COURSE OUTLINE

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

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:	Katie Tanigawa	
(b)	Office Hours:	Monday 3:00-4:00; Tuesday 12:00-1:00; Wednesday 12:00-1:00	
(c)	Location:	CC 119A	
(d)	Phone:	250-370-4449	Alternative Phone:
(e)	Email:	tanigawaK@camosun.bc.ca	
(f)	Website:		

2. Intended Learning Outcomes

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 – A course pack will be provided
(b) Other

4. Course Content and Schedule *subject to change

Week	Topics	Assignments Due
May 1	Course Introduction Workplace Writing Principles: Style, Structure, and Design	Writing Diagnostic (In-Class)
May 8	Letter Writing Revision Exercise Proofreading Techniques	PACT 1 (In-Class)
May 15	Parallel Structure in Workplace Writing Vertical Lists in Workplace Writing Military Memo	Workplace Correspondence (Letter) PACT 6 (In-Class)
May 22	Holiday	
May 29	Civilian Memo Short Report Graphics in the Workplace In-Class Assignment Strategies	Workplace Correspondence (Memo) PACT 3 (In-Class)
June 5	Raw vs. Interpretive Data Captions for Charts and Graphs Creating Tables and Graphs	Workplace Correspondence (Civilian Memo Report) (In-Class) PACT 7 (In-Class)
June 12	Device Description	Midterm Grammar Quiz
June 19	Reading Strategies Summaries (Types and Strategies)	Device Description PACT 2 (In-Class)
June 26	Instructions	Summary PACT 4 (In-Class)
July 3	Holiday	
July 10	In-Class Report Details	Instructions PACT 5 (In-Class)
July 17	Grammar Review	PACT 8 (In-Class)
July 24	TBA	Final Grammar Test
July 31		Final Report (In-Class)

5. Basis of Student Assessment (Weighting)

Assessment Piece	Weight	Due Date
Diagnostic Assignment	Complete/ Incomplete	May 1 (In-Class)
Workplace Correspondence (Letter)	8%	May 15
Workplace Correspondence (Memo)	8%	May 29
Workplace Correspondence (Civilian Memo Report) (In-Class)	15%	June 5
Grammar Quiz (Midterm)	8%	June 12 (In-Class)
Device Description	10%	June 19
Summary/Process Analysis	12%	June 26
Instructions	10%	July 10
Grammar Test (Final)	10%	July 24 (In-Class)
Final Assignment	15%	July 31 (In-Class)
Practical and Applied-Writing Activities (PACTS)	4%	Ongoing (In-class)
Grammar Exercises	Complete/ Incomplete	Ongoing
Participation	Bonus and Deduction Marks Possible	Ongoing

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
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.
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.

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.

8. Course policies and expectations

You can expect your instructor to

- be on time and prepared for class
- teach to the course goals
- give clear instructions for assignments and exercises
- advise and support students in their course work
- treat students with respect
- act in a fair manner
- be available during office hours or, if necessary, arrange an alternative time to meet
- evaluate students fairly and constructively, based on criteria made clear to students beforehand
- return assignments in a timely manner
- give useful feedback

Your instructor will expect you to

- attend all classes except in case of illness or emergency
- prepare for class by completing readings and assigned work in advance
- put away all electronic devices at the start of class unless otherwise instructed
- actively participate in classroom activities
- ask questions if you do not understand
- submit all assignments according to instructions, complete, and on time
- use instructor comments and feedback to improve future work
- cooperate with and act respectfully toward other students and the instructor
- communicate with the instructor about problems or concerns as soon as possible
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Guidelines for preparing and submitting written assignments

All formal written assignments for this course should be produced using a word processing program on a computer. Even after you have printed out a copy of a paper to hand in, you should save a copy along with any drafts.

While it is not impossible to have a computer crisis interfere with your work, please take reasonable precautions to prevent technical problems. For example, make sure you have up-to-date virus software on your computer. Save your work frequently on your hard drive and somewhere else (such as a memory stick or an e-mail account). If you have your own printer, keep extra paper and print cartridges on hand. If you use the university's computer facilities, allow adequate time to wait for a computer and printer. I will not accept computer problems as an excuse for late papers except under the most unusual of circumstances (for example, if the campus network crashes or the city loses power).

Print your papers onto 8.5 by 11-inch white paper using dark, black ink. If you can print onto both sides of the page, please do so to save paper. Each assignment should be formatted to the specifications designated in the assignment and evaluation sheets. Please use a twelve-point, standard font when preparing papers. When and if you use sources, your papers should use correct and complete citation format according to the guidelines set out by the relevant academic discipline. All papers should be clearly marked with the student's name. Staple all papers in the upper left-hand corner – no paperclips or dog-ears please.

Late and missing assignments

Assignments are due in **hardcopy** at the beginning of class on the date indicated. Extensions will be granted only in extenuating circumstances and, when appropriate, with documentation. Extensions must be discussed with me well in advance of the due date. Requests for extensions must be submitted in writing. Late assignments will receive a penalty of 5% per day. Missing assignments will receive a grade of zero.