

COURSE SYLLABUS



COURSE TITLE: ENGL-170: Technical & Professional Communication 1

CLASS SECTION: 004

TERM: F2021

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture, Lab

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Alexis Martfeld

EMAIL: martfelda@camosun.ca

OFFICE: LACC 119B

HOURS: Monday and Tuesday 6:30-7:30 via Collaborate

Wednesday 1:00-2:00 and Thursday 10:00-11:00

AND by request

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course focuses on writing for the workplace, including writing formats, structure, style, and document design with a comprehensive review of grammar, punctuation and usage. Students will write workplace correspondence, short reports, instructions and job-search formats in a clear, concise, purposeful, unambiguous and grammatically correct way.

PREREQUISITE(S):

One of:

- C in English 12
- C in Camosun Alternative

CO-REQUISITE(S):

Not Applicable

EXCLUSION(S):

Notes: Only one of ENGL 170 or ENGL 175 may be used towards a Camosun College credential.

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Write workplace correspondence, reports, and manuals that use correct workplace-writing style, structure, format, and ethical standards.
 - a) Present information appropriately either using the direct (immediate) approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
 - b) 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 language of low- information content.
 - d) Employ numbers, units, equations, and abbreviations correctly in documents.
 - e) Apply ethical standards and requirements (copyright law, plagiarism, sensitive material) to all writing.

2. Plan, organize, structure, and write workplace formats for a variety of situations.
 - a) Write workplace correspondence (letters, memos, e-mails) appropriate to audience and situation.
 - b) Write workplace reports appropriate to audience and situation.
 - c) Compose effective job-search documents related to specific job descriptions and situations.
 - d) Write an illustrated user-manual that employs clear instructions, procedures, and graphics that can be followed easily and accurately.

3. Design technical documents for high readability and appeal using word-processing software and techniques.
 - a) Articulate idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
 - b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.

4. Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.
 - a) Demonstrate mastery of advanced grammar concepts by completing practice exercises.
 - b) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

ENGL 170 Course Pack

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Date	Monday 2:30-3:50 (Port A 103)	Thursday 8:30-9:50 (CBA 202)
Week 1 Sept. 6 & 9	Holiday: College Closed	Introduction to the Course Due: Diagnostic
Week 2 Sept. 13 & 16	Genre and Principles of Technical Writing <i>Grammar Block 1</i>	Letter Formats and the Direct Approach <i>Grammar Block 1</i> Thursday, Sept. 16 Add/Drop Deadline
Week 3 Sept. 20 & 23	Direct Approach Writing Lab <i>(Meet in CBA 159)</i> <i>Grammar Block 2</i>	Revision and Proofreading Techniques
Week 4 Sept. 27 & 30	The Indirect Approach <i>Grammar Block 3</i> Due: Direct Approach Letter (8%)	National Day for Truth and Reconciliation: College Closure
Week 5 Oct. 4 & Oct. 7	Indirect Approach Writing Lab <i>(Meet in CBA 159)</i> <i>Grammar Block 4</i>	Parallelism, Vertical Lists, and Document Design <i>Grammar Block 5</i> Due: Indirect Approach Assignment (9%)
Week 6 Oct. 11 & 14	Holiday: College Closed	The Workplace Memo and Short Report <i>Grammar Block 6</i>
Week 7 Oct. 18 & 21	Illustrating Workplace Reports <i>Grammar Block 7</i>	Appropriate Language in Workplace Writing <i>Grammar Block 8 and 9</i>
Week 8 Oct. 25 & 28	Collaborative Writing and the Illustrated Research Report <i>Grammar Review</i>	Due: In-class Memo #1 (15%)
Week 9 Nov. 1 & 4	Due: Grammar Quiz (8%) <i>(Meet in CBA 159)</i>	Library Workshop: Locating and Evaluating Sources
Week 10 Nov. 8 & 11	Research and Citation <i>Grammar Block 10</i> Tuesday, Nov. 9 Last Day to Drop/Audit without Academic Penalty	Holiday: College Closed
Week 11 Nov. 15 & 18	Job Search <i>Grammar Block 11</i>	The User Manual <i>Grammar Block 12</i> Illustrated Research Report (15%)

Week 12 Nov. 22 & 25	User Manual Writing Lab (Meet in CBA 159) <i>Grammar Block 13</i>	User Manual Writing Lab Due: Resume and Cover Letter (C/I)
Week 13 Nov. 29 & Dec. 2	<i>Grammar Review</i>	Due: In-class Memo #2 (15%)
Week 14 Dec. 6 & 9	User Manual Writing Lab (Meet in CBA 159)	Due: Final Grammar Test (10%) Due: User Manual (17%)

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

Assignment	Weight	Due Date
Diagnostic	Complete/Incomplete	Thursday, Sept. 9
Direct Approach Letter	8%	Monday, Sept. 27
Indirect Approach	9%	Thursday, Oct. 7
In-Class Memo #1	30% (or 15% if combined with in-class memo #2)	Thursday, Oct. 28
Grammar Quiz	8%	Monday, Nov. 1
Illustrated Research Report	15%	Thursday, Nov. 18
Resume and Cover Letter	Complete/Incomplete	Thursday, Nov. 25
In-Class Memo #2	15%	Thursday, Dec. 2
Grammar Test	10%	Thursday, Dec. 9
User Manual	15%	Thursday, Dec. 9
Professionalism	5%	Ongoing

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

You can expect your instructor to

- teach to the course goals
- give clear instructions for assignments and exercises
- advise and support students in their course work
- treat students with respect
- be available during office hours or, if necessary, arrange an alternative time to meet
- evaluate students fairly and constructively, based on criteria made clear to students beforehand
- return assignments in a timely manner
- regularly check and be available by email

Your instructor will expect you to

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

Guidelines for Preparing, Completing, and Submitting Written Assignments

All major assignments are mandatory. Students must complete all assignments to pass the course.

All in-class assessments, quizzes, and presentations must be completed in class on the day they are due or they will receive a grade of zero. If you have an emergency and are unable to attend class to complete the assessment, quiz, or presentation, notify me as soon as possible to explain your absence.

All formal written assignments for this course should be typed according to assignment specifications. When you use sources, your work should include correct and complete citations in IEEE format. All papers should be clearly marked with your name and submitted on time, **as a PDF**, through D2L Assignments.

If you would like to receive in-line feedback on a written assignment, you must also submit a hard copy of your assignment at the beginning of class on the due date in addition to uploading a **.doc or .docx version** of your assignment (in lieu of the PDF version) to D2L Assignments with the required notes, as directed. Please do not email assignments unless asked to do so.

Students should keep copies of all assignments and draft documents related to all major assignments until the end of the term. In the event of a computer failure or a grade discrepancy, these documents will be critical. Always, always back up your files.

Late & Missing Assignments

You must submit assignments on time. However, a reasonable explanation and request for extension, if given *before* the due date, will be considered. Late submissions without prior explanation will lose 10% if submitted < 7 days after the due date and will lose 40% if submitted >7days after the due date. Late assignments will receive a grade only (no comments).

Plagiarism & Cheating

Plagiarism is a serious academic offense. Please ensure you submit your own, original work, which you have written for the assignments in this class. You should review Camosun's policies on academic honesty and plagiarism, which you can find here: <http://camosun.ca/learn/school/arts-science/images/Arts%20and%20Science%20Academic%20Honesty%20Guidelines.pdf>.

Professionalism & Participation

Students are expected to treat all class members with respect and dignity. Try to be fully present for class by shutting off other programs and not checking your cell phone.

You can demonstrate your professionalism through your attendance, engagement, respect, and thoughtful completion of assigned tasks.

In addition to negatively impacting your course Professionalism grade (5%), poor participation may affect your grade as a natural consequence through poor performance on assignments due to missed class work.

Additional Notes

If you encounter circumstances that you feel impede your learning in this course, or if throughout the term you discover ways I could better support your learning, please let me know. We are in this together, and I am happy to work with you to create a positive and productive learning environment.

Please contact me with any concerns or questions regarding the course. The easiest way to reach me is by email (martfelda@camosun.bc.ca) or during my office hours.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds

Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures”

(<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

Changes to this syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.