



CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-251-003
Advanced Communication
Winter 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	Monika Cwiartka
(b) Office hours	Tuesday 3:00 – 4:00, or by appointment
(c) Location	Paul 335
(d) Phone	250-370-3359 Alternative:
(e) E-mail	CwiartkaM@camosun.bc.ca
(f) Website	

2. Intended Learning Outcomes

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

1. Write a research report that reflects the generic structure of technical, scientific, or professional writing.
 - a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to the research report.
 - b) Differentiate between objective and subjective English and understand the purpose of each style of discourse.
 - c) Apply Standard English to ensure readability of documents.
 - d) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
 - e) Apply ethical principles (copyright law, source documentation, and sensitive material) to the report-writing process.
2. Compose communication for a variety of audiences in various formats such as abstracts, proposals, formal reports, presentations, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and user manuals.
 - a) Write in a style that meets the informational needs and backgrounds of various audiences.
 - c) Write in a style that exhibits brevity and clarity and avoids words of low information content.
 - d) 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 (the elements of good document design).
 - b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.
4. Design and deliver presentations 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 the presentation.
 - b) Use technical vocabulary appropriate for the intended audience.
 - 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 the presentation.
 - e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.

3. Required Materials

(a) Texts: **There is no required textbook for this course.** All needed resources will be provided by the instructor via D2L. Should you wish to purchase a technical communication textbook for your own purposes, however, please speak to the instructor for recommendations.

4. Course Content and Schedule

Please consult the D2L course site for weekly schedule of activities and resources.

5. Basis of Student Assessment (Weighting)

Your grade will be based on the following assignments (see specific assignment descriptions and rubrics on D2L for due dates and details):

Assignments	Word Length	Weight	Due Dates
Memo (Recommendation) (individual)	~600 (2 pages)	10%	Week 3
Proposal in response to RFP (individual); including letter of transmittal	~1000-1500	20%	Week 6
Team Presentation (PPT): Various topics (group)	Will vary ~15-20 min	15%	Throughout course
Poster (Group research; individual product)	Will vary	25%	Week 11
Pamphlet (Group research; individual product)	Will vary	15%	Week 14
Audience/rhetorical situation analysis (in-class)	~ 300	5%	Week 12
Other (participation on short in-class writing exercises, team meetings, and group project milestones)	Will vary	5%	Throughout
Punctuation and grammar quiz		5%	End of term
Total		100%	

6. Grading System

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

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.

9. Course-Specific/Instructor Policies

Camosun College has standards for professional behaviour for all members of the faculty—students, staff, and faculty. These are designed to support an effective learning environment and to prepare you for a career as a professional. You should familiarize yourself with the Student Conduct policies: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>

ATTENDANCE: The college expects that you will attend all your classes. Specifically, policy states that “It is each student's responsibility to attend the first class meeting of each course. If a student does not attend and does not contact the instructor within two working days following the first class with a satisfactory explanation, admittance to the course may be denied.”

If you cannot attend for reasons of illness or family emergency, please let me know as soon as possible (within 24 hours of missed class)—this is professional courtesy. Absences impact other students (team members in group work or peer review exercises), instructors, and yourself. Students who miss assignments due to such absences must provide clear, dated documentation (if needed; **within 48 hours of missed class in which an assignment was due**) that explains their absence in order to request a make-up or receive an extension without penalty.

VARSITY SPORTS/ACADEMIC ENGAGEMENTS: If you plan to be absent due to varsity sports or other academic engagements, you must let me know well in advance of the date (not the class before, or by

email after the class has already happened). For all other absences, you must inform me as soon as you know you will be absent.

LATENESS TO CLASS: If we are working on an assignment that requires teamwork and you are significantly late for the class for avoidable reasons, you will be barred from the team activity (it's disruptive to suddenly have a new team member half-way through an activity) and will not get credit for the assignment. **Anything more than 5 minutes late is unacceptable.**

Please note: assignments and exams in other classes are not grounds for extensions. Due dates are given well in advance. Plan accordingly.

Finally, please do not leave class mid-way through because you suddenly remembered you have to water your plants, feed your cat, or study for an exam. It is very disruptive to your instructor and fellow students and very unprofessional.

SUBMITTING ASSIGNMENTS: All assignments submitted to D2L or sent via email must be in .doc or .docx format (MS WORD). Please do NOT send in .odt, .txt, .wpd, etc. If, for some reason, you must email your assignment, do not assume I've received it unless I confirm receipt by email.

LATE OR MISSING ASSIGNMENTS: You must submit all assignments on time. Assignments submitted through D2L are due on the due date and at the due time (the dropbox will be locked at a certain point, and you will not be able to submit your assignment; if it's not in there, then you do not receive credit for it). **Late assignments will be penalized 5% off the awarded grade per day for up to 3 days, weekends included, for a 15% maximum penalty.** After three days (without legitimate documentation and/or explanation for the lateness, *procured within 48 hours of missed deadline*), assignments will be given credit, but will receive a mark of '0.'

Note: To receive a passing grade for the course, all required assignments must be completed to the satisfaction of the instructor. The only assignments that are not included in this requirement are the grammar and punctuation quiz and short in-class assignments for participation marks (10% of total grade). If you fail to submit any of the other assignments, you will receive an 'i' on your transcript, and thus an 'incomplete' for the entire course.

EMAIL PROTOCOL: Please observe the rules of professional communication (proper salutation, proper grammar, proper subject line that explains what the email is about, etc). Response time will vary, but generally expect one business day for an answer and potentially more over weekends.

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.