



COURSE OUTLINE

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

1. Instructor Information

(a)	Instructor:	Joe Benge		
(b)	Office Hours:	Monday / Wednesday: 2:00 - 2:50; Friday: 10:00 – 10:50		
(c)	Location:	LACC 119B		
(d)	Phone:	250-370-4493	Alternative Phone:	778-350-1415
(e)	Email:	benge@camosun.bc.ca		
(f)	Website:	D2L		

2. Intended Learning Outcomes

Instructors: Joe Benge

Please consult D2L for your instructor’s detailed Course Outline

Texts: None – Course Booklet (Required); *A Canadian Pocket Style Manual*, D.Hacker (Optional)

Upon successful completion of this course a student will be able to:

1. **Fulfill the writing requirements of a capstone design project mandated by the engineering technology program:**
 - a) Write a formal report on a design specification using correct format and documentation.
 - b) Write at least one ancillary supporting report for the formal report.
 - c) Write, and constantly update a logbook of personal data, activities, ideas, and results related to the design project.
 - d) Write a user-manual on the design project that employs clear instructions and procedures that can be followed accurately.
 - e) Design and produce a professional-quality brochure that promotes and highlights the nature of the design project.

2. **Write all assignments using correct workplace-writing style, structure, format, and ethical concepts.**
 - a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to all assignments.
 - b) Apply Standard English and technical-writing conventions to ensure readability of documents.
 - a) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
 - b) Use effective illustrative techniques to enhance the visual and informational quality of a written assignment.
 - c) Apply knowledge of copyright law, plagiarism, and sensitive materials to the report writing process.

3. **Design and deliver presentations on the design project that fulfill the requirements of the engineering-technology program:**
 - a) Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of presentations.
 - b) Use technical vocabulary appropriate for the intended audiences.
 - 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 presentations.
 - e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.
 - f) Display the design project to the general public using trade-show presentation principles.

4. **Apply the principles and dynamics of collaborative learning to enhance the quality of reports and presentations:**

- a) Apply the principles of conflict resolution in a team setting to maximize the efficiency of collaborative work.

3. **Required Materials**

- (a) Texts
 (b) Other – **Course Package - Bookstore**

4. **Course Content and Itinerary**

WEEK	LESSON TOPIC	ASSIGNMENT DUE
1.	<ul style="list-style-type: none"> • Introduction to English 273 • Group Work – Collaborative Writing Strategies • Review of Professional Writing Strategies (Engl 170) • Paperwork - GRIP Sheet / Groups Sheet • Log Book • The Technical Proposal (ECET, CIVE, MENG) • Project Charter (ICS) 	<ul style="list-style-type: none"> • Forms (Completed)
	<ul style="list-style-type: none"> • Technical Proposal • Professional Writing Strategies (Review of Engl 170) 	
2.	<ul style="list-style-type: none"> • Presentation Techniques, Tips, and Guidelines • 2-Minute Practice Presentations (ECET, MENG, ICS) • Progress Presentation No.1 (CIVE) • Technical Proposal (Review) • Grammar Review 	
	<ul style="list-style-type: none"> • Presentation Techniques (Continued) • 2-Minute Presentations (Review) • Progress Presentation–1 (CIVE) – Review 	
3.	<ul style="list-style-type: none"> • Progress Report – Written (ECET, MENG, ICS) • Progress Report or Design Doc. – Written (ICS) 	<ul style="list-style-type: none"> • Technical Proposal (ECET, MENG) • Project Charter (ICS)
	<ul style="list-style-type: none"> • Practice Presentations (Final Prep) 	
4.	<ul style="list-style-type: none"> • 2-Minute Practice Presentations (ECET, MENG, ICS) • Progress Presentation–1 (CIVE) 	<ul style="list-style-type: none"> • 2-Minute Practice Presentations (ECET, ICS, MENG) • Progress Presentation-1 (CIVE)
	<ul style="list-style-type: none"> • Team Write-ups (Bios) 	
5.	<ul style="list-style-type: none"> • The Formal Report (CIVE, ECET, MENG, ICS) • <i>Circuit Cellar</i> Article (ECET) • The Formal (Final) Report - Structure and Guidelines 	<ul style="list-style-type: none"> • Team Write-Ups (Bios) (ICS, MENG)
	<ul style="list-style-type: none"> • Formal Report (Review) • Grammar (Review) 	

