

	<p><b>School of Arts &amp; Science</b>  <b>ENGLISH DEPARTMENT</b></p> <p><b>ENGL 170-005</b>  <b>Technical and Professional Communications 1</b>  <b>Winter 2020</b></p>
---	--

## COURSE OUTLINE

### 1. Instructor Information

(a)	Instructor:	Kimberly Lemieux
(b)	Office Hours:	Virtual Office Hours by Appointment
(c)	Location:	Collaborate
(d)	Phone:	<a href="tel:250-415-3666">250-415-3666</a>
(e)	Email:	<a href="mailto:lemieuxk@camosun.bc.ca">lemieuxk@camosun.bc.ca</a>

### 2. Required Materials

(a)	Texts	ENGL 170 Course Booklet A good writing handbook and dictionary of your choosing (optional)
-----	-------	---

### 3. Intended Learning Outcomes

Upon completion of this course the student will be able to

1. Write letters, memos, and short reports using correct formats.
2. Plan, organize, structure and write business letters and memos for a variety of everyday situations.
3. Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).
4. Write a user manual that employs clear instructions and procedures that can be followed accurately without confusion.
5. Compose an effective resume in hard copy and electronically scannable format.
6. Compose an effective letter of application that relates skills to the job description.
7. Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
8. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.
9. Write in a style that exhibits brevity and clarity and avoids words of low information content.
10. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout.
11. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
12. Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).
13. Write all technical documents using correct spelling, grammar, and usage.

#### 4. Course Content and Schedule

Times and Locations:

<b>Monday (CBA 202) 2:30-3:50</b>	<b>Thursday (CBA 213) 8:30-9:50</b>
-----------------------------------	-------------------------------------

After March 17 – Online Learning

See the course schedule for a list of class topics.

#### 5. Basis of Student Assessment (Weighting)

ASSIGNMENTS AND EXAMS (Due dates may be subject to change.)

Assignment	Weight	Due Date
Diagnostic	Complete/Incomplete	Monday, Jan. 6 <sup>th</sup>
Direct Approach Letter	8%	Thursday, Jan. 23 <sup>rd</sup>
Indirect Approach	9%	Thursday, Feb. 6 <sup>th</sup>
<b>In-Class Memo 1*</b>	15% or 30%	Monday, Feb. 10 <sup>th</sup>
Grammar Quiz	8%	Monday, Feb. 24 <sup>th</sup>
Illustrated Research Report	15%	Thursday, Mar. 19 <sup>th</sup>
Resume and Cover Letter	Complete/Incomplete	Thursday, Mar. 26 <sup>th</sup>
<b>In-Class Memo 2*</b>	15% or optional	Thursday, Apr. 2 <sup>nd</sup> online
Grammar Quiz	10%	Monday, Apr. 6 <sup>th</sup>
User Manual	15%	Monday, Apr. 6 <sup>th</sup>
Professionalism	5%	Ongoing

#### 6. Grading System

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	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

#### 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 E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

TEMPORARY GRADE	DESCRIPTION
-----------------	-------------

<b>I</b>	<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.
<b>IP</b>	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 <sup>rd</sup> course attempt or at the point of course completion.)
<b>CW</b>	<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.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.

## English 170 Class Policies

- **Attendance** – Your attendance and participation are essential to your success in this course. If you miss a class, it is your responsibility to know the material I have covered and to complete the assignment due. Please contact me if you are going to miss or be late to a class. Failure to do so will result in a reduced Professionalism grade. See the Professionalism rubric for more information.
- **Electronics** – You must turn off and put away all electronics for the duration of every class. Phones must be out of sight. If you are texting or surfing in class, I will ask you to leave.
- **In-Class Assignments** – Students who are absent without medical documentation will receive a zero for any missed work. If you must be absent for some important reason, please make sure to let me know BEFORE the class day in which the in-class writing occurs.
  - Students must receive a combined average of at least 60% on the two in-class essays to pass the course.
- **Out of Class Assignments** – Late assignments will only be accepted for 5 school days past the due date, will lose 10%, and will receive a grade only (no comments). If you must hand in something late, submit the work to my office (slide under the door), but before doing so, have a faculty member sign your paper with the date and time of submission.
  - Requests for extensions (up to 5 days) made prior to the assignment due date will be considered on a case-by-case basis.
  - I do not allow re-writes of any kind. We do not have the time.

- Please provide a print copy of your work unless you are instructed to do otherwise.
- Please do not email assignments to me. If you are asked to submit an assignment electronically, please submit your work to D2L.
- **For Your Records** – Be sure to keep all rough drafts, final drafts and graded assignments until the end of term. In the event of a computer failure or a grade discrepancy, these documents will be critical. Always, always back up your files. If you don't already have cloud-based file storage, consider using one of the many file storage platforms available. See me if you'd like more information.
- **Collaborative Writing** – In this course, you will be expected to co-author one or more documents. Any sort of collaborative effort demands a lot of those involved. Consider your strengths and weaknesses as a team member, and ensure you put your best efforts forward in accomplishing the tasks laid out for you in the team-based assignments. If you choose to work alone on a collaborative writing assignment, your grade will be reduced by 5% or more.

## TIPS for Success in English 170

### **Be punctual and be prepared**

It is important that you have completed all assigned readings before coming to class... on time. Since many of the grammar activities will be assigned as homework, it is important that you complete the work, so that you can actively participate in our discussion during the next class.

### **Do not procrastinate on your assignments**

You will be asked to take a mature, self-directed approach to your learning in this class. Some assignments (like the grammar) will have very little lecture time allotment; you must be self-regulating and self-scheduling. Your assignments, too, will require multiple drafts and possibly consultation with me, the Writing Centre, or the English Language Development Centre (CBA 106). Start work on them early so that you can properly plan, research, and write in enough time to also revise and polish. It is your responsibility to read assignment instructions carefully to make sure you understand exactly what you are being asked to do. If you have questions about an assignment, ask them early in the process; it will save you time in the long run.

### **Submit assignments with correct formatting and documentation**

Small technical details of presentation do matter. Formatting guidelines and citation minutiae may seem finicky, but mastering them is not difficult. Correct formatting and documentation adds credibility to your work by establishing your professionalism.

### **Make a reliable friend in class**

While students who regularly attend class fare much better in the course, I do understand that you may need to miss a class or two (hopefully not more than that). I will be taking attendance and I expect that if you need to miss a class for some reason, you will send me an email informing me of the reason. You are responsible for catching yourself up before returning. The first step is to consult with a friend who has reliable notes and who can provide you with a recap of the lecture. The second step is to consult D2L where I will have posted the day's lecture slides and any materials I provided students in class. Come and see me in my office hours if you need help understanding the material you have missed, but please only do this after you have tried to work through it on your own.

### **Make use of office hours**

Your writing strengths and weaknesses are uniquely yours. Come and talk to me if you are having trouble with your grammar units or if you are unsure about any aspect of an assignment. Consultation is also useful after assignments have been graded; the best way to improve for the next assignment is to make sure you understand how to avoid the difficulties in the current assignment. You need not make an appointment if you come during scheduled hours. If those hours do not work for you, email me and we can try to find another time or another way to chat.

*Adapted from K.Kerins - Class Policies*