



COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

1. Instructor Information

(a)	Instructor:	Joe Benge		
(b)	Office Hours:	M,10:30-11:20; T, 8:30-10:20; W,10:30-11:20		
(c)	Location:	LACC 119B		
(d)	Phone:	250-370-4493	Alternative Phone:	778-350-1415
(e)	Email:	benge@camosun.bc.ca		
(f)	Website:			

2. Intended Learning Outcomes

Upon successful completion of this course a student will be able to:

1. **Fulfill the writing requirements of a capstone design project mandated by the engineering technology program:**
 - a) Write a formal report on a design specification using correct format and documentation.
 - b) Write at least one ancillary supporting report for the formal report.
 - c) Write, and constantly update a logbook of personal data, activities, ideas, and results related to the design project.
 - d) Write a user-manual on the design project that 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, 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.
 - a) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
 - b) Use effective illustrative techniques to enhance the visual and informational quality of a written assignment.
 - c) Apply knowledge of copyright law, plagiarism, and sensitive materials to the report writing process.

3. **Design and deliver presentations on the design project that fulfill the requirements of the engineering-technology program:**
 - 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.

4. **Apply the principles and dynamics of collaborative learning to enhance the quality of reports and presentations:**
 - a) Apply the principles of conflict resolution in a team setting to maximize the efficiency of collaborative work.

3. Required Materials

- (a) Texts
- (b) Other – **Course Package - Bookstore**

4. Course Content and Itinerary

PLEASE write in actual dates next to the week number. Joe will give you these dates.

WEEK	LESSON TOPIC	ASSIGNMENT DUE
1.	<ul style="list-style-type: none"> • 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); Project Charter (CST) • Report Revision Memo (CST) 	
2.	<ul style="list-style-type: none"> • Presentation Techniques, Tips, and Guidelines • 2-Minute Practice Presentations (Lesson) • Grammar Review 	<ul style="list-style-type: none"> • Project Charter (CST); Technical Proposal (ELX, MECH)
3.	<ul style="list-style-type: none"> • Presentation Techniques (Continued) • 2-Minute Practice Presentations (In-Class) 	<ul style="list-style-type: none"> • 2-Minute Practice Presentations (ALL) • VIP Letter
4.	<ul style="list-style-type: none"> • The Formal Report/<i>Circuit Cellar</i> Article (ELX, MECH) • Final Report - Structure and Guidelines (CST) • Team Write-ups (Bios) 	<ul style="list-style-type: none"> • 2-Minute Practice Presentations (Continued)
5.	<ul style="list-style-type: none"> • Progress Report – Written (ELX) • Design Document – Written (CST) • Presentation of Progress Report and Design Doc. 	<ul style="list-style-type: none"> • Team Write-Ups (Bios) (CST, MECH)
6.	Group Meetings – no class	
7.	<ul style="list-style-type: none"> • Progress Report and Presentations • Creating Brochures 	<ul style="list-style-type: none"> • Progress Report – Written (ALL) • Progress Report - Presented (ALL) • Media Release
8.	<ul style="list-style-type: none"> • User Manual Procedure and Guidelines 	<ul style="list-style-type: none"> • Progress Report Presentations (Cont'd)
9.	Review: <ul style="list-style-type: none"> • Final Reports Revisited / The Executive Summary • Research and Documentation • <i>IEEE</i> Documentation Style • Vertical Lists • Another Grammar Review • Editing / Proofreading 	<ul style="list-style-type: none"> • Brochure (ALL)
10.	<ul style="list-style-type: none"> • Display Board Tips / <i>PowerPoint</i> Tips • Research and Documentation Reminder • Another Grammar Review 	
11.	<ul style="list-style-type: none"> • Presentation Rehearsals • Display and Presentation 	<ul style="list-style-type: none"> • The Formal Report (ELX, MECH) • <i>Circuit Cellar</i> Article (ELX) • Final Report (CST) • User Manuals (ALL)

5. Basis of Student Assessment (Weighting)

COURSE EVALUATION

For Computer Systems, Electronics Engineering, and Mechanical Engineering Students

ASSIGNMENTS	DUE	WORDS (Length)	YOUR %*	VALUE	YOUR TOTAL
1. <u>CST</u> – Project Charter <u>ELX/MECH</u> - Proposal (Project Statement)		2000 Max		10%	
2. <u>ALL</u> - Presentation Practice (Compulsory)		2 Min / Person		C/I	
3. <u>ALL</u> - Team Write-Ups (Bios)		1 Page Max		5%	
4. <u>ALL</u> - Group Progress Presentation		3 - 5 min / Person		10%	
5. <u>ALL</u> - Progress Report		2000 Max		10%	
6. <u>ALL</u> - Brochure		1 Page Max Folded		5%	
7. <u>ALL</u> - Log Book*		Will Vary		C/I	
8. <u>CST</u> – Final Report (Comp. 299) <u>ELX</u> - Formal Report (or Circuit Cellar Article) <u>MECH</u> – Formal Report		3500 - 5000		25%	
9. <u>ALL</u> - User/Installation/Construction/Help Manual		Will Vary		15%	
10. <u>ALL</u> - Display Area (Presence/Demo/Design)		N/A		10%	
11. <u>ALL</u> - Final Presentation		N/A		10%	
12. <u>ALL</u> - 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.

COURSE REQUIREMENTS

ATTENDANCE / PARTICIPATION

- You can gain or lose marks based on your attendance and participation in this course. See the course package for details. Note that 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.**
- **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 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:

- Use white paper 8.5 X 11 inches.
- Write on one side of the paper.
- 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 and, for memos, abbreviated subject lines on subsequent pages. Staple pages in top left corner.
- Submit **evaluation sheets** with every assignment that uses one. You must complete all information at the top of this evaluation sheet. Submit it with your assignment; do not affix it to your assignment. I will not mark your assignment unless you include an evaluation sheet with it. See me if you lose yours.
- Please, do not include any title pages, covers, binders, laminates or any protective apparatus with your assignments. Just submit your assignment (stapled) and the evaluation sheet (unaffixed).

PRINCIPLES OF EVALUATION OF COURSE WORK

- There is no max. percentage of an assignment mark deducted for grammar and usage; deductions are unlimited.
- No writing assignment gets a passing grade if it contains more than one sentence error per 100 words written.
- You will write at least one writing assignment in class.
- There will not be a final exam.

EXIT REQUIREMENTS

Students must

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

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

7. 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. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
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.

8. 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.