



CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-173-DX01
Technical Communication - WENG
Summer 2021

COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

□ 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	Julian Gunn
(b) Office hours	TBD
(c) Location	Online
(d) E-mail	gunnj@camosun.bc.ca
(e) Website	(Collaborate course room) https://ca.bbcollab.com/guest/270aff8c3e374da2a0ef90d707e5121f

2. Intended Learning Outcomes

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

1. Apply the steps of an effective writing process to correspondence and reports.
 - a) Use brainstorming, clustering, and outlining techniques to generate ideas for writing.
 - b) Generate drafts of writing using the principles of technical and military writing.
 - c) Use principles of grammar, punctuation, and usage to revise and proofread writing.
 - d) Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.
2. Write correspondence, workplace reports, and a formal research report that meet Standard English and military and civilian workplace standards.
 - a) Write correspondence (letters, memos, and e-mails) and informal reports for the military and the civilian workplace using correct workplace formats.
 - b) Use a direct or immediate (pyramid) approach to present information in written reports.
 - c) Write a formal research report that is supported with relevant and substantiated evidence, and document sources using appropriate documentation style.
 - d) Apply ethical concepts (copyright law, plagiarism, sensitive material) to written correspondence and reports.
 - e) Write in a style that meets the informational needs and backgrounds of various audiences.
 - f) Write in a style that exhibits brevity and clarity and avoids words of low information content.
 - g) 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.
 - b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.
4. Present technical information to audiences in a professional manner.
- a) Use appropriate electronic and software-presentation tools to present technical information to audiences.
 - b) Employ the principles of effective public speaking and anxiety control.

3. Required Materials

- (a) Texts

Engl 173 Coursepack (supplied online)

4. Course Content and Schedule

Live Session Monday 2:30 – 4:00 pm (except Victoria Day)
Most assignments due Sundays by 11:59 pm

Week	Topic
1.	Course Introduction and Workplace Writing Principles
2.	Workplace Format and Structure Review
3.	Proposal Format and Developing a Research Question
4.	Graphics in Workplace Reports
5.	Research Basics, Argumentation, and Authority
6.	Quotation, Citation, and IEEE format
7.	References List and Parallelism
8.	Library Orientation and SVA
9.	Short Report Format and Using Numbers
10.	Workplace Presentations
11.	Formal Report Format and Working with Data
12.	Executive Summaries
13.	Editing and Proofreading
14.	Course Review and Q&A Session

For details of each weekly lesson, see course pack for Week 1.

5. Basis of Student Assessment (Weighting)

MAJOR ASSIGNMENTS	DUE	WORDS (Length)	INDIVID / COLLAB	VALUE
1. Introductory Memo (Direct Approach)	Week 2 (Sunday)	1-2 pages	I	5%
2. Research Proposal	Week 4 (Sunday)	2 page max	C	15%
3. Resources List	Week 8 (Sunday)	1-2 pages	C	5%
4. Timed Status Report	Week 9 (Sunday)	1 page	I	10%
5. Formal Technical Presentation	See below (2 parts)		C	25%
a. Video presentation	<i>Week 12 (Sunday)</i>	<i>5-7 minutes / person</i>		20%
b. Q & A participation	<i>Week 14 (Monday)</i>	<i>N/A</i>		5%
6. Formal Technical Report	Week 14 (Sunday)	2000-3000 wds	C	40%
7. Personal Performance Completion of exercises, grammar review, and other homework, plus Punctuality, and Participation	Deductions Possible for lack of participation and attendance (I)			No Max.

See Week 1 course pack for more details.

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

A good style guide is always useful. We often recommend *A Pocket Style Manual* by D. Hacker, now in its 8th edition.

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.