CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-273-X01
Technical Communication
Summer 2019

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**	Julian Gunn
(b)	**Office hours**	Tuesday 2:30-3:30; Wednesday 2:30-3:30; Thursday 10:00-11:00
(c)	**Location**	LACC 119A
(d)	**E-mail**	gunnj@camosun.bc.ca

Hi, and welcome to English 273. In this outline, you will find the background information about English 151: its goals, the hoped-for outcomes, and my policies around grades and assignments.

Feel free to drop by during my office hours if you have any questions or just want to confirm that I still exist. Email is also a good way to reach me. I try to answer emails within 24 hours from Monday morning to Friday afternoon; emails received over the weekend or on Friday evening will most likely be answered on Monday.

2. Intended Learning Outcomes

Upon completion of this course the 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 specification using correct format, structure, and documentation.
   b) Write at least one ancillary supporting report for the formal report 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) Write an illustrated user-manual on the design project that defines audience, and 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, 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 ethical principles 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) Display the design project to the general public using trade-show presentation principles.

3. Required Materials

(a) Texts

English 273 Coursepack

4. Course Content and Schedule

Lecture Tuesdays 10:00 – 11:20 am (Tech 175)
Lab Wednesdays 10:30 am – 12:00 noon (Tech 201)

5. Basis of Student Assessment (Weighting)

(a) Assignments

1.	Proposal	May 22	(10%)
2.	Progress Presentation 1	TBD	(10%)
3.	Progress Report	June 19	(10%)
4.	Brochure / Online Portfolio	July 24	(5%)
5.	Formal Report	August 7	(30%)
6.	User Manual	August 7	(15%)
7.	Showcase Display	Capstone	(10%)
8.	Final Presentation	TBD	(10%)
9.	Log Book		(C/I)

Assignments are due in hard copy by the end of class on Wednesday of the week they are due.

6. Grading System

| X | Standard Grading System (GPA) |

| | Competency Based Grading System |

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

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.

Important Dates for Summer Term 2019

Add course deadline	May 17
Course fees due date	May 21
Drop course with refund deadline	May 21
Drop course final deadline	July 10

The End (or Just the Beginning?)