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:	Mon. 12:50-1:50, Tues. 9:20-10:20, Wed. 1:00-2:20	
(c)	Location:	CC119A	
(d)	Phone:	250-370-4462	Alternative Phone:
(e)	Email:	lemieuxk@camosun.bc.ca	
(f)	Website:		

2.   Intended Learning Outcomes

Upon completion of this course, a 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 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 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)   Achieve idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
    b)   Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.

4.   Present technical information to audiences in a professional manner.
    a)   Use appropriate electronic and software-presentation tools to present technical information to audiences.
    b)   Employ the principles of effective public speaking and anxiety control.

3.   Required Materials

All resources will be provided in class.

4.   Course Content and Schedule
Please see course schedule.

5. Basis of Student Assessment (Weighting)

Assignment	Weight	Due Date
Diagnostic	Complete/Incomplete	Monday, Jan. 9th
Direct Approach Letter	10%	Monday, Jan. 23rd
In-Class Memo	12%	Monday, Feb. 20th
Grammar Quiz	8%	Monday, Feb. 20th
Text Assignment and Presentation	20%	Monday, Mar. 13th
	12%	Monday, Mar. 20th
User Manual	20%	Monday, Apr. 10th
Grammar and Writing Test	18%	Monday, Apr. 10th

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** for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
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.
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.

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.

ASSIGNMENT POLICIES
• **Submissions:** YOU MUST SUBMIT ALL ASSIGNMENTS AND WRITE ALL QUIZZES TO
   PASS THIS COURSE. ASSIGNMENTS DUE ON THE LAST DAY OF THE COURSE MUST
   BE SUBMITTED THAT DAY.

• **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. Late
   assignments will be given a grade but no feedback.

ASSIGNMENT FORMAT
Please follow these conventions for all assignments:
• Word process all assignments
• 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 on subsequent pages. Staple pages in top left corner.

EXIT REQUIREMENTS
To pass the course, students must
• Meet attendance requirements of the instructor.
• Complete all assignments and meet assignment submission deadlines.
• Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

ADDITIONAL INFORMATION
• Please keep a copy of all assignments.
• Electronic devices (cell phones, laptops, etc.) should be turned off during class. Please see me if
you wish to discuss this point.
• Please feel free to contact me about any concerns or questions you may have about the course.