to audiences using appropriate electronic and software presentation tools.

    a) Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of the presentation.
    b) Use technical vocabulary appropriate for the intended audience.
    c) Present information effectively and appropriately using effective speaking skills and anxiety-control strategies.
    d) Use effective illustrative techniques to enhance the visual and informational quality of the presentation.
    e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.

3. Required Materials

Course Booklet (Required), and any pocket style grammar manual (Optional).

4. Course Content and Schedule

ENGLISH 172 - ASSIGNMENT DUE DATES

WEEK	MAJOR ASSIGNMENT*	COMMENTS
1. JAN 07		
2. JAN 14		
3. JAN 21		
4. JAN 28	**1. Submit *Proposal***	
5. FEB 04		
6. FEB 11	**2. Submit *References List***	
7. FEB 18		
8. FEB 25		
9. MAR 04	**3. Presentations**	
10. MAR 11	**3. Presentations**	
11. MAR 18	**3. Presentations** **4. Submit *Formal Report of Technical Investigation***	

*All written assignments are due at 4:00pm on the class meeting day

They should all be word processed.

5. Basis of Student Assessment (Weighting)

COURSE EVALUATION 172

MAJOR ASSIGNMENTS	WORDS (Length)	VALUE
1. Proposal	1500 max	15%
2. References List	I page max	5%
3. Presentation of Formal Report	2000 - 3000	30%
4. Formal Report of Technical Investigation	5 –7 minutes	50%
		TOTAL – 100%

ALL MAJOR ASSIGNMENTS MUST BE COMPLETED TO PASS THIS COURSE

All major assignments must be word processed.

All assignments will be marked in percentages i.e. out of 100.

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%	

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