



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

**ENGL-273-002**  
**Technical Communication**  
**Winter 2020**

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## **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**

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| (a) Instructor   | Kimberly Lemieux  |
| (b) Office hours | Monday 10:00-11:00, Tuesday 2:30-3:30, Friday 10:00-12:00 |
| (c) Location     | CC 119B   |
| (d) Phone        | Please email <b>Alternative:</b>                          |
| (e) E-mail       | Lemieuxk@camosun.bc.ca                                    |
| (f) Website      |   |
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### **2. Intended Learning Outcomes**

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 two ancillary supporting reports 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) Design and produce a professional-quality marketing publication (e.g. brochure, profile document, website) 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) Employ additional program-specific presentation techniques (e.g. trade-show display, demonstration, web or video conference).

### 3. Required Materials

- (a) Texts

English 273 Course pack

- (b) Other

A writing style guide and dictionary of your choice.

### 4. Course Content and Schedule

<b>Monday 8:30 – 9:50 (CBA 219)</b>	<b>Tuesday 10:00 – 11:20 (PA 103)</b>
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### 5. Basis of Student Assessment (Weighting)

*Participation +/- 5% of final grade*

<b>Assignment</b>	<b>Weight</b>	<b>Due Date</b>
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%	Mon, Feb. 25 – Tues, Feb 26
Progress Presentation 2	10%	Mon, Mar. 16 – Tues, Mar. 17
Public Information Pamphlet/Poster	10%	Fri, Mar. 27
Final Report	35%	Fri, Apr. 9
Final Presentation	10%	TBD
Professionalism	5%	Ongoing

## 6. Grading System

- 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	<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.

## CLASS POLICIES

### ATTENDANCE POLICY (See Course Booklet for more details)

- Course credit is granted through a contract process. Part of your end of this contract requires attendance and participation in all course classes and assignments. Poor attendance and participation can compromise completion of this contract or the grades received from this contract.
- Poor attendance 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-attendance at or exceeding **five unexcused** absences. Each unexcused absence will result in a 1%-mark deduction to a maximum of 5% of your overall grade (see Professionalism assignment details and rubric).
- If you miss a class, it is your responsibility to know the material covered and to complete the assignments due.

*You have nothing to worry about if you are having legitimate personal or medical difficulties, and you inform me of this situation. Please contact me by e-mail if you are going to miss, or be late to a class.*

## ASSIGNMENT POLICIES

### **Submissions: YOU MUST SUBMIT ALL MAJOR ASSIGNMENTS TO PASS THIS COURSE.**

- **Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me on or before the due date, and let me know the exact date that you will submit the assignment. The late penalty will then be 10%. *I will give a grade of "0" to assignments submitted later than seven days after the due date.*
- **Plagiarism** is a form of cheating in that you are using someone else's words, ideas, opinions, or facts as though they are your own. Words belong to the person who first prints or speaks them; to claim them as your own is a form of stealing, which, translated into our academic setting, means cheating. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action.

### **ASSIGNMENT FORMAT:** Please follow these conventions for all assignments:

- Use white paper 8.5 X 11 inches.
- Write on one side of the paper.
- Ensure high print quality.
- Use 12-point font (minimum) for the text of reports.
- Single-space text with double-space between paragraphs. Use block format (no indentations).
- Default to the margins designated by your word processing software. Adjust only if appearance is not compromised.
- For multi-page assignments, place page numbers and headers on subsequent pages.
- Submit **evaluation rubrics** with every assignment that uses one. You must complete all information at the top of this evaluation sheet. Submit it with your assignment.
- Please, do not include any title pages, covers, binders, laminates, or any protective apparatus with your assignments. The exception is the *User Manual*; it will have a title page.

### **PRINCIPLES OF EVALUATION OF COURSE WORK**

- Evaluation of assignments is depicted on evaluation rubrics (sheets) which must be submitted with each assignment.
- Students must meet the attendance requirements of the instructor (see Professionalism guidelines and rubric).
- Students must meet the assignment-submission deadlines of the instructor (see course outline and schedule).
- Students must demonstrate, to the instructor's satisfaction, knowledge and facility with grammar /usage, idiom, and cultural style.