



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:	Thursday 11:30-12:20		
(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)

Assignment	Weight	Due Date
Diagnostic	Complete/Incomplete	Wednesday, April 8 th
Direct Approach Letter	10%	Friday, April 24 th
Memo Assignment	10%	Friday, May 8 th
In-Class Memo	12%	Wednesday, May 13 th
Grammar Quiz	8%	Wednesday, May 20 th
Illustrated Report	15%	Friday, May 29 th
Text Assignment and Presentation	15%	Wednesday, June 10 th
User Manual	20%	Friday, June 19 th
Grammar Test	10%	Friday, June 19 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. <i>(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)</i>
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.

Class Policies

ATTENDANCE/PARTICIPATION

Your attendance and participation are essential to your success in this course. 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 or be late to a class.

ASSIGNMENT POLICIES

- **Submissions:** YOU MUST SUBMIT ALL ASSIGNMENTS AND WRITE ALL QUIZZES TO PASS THIS COURSE. ASSIGNMENTS DUE ON THE LAST DAY OF THE COURSE MUST BE SUBMITTED THAT DAY.
- **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. Late assignments will be given a grade but no feedback.
- **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 first 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

- Word process all assignments.
- Use white paper 8.5 X 11 inches.
- 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 on subsequent pages. Staple pages in top left corner.
- Please do not include title pages, covers, binders, laminates or any protective apparatus with your assignments. Just submit your assignment (stapled).

EXIT REQUIREMENTS

To pass the course, students must

- Meet attendance requirements of the instructor.
- Complete all assignments and meet assignment submission deadlines.
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

ADDITIONAL INFORMATION

- Please keep a copy of all assignments.
- Electronic devices (cell phones, laptops, etc.) should be turned off during class. Please see me if you wish to discuss this point.
- Please feel free to contact me about any concerns or questions you may have about the course.

