CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-170-005
Technical Writing
Winter 2018

COURSE OUTLINE

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

Ω *Please note: This outline will <u>not</u> 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**	**Dirk MacKenzie**
(b)	**Office hours**	**To be announced**
(c)	**Location**	**LACC119A**
(d)	**Phone**	**(250) 514-6771**
(e)	**E-mail**	**mackenzied@camosun.bc.ca**
(f)	**Website**	**See online.camosun.ca for our D2L course**

2. Intended Learning Outcomes

Upon completion of this course the student will be able to:

1. Write workplace correspondence, reports, and manuals that use correct workplace-writing style, structure, format, and ethical standards.

    a) Present information appropriately either using the direct (immediate) approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
    b) 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 language of low-information content.
    d) Employ numbers, units, equations, and abbreviations correctly in documents.
    e) Apply ethical standards and requirements (copyright law, plagiarism, sensitive material) to all writing.

2. Plan, organize, structure, and write workplace formats for a variety of situations.

    a) Write workplace correspondence (letters, memos, e-mails) appropriate to audience and situation.
    b) Write workplace reports appropriate to audience and situation.
    c) Compose effective job-search documents related to specific job descriptions and situations.
    d) Write an illustrated user-manual that employs clear instructions, procedures, and graphics that can be followed easily and accurately.

3. Design technical documents for high readability and appeal using word-processing software and techniques.

    a) Articulate 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. Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.

a) Demonstrate mastery of advanced grammar concepts by completing practice exercises.
b) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.

3. Required Materials

Materials will be provided in class and via D2L.

4. Course Content and Schedule

Lecture Tu 10:00AM - 11:20AM, Portable A, Room 102
Laboratory Th 08:30AM - 09:50AM, Centre Business & Access Bldg, Room 277

5. Basis of Student Assessment (Weighting)

- Assignment 1 - Letter (7%)
- Assignment 2 - Memo (7%)
- Assignment 3 - Research Report (15%)
- Assignment 4 - User Manual (17%)
- In-Class Report 1 (12%)
- In-Class Report 2 (15%)
- Grammar Quiz (8%)
- Grammar Test (10%)
- Professionalism* (9%)

*Professionalism includes attendance, participation/effort, homework, email etiquette, and honesty.

Please note:
- A 10% penalty will be deducted for late assignments.
- Assignments will not be accepted more than one week late.
- If you disagree with your grade on an assignment, you have one week to bring it to my attention.
- If you miss a test or in-class assignment, you will need a doctor's note in order to request a makeup.
- No rewrites are possible.
- You must complete every assignment to pass this course.
- You must score at least 60% on the two in-class reports to pass this course.
- Papers containing evidence of plagiarism will get an automatic 0.

6. Grading System

[X]   Standard Grading System (GPA)

[   ]   Competency Based Grading System

7. Recommended Materials to Help Students Succeed Throughout the Course

No additional materials are necessary.

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 @ http://camosun.ca/about/mental-health/emergency.html or http://camosun.ca/services/sexual-violence/get-support.html#urgent

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.

B. 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.