CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-141-X01
Technical Communication 1
Winter 2018

COURSE OUTLINE

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

Ω *Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

1. Instructor Information

(a)	**Instructor**	Katie Tanigawa
(b)	**Office hours**	T 10:30-12:30; W 2:30-3:30; Th 12:00-1:00
(c)	**Location**	CC 118A
(d)	**Phone**	(250) 370-3837 **Alternative:**
(e)	**E-mail**	tanigawak@camosun.ca
(f)	**Website**	

2. Intended Learning Outcomes

Upon completion of this course the 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 and/or links to access texts will be provided in class.

4. Course Content and Schedule

Please see Course Schedule for details.

5. Basis of Student Assessment (Weighting)

Assessment Piece	Weight	Due Date
Diagnostic Assignment	Complete/ Incomplete	January 8 (In-Class)
Workplace Correspondence (Letter)	8%	Jan 22
Workplace Correspondence (Memo)	8%	Jan 29
Workplace Correspondence (Civilian Memo Report) (In-Class)	15%	Feb 7
Grammar Quiz (Midterm)	8%	Feb 19 (In-Class)
Device Description	10%	Mar 5
Summary/Process Analysis	12%	Mar 12
Instructions	10%	Mar 21
Grammar Test (Final)	10%	Apr 4 (In-Class)
Final Assignment	15%	Apr 11 (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

$\boxed{\text{X}}$ Standard Grading System (GPA)

$\boxed{}$ Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

Throughout the term we will discuss resources that you can access that will help you succeed in this course and others.

8. College Supports, Services and Policies

Immediate, Urgent, or Emergency Support
If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at http://camosun.ca/

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at http://camosun.ca/about/policies/. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS *http://camosun.ca/about/policies/index.html*

The following two grading systems are used at Camosun College:

1. 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		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

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 at http://camosun.ca/about/policies/index.html 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 are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
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.

9. 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
- submit your own, original work
- 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

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.

Plagiarism
Plagiarism is a serious academic offense. Please ensure you submit your own, original work, which you have written for the assignments in this class. You should review Camosun's policies on plagiarism, which you can find here: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.1.pdf.

Course Schedule

Week	Topics	Assignments Due
Jan 8 & 10	Course Introduction Workplace Writing Principles: Style, Structure, and Design	Writing Diagnostic (In-Class)
Jan 15 &17	Letter Writing Revision Exercise Proofreading Techniques	PACT 1 (In-Class)
Jan 22 &24	Parallel Structure in Workplace Writing Vertical Lists in Workplace Writing Military Memo	Workplace Correspondence (Letter) **Jan 22** PACT 6 (In-Class)
Jan 29 &31	Civilian Memo Short Report Graphics in the Workplace In-Class Assignment Strategies	Workplace Correspondence (Memo) **Jan 29** PACT 3 (In-Class)
Feb 5 & 7	Raw vs. Interpretive Data Captions for Charts and Graphs Creating Tables and Graphs	Workplace Correspondence (Civilian Memo Report) (In-Class) **Feb 7** PACT 7 (In-Class)
Feb 12 &14 No Classes		
Feb 19 & 21	Device Description	Midterm Grammar Quiz **Feb 19**
Feb 26 & 27	Reading Strategies Summaries (Types and Strategies)	
Mar 5 & 7	Instructions	Device Description **Mar 5** PACT 2 (In-Class)
Mar 12 & 14		Summary **Mar 12** PACT 4 (In-Class)
Mar 19 &21	In-Class Report Details	Instructions **Mar 21** PACT 5 (In-Class)
Mar 26 & 28	Grammar Review	PACT 8 (In-Class)
Apr 2 & 4	TBA	Final Grammar Test **Apr 4**
Apr 9 & 11		Final Report (In-Class) **Apr 11**