CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-273-004
Technical Communication
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**	Joe Benge	
(b)	**Office hours**	Tues/Wed: 10:00-11:20	
(c)	**Location**	LACC 119B	
(d)	**Phone**	250-370-4493	**Alternative:**
(e)	**E-mail**	Benge@camosun.bc.ca	
(f)	**Website**	D2L	

2. Intended Learning Outcomes

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

1. Plan, organize, structure, and write workplace formats that follow principles for a Capstone design project mandated by the engineering-technology program:
a) Write a formal report on a design project using correct format, structure, and documentation.
b) Write at least two supporting reports for the formal report (e.g. proposal, progress report, user manual) using correct format, structure, and documentation.
c) Write, and constantly update a logbook of personal data, activities, ideas, and results related to the design project.
d) Design and produce a professional-quality marketing publication (e.g. brochure, profile document, website) that promotes and highlights the nature of the design project.

2. Write all assignments using correct workplace-writing style, structure, format, design, 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.
c) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
d) Use effective illustrative techniques to enhance the visual and informational quality of a written assignment.
e) Apply knowledge of copyright law, plagiarism, and sensitive materials to the report-writing process (copyright law, source documentation, and sensitive materials).

3. Design and deliver presentations on the Capstone design project 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 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) Employ additional program-specific presentation techniques (e.g. trade-show display, demonstration, web or video-conference).

4. Apply the principles and dynamics of conflict resolution in a team setting to maximize the efficiency of collaborative work.

3. Required Materials

Please consult D2L for your instructor's detailed Course Outline

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

4. Course Content and Schedule

4. Course Content and Itinerary

WEEK	LESSON TOPIC	ASSIGNMENT DUE
1.	• 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) • Technical Proposal • Professional Writing Strategies (Review of Engl 170)	• **Forms (Completed)**
2.	• Presentation Techniques, Tips, and Guidelines • 2-Minute Practice Presentations (ECET, MENG, ICS) • Progress Presentation No.1 (CIVE) • Technical Proposal (Review) • Grammar Review • Presentation Techniques (Continued) • 2-Minute Presentations (Review) • Progress Presentation–1 (CIVE) – Review	

3.	• Progress Report – Written (ECET, MENG, ICS) • Progress Report or Design Doc. – Written (ICS)	• **Technical Proposal** (ECET, MENG) • **Project Charter** (ICS)
	• Practice Presentations (Final Prep)	
4.	• 2-Minute Practice Presentations (ECET, MENG, ICS) • Progress Presentation–1 (CIVE)	• **2-Minute Practice Presentations** (ECET, ICS, MENG) • **Progress Presentation-1** (CIVE)
	• Team Write-ups (Bios)	
5.	• The Formal Report (CIVE, ECET, MENG, ICS) • *Circuit Cellar* Article (ECET) • The Formal (Final) Report - Structure and Guidelines	• **Team Write-Ups (Bios)** (ICS, MENG)
	• Formal Report (Review) • Grammar (Review)	
6.	• Research and Documentation (Citing, Referencing, Quoting, Paraphrasing, Summarizing)	
	• Documentation - Three I's of Quoting, Paraphrasing, Summarizing	
7.	• Progress Report Presentations (Review) • Progress Presentation No.2 (CIVE)	• **Progress Report – Written** (CIVE, ECET, MENG, ICS) • **Progress Report–2 (Presented)** (CIVE)
	• Progress Report Presentations (Review) • Progress Presentation No.2 – continued (CIVE)	
8.	• Progress-Report Presentations (ECET, MENG, ICS)	• **Progress Report - Presented** (ECET, MENG, ICS)
	• Progress-Report Presentations (ECET, MENG, ICS)	
9.	• Group Meetings (ALL)	
	• Group Meetings (ALL)	
10.	• User Manual Procedure and Guidelines	
	• Creating Brochures (Pamphlets)	
11.	• Progress Presentation No.3 (CIVE) • Catch up and Review	• **Progress Report–3 (Presented)** (CIVE)
	• Progress Presentation No.3 (CIVE) • Catch up and Review	

12.	Review: • The Final Report Revisited • Research and Documentation • IEEE Documentation Style	• **Brochure** (ECET, MENG, ICS) • **Public Information Pamphlet** (CIVE)
	Review: • The Executive Summary • Vertical Lists • Grammar • Editing / Proofreading	
13.	• Display Details • Display Board Tips / *PowerPoint* Tips • Research and Documentation Reminder • Another Grammar Review	
	Work Period	
14.	• Presentation Rehearsals • Display and Presentation Reminders	• **Final Presentations** (ALL)**The Formal (Final)Report** (CIVE, ECET, MENG, ICS) *Circuit Cellar* **Article** (ECET) • **Manuals** (ECET, MENG, ICS) • **Construction Schedule** (CIVE) •
	Final Presentations	

5. Basis of Student Assessment (Weighting)

ENGLISH 273 COURSE ASSIGNMENTS AND EVALUATION

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.

6. Grading System

| X | Standard Grading System (GPA)

| | Competency Based Grading System

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

Students are encouraged to submit assignment drafts to the Writing Centre well in advance of assignment due dates for extra support with revision/editing process.

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.