



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Department of English**

**ENGL-273-X04**  
**Technical Communication**  
**Summer 2020**

**COURSE OUTLINE**

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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.

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**1. Instructor Information**

(a) Instructor	Katie Tanigawa
(b) Office hours	M 2:00 p.m. -3:00 p.m., W 12:00 p.m.-1:00 p.m.
(c) Location	Blackboard Collaborate
(d) Phone	N/A
(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. 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) Course pack (posted to D2L)

### 4. Course Content and Schedule

\*Please note that some of these deadline may change as we shift the Capstone program online.

Week	Date	Slides	Meetings	Assignment Due	Assignment Due Date
1	5/4-5/10	Introduction		Diagnostic	Sunday, May 10th
		Technical Proposal/Project Charter and Professional Writing Strategies		GIFT/GRIP Sheets	Sunday, May 10th
2	5/11-5/17	Presentation Techniques	Intro meeting	Intro meeting	See D2L sign up
		Project Charter Revision		Project Charter	Sunday, May 17th
3	5/18-5/24	Progress Report			
		Prep for Practice Presentations			
4	5/25-5/30	Practice Presentations		Practice Presentations	See D2L sign up
		Team Bios			
5	6/1-6/7	Formal Report Structure and Guidelines			
		Progress Report		Team Bios	Sunday, June 8th
6	6/8-6/14	Research and Documentation			
		Summarizing			
7	6/15-6/21	Progress Report Revision			
		Progress Report Presentation Tips		Progress Report (Written)	Sunday, June 21st
8	6/22-6/28	Presentations		Progress Report (Presentation)	See D2L sign up
		Presentations		Progress Report (Presentation)	
9	6/29-7/5	Group Meetings	Group Check-In	Group Check-Ins	See D2L sign up
		Group Meetings			

10	7/6-7/12	User Manual			
		Brochure			
11	7/13-7/19	Final Report Review			
		Review			
12	7/20-7/226	Brochure Revision			
		Presentation Details		Brochure	Sunday, July 26th
13	7/27-7/31				
		Presentation Practice		Manual	Sunday, August 2nd
14	8/3-8/9	Final Report Revisions			Final Presentation See D2L sign up
		Final Presentation		Final Report/Final Presentation	Final Report: Sunday, August 9th

## 5. Basis of Student Assessment (Weighting)

ASSIGNMENTS	WORDS (Length)	VALUE
1. <i>Project Charter</i>	2000 Max	15%
2. <i>Presentation Practice (Compulsory)</i>	2 Min / Person	C/I
3. <i>Group Progress Presentation</i>	3 - 5 min / Person	10%
4. <i>Team Write-ups (Bios)</i>	2000 Max	10%
5. <i>Progress Report</i>	2000 Max	15%
5. <i>Brochure (may include bios summary)</i>	1 Page Max Folded	10%
6. <i>Log Book*</i>	Will Vary	C/I
7. <i>Final Report</i>	3500 – 5000 (Body)	25%
8. <i>Final Presentation</i>	3 - 5 min / Person	15%
11. <i>Participation, Performance, Attendance</i>	N/A	+ or -

## 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/>

## 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 273 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 the following:

- 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.
- Team check-ins with your English instructor. These meetings will allow you to present questions and drafts for feedback to your instructor. All members of the team are expected to be present at these meetings; members who are not present will lose participation marks.
- A self-assessment and team assessment will be required of each student at the Week 9 Team Meeting.

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.