6.	<ul style="list-style-type: none"> • Research and Documentation (Citing, Referencing, Quoting, Paraphrasing, Summarizing) 	
	<ul style="list-style-type: none"> • Documentation - Three I's of Quoting, Paraphrasing, Summarizing 	
7.	<ul style="list-style-type: none"> • Progress Report Presentations (Review) • Progress Presentation No.2 (CIVE) 	<ul style="list-style-type: none"> • Progress Report – Written (CIVE, ECET, MENG, ICS) • Progress Report–2 (Presented) (CIVE)
	<ul style="list-style-type: none"> • Progress Report Presentations (Review) • Progress Presentation No.2 – continued (CIVE) 	
8.	<ul style="list-style-type: none"> • Progress-Report Presentations (ECET, MENG, ICS) 	<ul style="list-style-type: none"> • Progress Report - Presented (ECET, MENG, ICS)
	<ul style="list-style-type: none"> • Progress-Report Presentations (ECET, MENG, ICS) 	
9.	<ul style="list-style-type: none"> • Group Meetings (ALL) 	
	<ul style="list-style-type: none"> • Group Meetings (ALL) 	
10.	<ul style="list-style-type: none"> • User Manual Procedure and Guidelines 	
	<ul style="list-style-type: none"> • Creating Brochures (Pamphlets) 	
11.	<ul style="list-style-type: none"> • Progress Presentation No.3 (CIVE) • Catch up and Review 	<ul style="list-style-type: none"> • Progress Report–3 (Presented) (CIVE)
	<ul style="list-style-type: none"> • Progress Presentation No.3 (CIVE) • Catch up and Review 	
12.	<p>Review:</p> <ul style="list-style-type: none"> • The Final Report Revisited • Research and Documentation • IEEE Documentation Style 	<ul style="list-style-type: none"> • Brochure (ECET, MENG, ICS)
	<p>Review:</p> <ul style="list-style-type: none"> • The Executive Summary • Vertical Lists • Grammar • Editing / Proofreading 	<ul style="list-style-type: none"> • Public Information Pamphlet (CIVE)
13.	<ul style="list-style-type: none"> • Display Details • Display Board Tips / <i>PowerPoint</i> Tips • Research and Documentation Reminder • Another Grammar Review 	
	<p>Work Period</p>	
14.	<ul style="list-style-type: none"> • Presentation Rehearsals • Display and Presentation Reminders 	<ul style="list-style-type: none"> • Final Presentations (ALL)The Formal (Final)Report (CIVE, ECET, MENG, ICS) • Circuit Cellar Article (ECET)

	Final Presentations	<ul style="list-style-type: none"> • Manuals (ECET, MENG, ICS) • Construction Schedule (CIVE)
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5. Basis of Student Assessment (Weighting)

ENGLISH 273 COURSE EVALUATION (ECET)

ASSIGNMENTS	DUE	WORDS (Length)	YOUR %*	VALUE	YOUR TOTAL **
1. Proposal (Project Statement)		2000 Max		10%	
2. Presentation Practice (Compulsory)		2 Min / Person		C/I	
3. Group Progress Presentation		3 - 5 min / Person		10%	
4. Progress Report		2000 Max		10%	
5. Brochure (may include bios)		1 Page Max Folded		5%	
6. Log Book*		Will Vary		C/I	
7. Formal Report (or Circuit Cellar Article)		3500 – 5000 (Body)		30%	
8. User/Installation/Construction/Help/Manual		Will Vary		15%	
9. Display Area (Presence/Demo/Design)		N/A		10%	
10. Final Presentation		3 - 5 min / Person		10%	
11. Participation, Performance, Attendance		N/A		+ or -	
TOTAL Semester				100%	____ %

*Program instructors require that you keep a logbook. You will be required to produce it, upon request.

- All major assignments must be word processed.
- All assignments will be marked in percentages i.e. out of 100.

Letter Grade Conversions of Final Percentage (Camosun College Standardized)

A+ - 90% - 100%	B+ - 77% - 79%	C+ - 65% - 69%	F - 0%-49%
A - 85% - 89%	B - 73% - 76%	C - 60% - 64%	
A- - 80% - 84%	B- - 70% - 72%	D - 50	

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

7. 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. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
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.

8. 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.