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:	Julian Gunn		
(b)	Office Hours:	Tuesdays and Thursdays 3:30–4:30 pm or by appointment		
(c)	Location:	Paul 318		
(d)	Phone:	370-3697	370-3697	370-3697
(e)	Email:	gunnj@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 the student will be able to:

1.   Write a research report that reflects the generic structure of technical, scientific, or professional writing.

   a)   Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to the research report.
   b)   Differentiate between objective and subjective English and understand the purpose of each style of discourse.
   c)   Apply Standard English to ensure readability of documents.
   d)   Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
   e)   Apply ethical principles (copyright law, source documentation, and sensitive material) to the report-writing process.

2.   Compose communication for a variety of audiences in various formats such as abstracts, definitions, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and user manuals.

   a)   Write in a style that meets the informational needs and backgrounds of various audiences.
   c)   Write in a style that exhibits brevity and clarity and avoids words of low information content.
   d)   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.   Design and deliver presentations that fulfill the principles of effective speaking, anxiety control, and visual enhancement:

   a)   Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of the presentation.
   b)   Use technical vocabulary appropriate for the intended audience.
   c)   Present information effectively and appropriately using effective speaking skills and anxiety-control strategies.

d)   Use effective illustrative techniques to enhance the visual and informational quality of the presentation.
e)   Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.

Essentially, we'll write a lot, read a lot, and talk a lot, and by doing so we'll get better at all three.

3.   Required Materials

(a) Texts

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

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.)

Location: Fisher 336
Time and Date: Tuesdays and Thursdays 8:30 – 9:50 am

See Course Schedule for more information

5.   Basis of Student Assessment (Weighting)

Assignment	Weight	Due Date
Writing Diagnostic	---	---
Technical Description	10%	Jan 26
Summary	10%	Feb 9
Proposal	10%	Feb 28
Midterm (document evaluation)	15%	March 7
Short Presentation	5%	March 14–16
Formal Presentation	15%	Apr 4–13
Formal Report	25%	Apr 6
Participation and homework	10%	Ongoing

Responsibility and Time Management

Responsibility and time management are our watchwords. Many students are balancing work, school, and family. Let me know about absences and extension requests in advance, and I'll be happy to do my best to accommodate you. Leave things until the last minute (or later) and you'll have problems.

In-Class Assignments (Ex. Midterm)
Unless you provide (preferably in advance) a compelling reason for your absence, all in-class assignments/ tests/ essays must be completed in the intended class.

A missed in-class assignment without prior notice and/or clear explanation will be given 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.

Late Essays and Extensions

If you ask for an extension 72 hours in advance of the due date, the answer is yes. If you ask after that, the answer is no, barring very compelling circumstances. No extension will be granted if asked for after the assignment is due.

Essays are due on paper at the start of class unless otherwise specified. Papers received after the beginning of class will be considered one day late. I do not accept electronic submissions unless prior arrangement has been made.

5% per day (including weekend days) will be deducted for lateness. No assignment will be accepted <u>7 days</u> or more past the due date.

About Electronics

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

<u>ALL cell phones</u> must be turned completely OFF (not to vibrate) and kept out of sight unless they are being used in a class exercise.

If you need to take an emergency call or email, you may leave the room to do so without asking permission.

Attendance, Readings, Homework, and Participation

To do well, you must regularly attend the class. In-class participation marks cannot be made up, as they are given for work done in class on the day.

As with any course, it is important to complete all assigned readings and any exercises or activities assigned as homework before you arrive to each class. Reading assignments are on the schedule. If we get out of synch with the schedule, I'll give updates in class and on D2L.

If you do find it necessary to miss a class, find out from other students what you missed and do your best to make up the work. Check D2L for information. You may also contact me for information, but only after taking these first two steps.

Congratulations for reading this far! If you are reading this, please email me an image of Captain Jean-Luc Picard as your first homework assignment.

6.   Grading System
(<u>No</u> 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.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED