



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

**ENGL-273-DX01**  
**Technical Communication**  
**Fall 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	Kimberly Lemieux
(b) Office hours	Thursdays 11:00 am -12:00 pm or by appointment
(c) Location	Collaborate Classroom
(d) Phone	Please email _____ <b>Alternative:</b> _____
(e) E-mail	Lemieuxk@camosun.bc.ca
(f) Website	_____

### 2. Intended Learning Outcomes

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

- Plan, organize, structure, and write workplace formats that follow principles for a Capstone design project mandated by the engineering-technology program:
  - Write a formal report on a design specification using correct format, structure, and documentation.
  - Write at least two ancillary supporting reports for the formal report using correct format, structure, and documentation.
  - Write, and constantly update a logbook of personal data, activities, ideas, and results related to the design project.
  - Design and produce a professional-quality marketing publication (e.g. brochure, profile document, website) that promotes and highlights the nature of the design project.
- Write all assignments using correct workplace-writing style, structure, format, design, and ethical concepts.
  - Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to all assignments.
  - Apply Standard English and technical-writing conventions to ensure readability of documents.
  - Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
  - Use effective illustrative techniques to enhance the visual and informational quality of a written assignment.
  - 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 Booklet (available in D2L course)

(b) Other

A writing style guide and dictionary of your choice.

### 4. Course Content and Schedule

**Virtual Lectures (recorded): Tuesdays 10:00-11:20 – to access the lecture site, use the Collaborate link, which you will find on the course homepage.**

See course schedule (in D2L and below) for weekly lecture topics.

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

Assignment	Weight	Due Date
Group Contract	Complete/Incomplete	Sept. 13
Proposal	10%	Sept. 27
Group Proposal Presentation	Complete/Incomplete	Oct. 4
Peer Review of Presentation	Complete/Incomplete	Oct. 11
Progress Report	12%	Oct. 25
Project Web Page	8%	Nov. 29
Final Presentation	25%	Dec. 11
User Manual	15%	Dec. 13
Final Report	30%	Dec. 13

- All assignments are due to the Assignment folder by midnight of the day listed above.

## 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 these 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
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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 coursework
- treat students with respect

- be available during office hours or, if necessary arrange an alternative time to meet
- evaluate students fairly, based on criteria provided to students beforehand
- return assignments in a timely manner
- give useful feedback

### **Your instructor will expect you to**

- keep up with course material in D2L
- prepare for class by completing readings and assigned work on time
- actively participate in class activities
- ask questions if you need clarification
- submit your own, original work
- use instructor comments and feedback to improve future work
- cooperate with an act respectfully toward other students and the instructor
- communicate with the instructor about problems or concerns as soon as possible

### **Additional Policies**

#### **Guidelines for preparing and submitting written assignments**

All formal written assignments for this course should be typed according to the assignment requirements. All papers should be clearly marked with your name and submitted on time, as a PDF, through D2L Assignments.

**Late and Missing 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, please communicate with me by email beforehand.

- A reasonable explanation for a late assignment, if it is given before the due date, will be accepted.
- Please do not email assignments to me. 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.

#### **Attendance and Participation**

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.

Since this section of 273 will be delivered as an online course, your instructor will evaluate your level of participation rather than your class attendance. Participation activities will include quizzes on course content and team check-ins with your English instructor. These brief 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. As well, a self/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 no-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 lessons. It is your responsibility to know the material covered and to complete the assignments due.

If you have difficulty accessing course materials or assignment, let your instructor know well in advance of the due date.

Date	<b>Topics</b> <b>Live lectures – Tuesdays - 10:00-11:20</b>	Assignment	Due
<b>Week 1</b> Sept. 8-11	Welcome to English 273! Professional Writing (Review) Collaborative Writing Strategies Group Contract		<b>Sept 13</b>
<b>Week 2</b> Sept. 14-18	LECTURE: PROPOSAL, Developing a Brand  VIDEO: Technical Writing Style Review	<b>Group Contract</b> <b>Writing Style Quiz</b>	<b>Sept 20</b> <b>by Sept 20</b>
<b>Week 3</b> Sept. 21-25	LECTURE: PRESENTATION TECHNIQUES  VIDEO: GRAMMAR REVIEW (Sentence Errors, Sentence Basics)	<b>Proposal</b> <b>Sentences Quiz</b>	<b>Sept 27</b> <b>by Sept. 27</b>
<b>Week 4</b> Sept. 28-Oct. 2	Team Meeting #1 (Tuesday and Thursday)  VIDEO: DESIGNING SLIDES, GRAMMAR REVIEW (Active/Passive Voice, Vertical Lists, Parallelism)	<b>Practice Presentations</b>  <b>Team Meetings</b>	<b>Oct. 4</b>
<b>Week 5</b> Oct. 5-9	LECTURE: PROGRESS REPORTS	<b>Peer Evaluation</b>	<b>Oct. 11</b>
<b>Week 6</b> Oct. 12-16	LECTURE: RESEARCH AND DOCUMENTATION  VIDEO: GRAMMAR REVIEW (Hyphens)		
<b>Week 7</b> Oct. 19-23	LECTURE: PROGRESS REPORT (Review) PROMOTIONAL MATERIALS - Project Website VIDEO: GRAMMAR REVIEW (Topic TBD)	<b>Progress Report</b>	<b>Oct. 25</b>

<b>Week 8</b> Oct. 26-30	LECTURE: THE FORMAL REPORT/CIRCUIT CELLAR		
<b>Week 9</b> Nov. 2-6	<b>Group Meetings</b>	<b>20 min. Team Meeting with Kim</b>	<b>Sign up</b>
<b>Week 10</b> Nov. 9-13	LECTURE: USER MANUAL		
<b>Week 11</b> Nov. 16-20	LECTURE: FINAL (FORMAL) REPORT (Review)		
<b>Week 12</b> Nov. 23-27	LECTURE: PRESENTING TECHNICAL INFORMATION VIDEO: 2019 Final Presentations	<b>Website</b>	<b>Nov. 29</b>
<b>Week 13</b> Nov.30-Dec.4	<i>Optional Writing Lab (Final Report and Presentation)</i>		
<b>Week 14</b> Dec 7-11	<i>Optional Writing Lab (Final Report and Presentation)</i>	<b>Final Presentations</b>  <b>Final (Formal) Report</b>  <b>User Manual</b>	<b>Dec. 11</b>  <b>Dec. 13</b>  <b>Dec. 13</b>

#### ASSIGNMENT SUMMARY AND DUE DATES

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