



## 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:	Dirk MacKenzie		
(b)	Office Hours:	Tuesday 10:30 - 11:30		
(c)	Location:	LACC118A		
(d)	Phone:	250-370-4463	Alternative Phone:	250-514-6771
(e)	Email:	mackenzied@camosun.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 the student will be able to:

1. Apply the steps of an effective writing process to correspondence and reports.
  - a) Use brainstorming, clustering, and outlining techniques to generate ideas for writing.
  - b) Generate drafts of writing using the principles of technical and military writing.
  - c) Use principles of grammar, punctuation, and usage to revise and proofread writing.
  - d) Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.
2. Write correspondence, workplace reports, and a formal research report that meet Standard English and military and civilian workplace standards.
  - a) Write correspondence (letters, memos, and e-mails) and informal reports for the military and the civilian workplace using correct workplace formats.
  - b) Use a direct or immediate (pyramid) approach to present information in written reports.
  - c) Write a formal research report that is supported with relevant and substantiated evidence, and document sources using appropriate documentation style.
  - d) Apply ethical concepts (copyright law, plagiarism, sensitive material) to written correspondence and reports.
  - e) Write in a style that meets the informational needs and backgrounds of various audiences.
  - f) Write in a style that exhibits brevity and clarity and avoids words of low

- information content.
- g) Employ numbers, units, equations, and abbreviations correctly in documents.
3. Design technical documents for high readability and appeal using word-processing software and techniques.
- a) a) Achieve idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
- b) b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.
4. 4. Present technical information to audiences in a professional manner.
- a) a) Use appropriate electronic and software-presentation tools to present technical information to audiences.
- b) b) Employ the principles of effective public speaking and anxiety control.

### 3. Required Materials

(a) Texts: Course Package (required)

(b) Other: *A Pocket Style Manual*, second edition, D. Hacker, (optional)

### 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.)*

May 1 - Aug 5

Tuesday/Thursday 8:30 - 950

Tuesday: Business & Access Bldg, Room 120

Thursday: Centre Business & Access Bldg, Room 287

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

*(This section should be directly linked to the Intended Learning Outcomes.)*

MAJOR ASSIGNMENTS	WORDS (Length)	VALUE
<b>1. Workplace Correspondence</b> (Direct Approach) - Letter	250 max	8%
<b>2. Workplace Correspondence</b> (Short Report – In-class)	1 page max	10%
<b>3. Report</b> (With Graphics)	2 - 3 pages	15%
<b>4. Formal Technical Report C</b>	<i>Work with a partner, or work solo; submit last class of semester</i>	
a. Proposal	1-2 pages	12%
b. References List	1 page	5%
c. Formal Technical Report	2000-3000	40%

d. Presentation	N/A	10%
<b>5. Personal Performance</b> Completion of PACTS, and other Homework, plus Punctuality, and Participation	<b>Deductions Possible</b> for lack of participation and attendance	No Max.

## 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
<b>I</b>	<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. (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.)
<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

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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.

## ATTENDANCE POLICY

- Course credit is granted through a contract process. Part of your end of this contract requires attendance and participation in all course classes and assignments. Poor attendance and participation can compromise completion of this contract or the grades received from this contract.
- Poor attendance can affect your grades in two ways: 1. as a natural consequence through poor performance on assignments and quizzes due to class work missed, and 2. through penalty for chronic non-attendance at or exceeding 20% of classes. This penalty can result in at least a one-letter-gradient adjustment.
- If you miss a class, it is your responsibility to know the material covered and to complete the assignments due.
- You have nothing to worry about if you are having legitimate personal or medical difficulties and inform me of this situation.
- Please contact me by e-mail if you are going to miss, or be late to a class.

## ASSIGNMENT POLICIES

- Submissions: **YOU MUST SUBMIT ALL MAJOR ASSIGNMENTS (1–7) 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 then 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 seven days 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 (minimum) for the text of reports.
- Single-space text with double-space between paragraphs. Use block format (no indentations).
- Default to the margins designated by your word processing software. Adjust only if appearance is not compromised.
- For multi-page assignments, place page numbers and headers on subsequent pages.
- Submit **evaluation rubrics** 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.
- Please, do not include any title pages, covers, binders, laminates or any protective apparatus with your assignments. The exception is the *User Manual*; it will have a title page.

### **PRINCIPLES OF EVALUATION OF COURSEWORK**

- Evaluation of assignments is depicted on evaluation rubrics (sheets) which must be submitted with each assignment.
- Marks deductions in certain sections of this marking rubric can go into a negative value if work is of poor quality.
- Students must meet the attendance requirements of the instructor (see above).
- Students must meet the assignment-submission deadlines of the instructor (deadlines are in this booklet).
- Students must demonstrate, to the instructor's satisfaction, knowledge and facility with grammar /usage, idiom, and cultural style.
- Students must demonstrate adequate writing ability by receiving a combined average of 60% or better on at least two designated supervised-writing (in-class) assignments in order to pass the course. If a student does not achieve this standard, his/her final mark will be the average of these supervised writing assignments.

### **ENGLISH REWRITE POLICY**

If you have received a failing grade or a D on a major assignment, you may be given the opportunity to rewrite. In that situation, the following rules will apply:

- You must discuss with me the date for resubmission. You must do this before the end of the class in which you receive your marked assignment.
- You must submit the revised paper on or before the date you and I agree upon. In the event of a later submission, the original grade will stand.
- Your rewrite may be a revision of the original paper or a completely new paper on a different scenario. I will make that determination based on your situation. The revision must contain material expanded or reorganized, clarified, reformatted, reworded, **and** corrected to meet assignment guidelines.
- You must submit both the original and the revised paper.
- The revised paper will receive a grade only, not detailed marking and feedback.
- The final grade recorded in the grade book will be an average of the grades from the original and the revised papers.
- There are no re-writes for in-class writing tests.