CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-170-005
Technical Writing
Fall 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**	Alena Chercover
(b)	**Office hours**	Mondays 1:00-2:00, Thursdays 10:00-11:00, and by appointment
(c)	**Location**	Campus Centre 119A
(d)	**Phone**	Please email
(e)	**E-mail**	chercovera@camosun.bc.ca

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

(a) ENGL 170 Course Pack

(b) A good writing handbook and dictionary of your choosing (optional)

4. Course Content and Schedule

Monday (LEC) 2:30 – 3:50	Thursday (LAB) 8:30 – 9:50
PA 101	CBA 201

5. Basis of Student Assessment (Weighting)

Assignment	Weight	Due Date
Diagnostic	Complete/Incomplete	Thursday, Sept. 6
Direct Approach Letter	8%	Thursday, Sept. 20
Indirect Approach	9%	Thursday, Oct. 4
In-Class Memo 1*	15%	Monday, Oct. 18
Grammar Quiz	8%	Thursday, Oct. 25
Illustrated Research Report	15%	Thursday, Nov. 15
Resume and Cover Letter	Complete/Incomplete	Thursday, Nov. 22
In-Class Memo 2*	15%	Monday, Nov. 29
Grammar Quiz	10%	Thursday, Dec. 6
User Manual	15%	Thursday, Dec. 6
Professionalism	5%	Ongoing

6. Grading System

☐   Standard Grading System (GPA)

☒ **X**   Competency Based Grading System

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

ATTENDANCE/PARTICIPATION

Your attendance and participation are essential to your success in this course. If you miss a class, it is **your responsibility** to catch up on the material I have covered and to complete the assignments due. Please contact me if you are going to miss or be late to a class.

ASSIGNMENT POLICIES

- **Submissions:** YOU MUST SUBMIT **ALL ASSIGNMENTS** AND WRITE ALL QUIZZES TO PASS THIS COURSE. Assignments due on the last day of the course must be submitted that day.

- **Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me before the due date, and let me know the exact date that you will submit the assignment. The late penalty will be **5%** per day. If you do not consult me about a late assignment, the late penalty will be **10%** per day. **I will give a grade of "0" to assignments submitted later than one calendar week after the due date.** Late assignments will be given a grade but no feedback.

- **Plagiarism** is a form of cheating in that you are using someone else's words, ideas, opinions, or facts as though they are your own. Words belong to the person who first prints or speaks them; to claim them as your own is a form of stealing, which, translated into our academic setting, means cheating. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action.

ASSIGNMENT FORMAT: Please follow these conventions for all assignments

- Word process all assignments.
- Use white paper 8.5 X 11 inches.
- Ensure high print quality.
- Use 12-point font.
- Single-space text with double-space between paragraphs. Use block format (no indentations).
- Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised.
- For multi-page assignments, place page numbers on subsequent pages. Staple pages in top left corner.

EXIT REQUIREMENTS

To pass the course, students must

- **Receive a combined average of at least 60% on the two in-class memos**. If a student does not achieve these criteria, his/her *final mark* will be the average of the two in-class writing assignments.
- Meet attendance requirements of the instructor.
- Complete all assignments and meet assignment submission deadlines.
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

ADDITIONAL NOTES

- Please keep a copy of all assignments.
- Turn off all electronic devices at the beginning of class. If you wish to use a laptop to take notes, please consult with me first.
- Please contact me with any questions or concerns.

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.