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:	Alena Chercover	
(b)	Office Hours:	Thursday/Friday 11:00-12:00 AND by appointment	
(c)	Location:	CC119A	
(d)	Phone:	4462	
(e)	Email:	chercovera@camosun.bc.ca	

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 workplace correspondence, reports, and manuals that use correct workplace-writing style, structure, format, and ethical standards.

    a) Present information appropriately either using the direct (immediate) approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
    b) Write in a style that meets the informational needs and backgrounds of various audiences.
    c) Write in a style that exhibits brevity and clarity and avoids language of low- information content.
    d) Employ numbers, units, equations, and abbreviations correctly in documents.
    e) Apply ethical standards and requirements (copyright law, plagiarism, sensitive material) to all writing.

2. Plan, organize, structure, and write workplace formats for a variety of situations.

    a) Write workplace correspondence (letters, memos, e-mails) appropriate to audience and situation.
    b) Write workplace reports appropriate to audience and situation.
    c) Compose effective job-search documents related to specific job descriptions and situations.
    d) Write an illustrated user-manual that employs clear instructions, procedures, and graphics that can be followed easily and accurately.

3. Design technical documents for high readability and appeal using word-processing software and techniques.

    a) Articulate idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
    b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.

4. Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.

    a) Demonstrate mastery of advanced grammar concepts by completing practice exercises.
    b) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.

3. Required Materials

(a) ENGL 170 Course Pack

(b) A good dictionary and style guide (optional)

4. Course Content and Schedule
Times and Locations: Tuesdays 3:30 - 5:20   CBA 287
Thursdays 3:30 - 4:20   TEC 173

See the course schedule for an outline of weekly topics and assignments.

5. Basis of Student Assessment (Weighting)

ASSIGNMENTS AND EXAMS (Due dates may be subject to change.)

ASSESSMENT PIECE	DUE DATE	ASSIGNMENT VALUE
Introduction Assignment/Diagnostic	Sept. 29	C/I
Direct Approach Letter	Oct. 15	10%
Indirect Approach Assignment	Oct. 27	10%
In-class Memo	Nov. 3	15%
Grammar Quiz	Nov. 12	8%
Illustrated Report	Nov. 19	15%
Resume/Job Description	Nov. 26	C/I
In-Class Cover Letter	Dec. 1	15%
Grammar Test	Dec. 10	10%
User Manual	Dec. 10	17%
TOTAL		**100%**

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.

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 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.

EXIT REQUIREMENTS

To pass the course, students must

- **Receive a combined average of at least 60% on the two in-class writing assignments** (memo report and cover letter). If a student does not achieve these criteria, his/her *final mark* will be the average of the two in-class writing assignments.
- 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 NOTES

- Please keep a copy of all assignments.
- All electronic devices must be turned off at the beginning of class. If you wish to use a laptop to take notes, please consult with me first.
- Please feel free to contact me with any questions or concerns you may have.