



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:	Jasmine North
(b)	Office Hours:	Wed. and Fri. 10:30 am – 12:00 pm; Thurs. 12:30 – 1:30pm
(c)	Location:	Paul 235
(d)	Phone:	370-3330
(e)	Email:	northj@camosun.bc.ca

NOTE: An email will likely receive a quicker response than a phone message, but email accounts can be unreliable. If I do not respond within 48 hours, assume I did not receive your message. Likewise, I will expect you to acknowledge receipt of my messages.

2. Intended Learning Outcomes

Upon completion of this course the student will be able to:

1. Construct a research report which reflects the generic structure of technical, scientific or professional writing with appropriate and correct documentation.
2. Differentiate between objective and subjective English and understand the purpose of each style of discourse.
3. Objectively compose communications for a variety of audiences in various formats such as abstracts, definitions, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and manuals.
4. Deliver an informative, effective oral presentation.
5. Read, analyze, and present orally an example of important contemporary research.

3. Required Materials

(a) Text

The Essentials of Technical Communication. 3rd Ed. by Elizabeth Tebeaux and Sam Dragga

4. Course Content and Schedule

See Course Schedule

5. Basis of Student Assessment (Weighting)

(a) Assignments

Technical Description	10%
Summaries (2)	10%
Project Proposal	15%
Midterm (Proposal Evaluation)	10%
Literature Review	25%
Short Oral Presentation	5%
Formal Oral Presentation	15%

(d) Other (e.g., Attendance, Project, Group Work)

In Class Exercises and Participation	10%
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Missed In-Class Essays and Tests:

Unless you can prove a medical issue with a doctor's note, all in-class assignments/ tests/ essays must be completed in the intended class.

A missed in-class assignment /test/ essay without a note will be given a grade of zero.

Failure to notify me of your medical issue within 2 days of the intended class will disqualify you for a make-up assignment and also result in a grade of zero.

If you already know that you are going to be unable to attend on the date an assignment is scheduled, please come and see me ASAP. If your absence is justifiable, we will determine a re-schedule date as close as possible to the set date.

Missed work worth less than 3% cannot be made up at another date.

Late Essays:

Essays are due at the start of class unless otherwise specified.

Up to 5% per day (including weekend days) can be deducted for lateness. Nothing will be accepted 5 days or more past the due date.

Requests for extensions will be considered, but only if the request is made in advance.

I do NOT accept electronic submissions of assignments; I must have a printed version.

Rewrites are NOT allowed.

About electronics:

Laptops are acceptable ONLY if they are used for CLASS WORK.

ALL cell phones must be turned completely OFF (not to vibrate) and kept out of sight.

Attendance, Readings, Homework, and Participation:

To do well, you must regularly attend the class.

As with any course, it is also vitally important that you have completed all assigned readings and any exercises or activities indicated in those readings before coming to each class (exception: anything indicated as 'group work' which will be done in class). Further, since our class time will be quite interactive, you must come prepared to actively and intelligently participate. Reading assignments are on attached schedule.

If you do find it necessary to miss a class, it is your responsibility to find out what you missed and to receive any extra homework instructions BEFORE the next class and BEFORE contacting me. I'd thus suggest you make a trustworthy friend in the class with whom you can exchange contact information.

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.