



CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-170-D01
Technical Writing
Summer 2021

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	Katie Tanigawa
(b) Office hours	M 1:30– 2:30 p.m.; Tu 2-3 p.m.; W 10-11 a.m.; Th 11 a.m.-12:00 p.m.
(c) Location	Blackboard Collaborate
(d) Phone	N/A
(e) E-mail	tanigawak@camosun.ca
(f) Website	

2. Intended Learning Outcomes

Upon completion of this course the 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.

3. Required Materials

All materials will be provided to you via D2L and will be accessible through the Camosun Library website or the open web.

4. Course Content and Schedule

The only mandatory live session is the first class on Monday, May 3rd. All other live sessions are optional. Key course content will be available asynchronously via D2L.

Week	Date	Lessons	Assignment	Due
Week 1	5/3-5/9	Introduction	Diagnostic	Sun 5/9
Week 2	5/10-5/16	Writing Principles/Letter Writing/Direct Approach		
Week 3	5/17-5/23	Indirect Approach and Professional Emails	Letter	Sun 5/23
Week 4	5/24-5/30	Document Design		
Week 5	5/31-6/6	Memos and Revision	Indirect Approach	Wed 6/2
Week 6	6/7-6/13	Workplace Graphics and Numbers		
Week 7	6/14-6/20	Grammar Review	Timed Short Report	Mon 6/14
Week 8	6/21-6/27	New Technology Report and Source Credibility	Mid-Term Grammar Quiz	Mon 6/21
Week 9	6/28-7/4	Quotation and Citation		
Week 10	7/5-7/11	Reviewing and Editing Other People's Work	Research Report with Graphics	Sun 7/11
Week 11	7/12-7/18	Job Applications		
Week 12	7/19-7/25	User Manuals	Resume/Job Description (Bonus Assignment)	Sun 7/25
Week 13	7/26-8/1	Document Formatting and Review	Timed Report	Mon 7/26
Week 14	8/2-8/8		Final Grammar Quiz and User Manual	Grammar Quiz (Wed 8/4) User Manual (Sun 8/8)

5. Basis of Student Assessment (Weighting)

Assignment	Weight	Due Date
Major "Take-Home" Assignments		
Direct Approach Letter	10%	Sun 5/23
Indirect Approach Letter	12%	Wed 6/2
Research Report	15%	Sun 7/11
User Manual	18%	Sun 8/8
Timed Writing Assignments		
Midterm Timed Writing Assignment	10%	Mon 6/14
Final Timed Writing Assignment	10%	Mon 7/26
Timed Grammar Quizzes		
Midterm Grammar Quiz	7.5%	Mon 6/21
Final Grammar Quiz	7.5%	Wed 8/4
Participation and Professionalism		
Professionalism (e.g., D2L written discussion forum participation)	10%	Ongoing

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 the resources on the first day of class; however, you may find the following resources particularly useful for this course.

- **The Writing Help Centre**
 - <https://legacy.camosun.ca/services/writing-centre/index.html>
- **Camosun Library**
 - <http://camosun.ca/services/library/>
- **The Centre for Accessible Learning**
 - <https://camosun.ca/services/academic-supports/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
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
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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 Guidelines

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
- Act in a fair manner
- Be available during virtual 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
- Give useful feedback

Your instructor will expect you to

- Keep up with course material on D2L
- 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

Guidelines for preparing and submitting written assignments

All formal written assignments for this course should be typed according to assignment specifications. When and if you use sources, your papers should use correct and complete citation format according to the guidelines set out by the relevant academic discipline. All papers should be clearly marked with your name and submitted on time, as a PDF, through D2L Assignments.

Late and missing assignments

You must submit assignments on time. The Summer 2021 session is taking place under unusual circumstances, and your instructor is aware that you may be under unusual levels of stress and that your access to communications technology may sometimes be limited. A reasonable explanation for a late assignment, if it is given before the due date, will be accepted. Late submissions without prior explanation will be penalized by 10%. Submissions more than one week late will be given a '0'.

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 honest and plagiarism, which you can find here: <http://camosun.ca/learn/school/arts-science/images/Arts%20and%20Science%20Academic%20Honesty%20Guidelines.pdf>.

Professionalism and Participation

Course credit is granted through a contract process. Part of your end of this contract requires participation

in all course activities and assignments. Poor participation can compromise completion of this contract or the grades received from this contract. Since this section of English 170 will be delivered as an online course, your instructor will evaluate your level of participation rather than your class attendance.

Participation activities will be determined by your individual instructor, but will include:

- Thorough and meaningful participation in written D2L discussion forums.

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 non-participation, such as failure to participate in group discussions. This penalty can result in a letter grade drop.

Each week, you will be given several ways to access the lesson. It is your responsibility to know the material covered and to complete the assignments due. If you have difficulty accessing course materials or assignments, let your instructor know well in advance of the due date.

You have nothing to worry about if you are having legitimate personal or medical difficulties and inform your instructor of this situation. Please contact me by e-mail in advance if you will be forced to miss a discussion or timed assignment. This way we can make alternative arrangements for you.

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.