



## 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:	Kim Lemieux		
(b)	Office Hours:	Tuesday 11:30 – 12:30, Friday 1:30 – 2:30		
(c)	Location:	C-119A		
(d)	Phone:	250-370-4421	Alternative Phone:	
(e)	Email:	lemieuxk@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 a student will be able to:

1. Employ appropriate technical writing conventions and ethical standards in written communication.
  - a) Write in a style that exhibits brevity and clarity and avoids words of low information content.
  - b) Write correspondence appropriately using the direct or immediate (pyramid) approach.
  - c) Employ numbers, units, equations, and abbreviations correctly in documents.
  - d) Use grammatically correct sentences and paragraphs and use Standard English and spelling.
  - e) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.
  - f) Apply ethical concepts (copyright law, plagiarism, sensitive material) to all forms of communication.
2. Write correspondence and informal reports in a format and manner appropriate for the military and civilian workplace.
  - a) Write letters, memos, e-mails, and informal reports using correct workplace format.
  - b) Analyze the informational needs and backgrounds of various audiences requiring technical reports, and use technical vocabulary appropriate for the intended audience.
3. Use word-processing software to design, produce, and edit professional documents that meet workplace standards.
  - a) Use word-processing software to design technical documents for high readability and appeal.
  - b) Use word-processing software to develop effective time-management skills and efficiency in writing technical documents.
4. Demonstrate comprehension of a variety of reading materials, both technical and non-technical.
  - a) Use reading techniques to extract data effectively and efficiently from texts, articles, and graphics of military and other documents.
  - b) Read and comprehend technical documents including lists, tables, and charts.
  - c) Summarize technical and non-technical documents to identify and relate main ideas accurately and concisely.
5. Develop and use learning strategies that contribute to academic success.
  - a) Develop and apply strategies for effective time management.
  - b) Employ strategies for effective studying, note taking, test taking, and time management.
  - c) Demonstrate active listening skills to identify main ideas and verbal cues.

### 3. Required Materials

- (a) Texts – Handouts will be provided
- (b) Other

#### 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.)

#### 5. Basis of Student Assessment (Weighting)

Assessment Piece	Weight	Due Date
Diagnostic Assignment	Complete/ Incomplete	Friday, April 8 <sup>th</sup>
Business Email Assignment	10%	Friday, April 22 <sup>nd</sup>
Military Memo Assignment	15%	Tuesday, May 3 <sup>rd</sup>
Summary	10%	Friday, May 13 <sup>th</sup>
Word of the Day Presentations (x2)	5%	Ongoing
Practice Midterm	Complete/ Incomplete	Tuesday, May 17 <sup>th</sup>
Midterm	25%	Tuesday, May 24 <sup>th</sup>
Incident Report	10%	Friday, June 10 <sup>th</sup>
Grammar and Writing Test	20%	Tuesday, June 14 <sup>th</sup>
Peer Editing (x2)	5%	See schedule

#### 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](http://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.

<b>IP</b>	<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 3<sup>rd</sup> course attempt or at the point of course completion.)</i>
<b>CW</b>	<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](http://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

### DUE DATES AND ASSIGNMENTS

- Late assignments will be penalized at a rate of 5% per day (weekends included).
  - Assignments submitted after the due date will not receive any written feedback; I will only provide a percentage.
  - Assignments are due on the due date at the beginning of class. Assignments submitted after the beginning of class will be considered late.
  - Assignments due on the last day of the course must be submitted that day.
  - Assignments must be submitted in person. Please do not email assignments.
  - Please keep a copy of all assignments.
  - Students are expected to participate in all class activities.
  - Plagiarism** means presenting the words or ideas of others as your own.
- Plagiarism is a serious academic offence.** All sources of ideas or information that are not primarily your own must be documented according to appropriate documentation guidelines. The **minimum** penalty for plagiarism is a zero on the relevant assignment. Please see the Student Conduct Policy.

### EXTENUATING CIRCUMSTANCES

- Extensions will not normally be granted. However, if you have a valid reason for an extension, you must contact me before the due date of the assignment. I will not grant extensions on the day your assignment is due.

### PEER EDITS

A peer edit by a member or members of your own class, carried out during a class scheduled for peer editing, is a required element of some assignments in this course. I will grade assignments with the assumption that a peer edit has been done.

5% of your final grade will depend on your attendance of and participation in peer edits. Participation includes bringing a completed draft to class.

I recommend that you always seek feedback on an assignment, even if you are unable to attend the class in which a peer edit is scheduled. However, asking someone to edit your assignment out of class, even if you ask a classmate, will not restore the lost marks.

**ATTENDANCE AND CLASS PARTICIPATION**

Your attendance and participation in this class will make for a better learning experience for both you and your peers. In the event that you must miss a class, please contact me ahead of time via email to let me know. It is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class. Therefore, find a buddy in the class, exchange phone numbers, and consult each other in the event that you must be absent.

Electronic devices (cell phones, laptops, etc.) should be turned off during class. Please see me if you wish to discuss this point.

If you miss an exam without prior consultation, you will need a doctor's note in order to be granted permission to write it late. Without the doctor's note, your grade will be zero.

Please feel free to contact me about any concerns or questions you may have about the course. The easiest way to contact me is by email or by visiting me during my office hours.