



CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-173-X01
Technical Communication - WENG
Summer 2020

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 | Monday and Wednesday 1:00 p.m.-2:00 p.m. | _____ |
| (c) Location | Blackboard Collaborate on D2L | _____ |
| (d) Phone | _____ | Alternative: _____ |
| (e) E-mail | tanigawak@camosun.ca | _____ |
| (f) Website | _____ | _____ |

2. Intended Learning Outcomes

(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)

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

1. Apply the steps of an effective writing process to correspondence and reports.
 - a) Use brainstorming, clustering, and outlining techniques to generate ideas for writing.
 - b) Generate drafts of writing using the principles of technical and military writing.
 - c) Use principles of grammar, punctuation, and usage to revise and proofread writing.
 - d) Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.

2. Write correspondence, workplace reports, and a formal research report that meet Standard English and military and civilian workplace standards.
 - a) Write correspondence (letters, memos, and e-mails) and informal reports for the military and the civilian workplace using correct workplace formats.
 - b) Use a direct or immediate (pyramid) approach to present information in written reports.
 - c) Write a formal research report that is supported with relevant and substantiated evidence, and document sources using appropriate documentation style.
 - d) Apply ethical concepts (copyright law, plagiarism, sensitive material) to written correspondence and reports.
 - e) Write in a style that meets the informational needs and backgrounds of various audiences.
 - f) Write in a style that exhibits brevity and clarity and avoids words of low information content.
 - g) Employ numbers, units, equations, and abbreviations correctly in documents.

3. Design technical documents for high readability and appeal using word-processing software and techniques.
 - a) Achieve 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. Present technical information to audiences in a professional manner.
 - a) Use appropriate electronic and software-presentation tools to present technical information to audiences.
 - b) Employ the principles of effective public speaking and anxiety control.

3. Required Materials

- (a) Course Pack posted to D2L

4. Course Content and Schedule

Week	Date	Lessons	Assignment	Due
Week 1	5/4-	Introduction	Diagnostic (0%)	Th 5/8
	5/8	Kaltura Tutorial		
Week 2	5/11-	Document Design		
	5/15	Workplace Writing and the Direct Approach		
Week 3	5/18-	Parallel Structure/Vertical Lists	E-mail (8%)	Th 5/21
	5/22			
Week 4	5/25-	Memo	In-class writing assignment (8%)	Th 5/28
	5/29			
Week 5	6/1-	Graphics and Report		
	6/4			
Week 6	6/8-	Workplace Presentations		
	6/12	Library Orientation (tentative)		
Week 7	6/15-	Short Presentations on Report	Report (10%) and Presentation (5%)	Th 6/18
	6/19	Intro to Research Paper		
Week 8	6/22-	Topic and Research Question	Assessment of two peer presentations	Th 6/25
	6/26	Proposal Work period		
Week 9	6/29-	Proposal Peer Review	Proposal (10%)	Th 7/2
	7/3	IEEE		

Week 10	7/6-	Research Practices		
	7/10	Research Work Period		
Week 11	7/13-	Grammar Review	Reference List (5%)	Th 7/16
	7/17			
Week 12	7/20-			
	7/24			
Week 13	7/27-	Presentation Tips	Assessment of two peer final reports	Th 7/30
	7/31			
Week 14	8/3-	Final Presentations	Formal Report (40%)	Th 8/6
	8/7	Final Presentations	Presentation (10%)	

5. Basis of Student Assessment (Weighting)

Assignment	Weighting	Due Date
Letter/E-mail	8%	Th 5/21
Civilian Memo (in-class)	8%	Th 5/28
Report with Graphics and Presentation	15%	Th 6/18
Tech Report (4 components)	Breakdown Below	
Proposal	10%	Th 6/25
Reference List	5%	Th 7/16
Formal Report	40%	Th 8/6
Presentation	10%	Th 8/6
Participation	4%	Assessed throughout the term based on participation in D2L discussions and you peer reviews of others' written work and presentations

6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

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

As a student at Camosun College, you have access to a variety of resources. We will go over many of the resources on the first day of class; however, you may find the following resources particularly useful for this course.

- **The English Help Centre and Writing Help Centre**
 - <http://camosun.ca/services/writing-centre/appointments.html>
- **Camosun Library**
 - <http://camosun.ca/services/library/>
- **The Centre for Accessible Learning**
 - <http://camosun.ca/services/accessible-learning/>

In terms of materials, you can find many helpful sources online and in the Library such as collocation dictionaries.

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	<i>Incomplete:</i> 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	<i>In progress:</i> 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	<i>Compulsory Withdrawal:</i> 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. Class Policies

You can expect your instructor to

- 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 virtual 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

- keep up with course material on D2L
- prepare for class by completing readings and assigned work on time
- actively participate in class activities
- ask questions if you need clarification
- 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 typed according to assignment specifications. 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 your name and submitted on time, as a PDF, through D2L Assignments.

Late and missing assignments

You must submit assignments on time. The Summer 2020 session is taking place under unusual circumstances, and your instructor is aware that you may be under unusual levels of stress and that your access to communications technology may sometimes be limited. A reasonable explanation for a late assignment, if it is given before the due date, will be accepted. Late submissions without prior explanation will be penalized by 10%. Submissions more than one week late will be given a '0'.

Plagiarism & Cheating

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 academic honest and plagiarism, which you can find here: <http://camosun.ca/learn/school/arts-science/images/Arts%20and%20Science%20Academic%20Honesty%20Guidelines.pdf>.

Attendance and Participation

Course credit is granted through a contract process. Part of your end of this contract requires participation in all course activities and assignments. Poor participation can compromise completion of this contract or the grades received from this contract. Since this section of English 173 will be delivered as an online course, your instructor will evaluate your level of participation rather than your class attendance.

Participation activities will be determined by your individual instructor, but will include:

- Content quizzes to be completed individually by every student through D2L. Quizzes will be available during the week and will close at midnight every Sunday.
- Participation in D2L discussions.
- Review of others' written work and presentations.

Poor participation can affect your grades in two ways: 1. as a natural consequence through poor performance on assignments and quizzes due to class work missed, and 2. through penalty for chronic non-participation, such as absence from group meetings with the instructor or failure to participate in group presentations. This penalty can result in a letter grade drop.

Each week, you will be given several ways to access the lesson. It is your responsibility to know the material covered and to complete the assignments due. If you have difficulty accessing course materials or assignments, let your instructor know well in advance of the due date.

You have nothing to worry about if you are having legitimate personal or medical difficulties and inform your instructor of this situation. Please contact me by e-mail in advance if you will be forced to miss a meeting or presentation.

Additional Notes

If you encounter circumstances that you feel impede your learning in this course, or if throughout the term you discover ways I could better support your learning, please let me know. We are in this together, and I am happy to work with you to create a positive and productive learning environment.