		School of Arts & Science **ENGLISH DEPARTMENT** **ENGL 273** **Technical Communication** **Quarter or Semester/Year**

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:	Julian Gunn		
(b)	Office Hours:	Mondays 11:30-12:30; Thursday 1:30-2:30		
(c)	Location:	CC119B		
(d)	Phone:			
(e)	Email:	gunnj@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.   Plan, organize, structure, and write workplace formats that follow principles for a Capstone design project mandated by the engineering-technology program:

a)   Write a formal report on a design specification using correct format, structure, and documentation.
b)   Write at least one ancillary supporting report for the formal report using correct format, structure, and documentation.
c)   Write, and constantly update a logbook of personal data, activities, ideas, and results related to the design project.
d)   Write an illustrated user-manual on the design project that defines audience, and employs clear instructions and procedures that can be followed accurately.
e)   Design and produce a professional-quality brochure that promotes and highlights the nature of the design project.

2.   Write all assignments using correct workplace-writing style, structure, format, design, and ethical concepts.

a)   Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to all assignments.
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 assignment.
e)   Apply ethical principles to the report-writing process (copyright law, source documentation, and sensitive materials).

3.   Design and deliver presentations on the Capstone design project that fulfill the principles of effective speaking, anxiety control, and visual enhancement:

a)   Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of presentations.
b)   Use technical vocabulary appropriate for the intended audiences.
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 presentations.
e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.
f) Display the design project to the general public using trade-show presentation principles.

3. Required Materials

(a) Texts: English 273 Coursepack (Author Joe Benge)

(b) Other: Dictionary (optional)

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.)

Thursdays 9:30 – 11:20

5. Basis of Student Assessment (Weighting)

ASSIGNMENTS	WORDS (Length)	VALUE
1. CST – *Project Charter* **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. ALL - *Group Progress Presentation*	3 - 5 min / Person	**10%**
5. ALL - *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 -**

Assignment Policies

- **Submissions**: YOU MUST SUBMIT ALL ASSIGNMENTS TO PASS THIS COURSE.
- **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.

- **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 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.
- No written assignment will be given a passing grade if it contains more than one sentence error for every 100 words written.
- There will not be a final exam.

Exit Requirements

- Meet attendance requirements of instructor
- Meet assignment submission deadlines of instructor
- Complete all assignments on the major assignment list to a 60% mastery level
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage

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