CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-273-X01
Technical Communication
W2020

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**	Tuesday/Thursday 2:30-3:30 and by appointment
(c)	**Location**	CC 119A
(d)	**Phone**	Please email
(e)	**E-mail**	chercovera@camosun.bc.ca

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

English 273 Course Booklet

4. Course Content and Schedule

Monday (LAB) 8:30-9:50	Tuesday (LEC) 10:00 – 11:20
CBA 202	PA 101

See schedule below (**revised March 17**).

Date	Monday 8:30 – 9:50 (CBA 202)	Tuesday 10:00 – 11:20 (PA 101)
Week 1 Jan 6, 7	Welcome to English 273! Professional Writing (Review) Collaborative Writing Strategies	PROPOSAL *Work Block (Group Contract)*
Week 2 Jan. 13, 14	GRAMMAR REVIEW (Passive Voice) *Work Block (Proposal)* **Due: Group Contract**	RESEARCH AND DOCUMENTATION
Week 3 Jan. 20, 21	*Work Block (Proposal)* **Due Friday, Jan 24: Proposal**	PRESENTATION TECHNIQUES GRAMMAR REVIEW (Sentence Errors)
Week 4 Jan. 27, 28	PROPOSAL (Review) PRESENTATION TECHNIQUES (Review) PROGRESS REPORT	*Work Block (Presentation No.1)*
Week 5 Feb. 3, 4	**Proposal Presentation (C/I)**	**Proposal Presentation (C/I)**
Week 6 Feb. 10, 11	*Work Block (Progress Report and Presentation)*	THE FINAL (FORMAL) REPORT PROGRESS REPORTS (Review) PROGRESS PRESENTATIONS (Review)
Week 7 Feb. 17, 18	**Reading Week**	**Reading Week**
Week 8 Feb. 24, 25	**Progress Presentation No.1** **(LACC 124 - All)**	**Progress Presentation No.1 (Cont'd)** **(LACC 124 - All)** **Due Friday, Feb. 28: Progress Report**

Date	Monday 8:30 – 9:50 (CBA 219)	Tuesday 10:00 – 11:20 (PA 103)
Week 9 Mar. 2, 3	**Group Meetings**	**Group Meetings**
Week 10 Mar.9, 10	BROCHURES *Work Block (Presentation No.2) (Pamphlets)*	*Work Block (Presentation No.2) (Pamphlets)*
Transition to Online Learning - See revisions below		
Week 11 Mar. 16, 17	~~Progress Presentation No.2~~ **10% redistributed to Progress Presentation No. 1 OR Formal Report**	~~Progress Presentation No.2~~ **10% redistributed to Progress Presentation No. 1 OR Formal Report**
Week 12 Mar. 23, 24	FINAL (FORMAL) REPORT (Review) EXECUTIVE SUMMARY	*Work Block (Pamphlets)* **Due Friday, March 27: Brochures (D2L)**
Week 13 Mar. 30, 31	*Work Block (Final Report and Presentation)*	*Work Block (Final Report and Presentation)*
Week 14 Apr. 1, Apr. 3	~~Final Presentation Practice~~ *Work Block (Final Report and Presentation)*	~~Final Presentation Practice~~ *Work Block (Final Report and Presentation)* **Due Friday, April 17: Final (Formal) Report**

5. Basis of Student Assessment (Weighting) – Revised March 17

Assignment	Weight	Due Date
Group Contract	Complete/Incomplete	Tues, Jan. 14
Proposal	15%	Fri, Jan. 24
Group Proposal Presentation	Complete/Incomplete	Mon, Feb. 3 - Tues, Feb. 4
Progress Report	10%	Fri, Mar. 1
Progress Presentation 1	5% (or 15%)	Mon, Feb. 25 – Tues, Feb 26
~~Progress Presentation 2~~	~~10%~~ (redistributed to Progress Presentation 1 OR Formal Report)	Mon, Mar. 16 – Tues, Mar. 17
Public Information Pamphlet/Poster	10%	Fri, Mar. 27
Final Report	35% (or 45%)	Fri, Apr. 17
Final Presentation	10%	TBD
Professionalism	5%	Ongoing

6. Grading System

| X | Standard Grading System (GPA) |

| | Competency Based Grading System |

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

Students are encouraged to submit assignment drafts to the Writing Centre well in advance of assignment due dates for extra support with revision/editing process.

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.