



CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-141-DX01
Technical Communication 1
W2021

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	Alexis Martfeld
(b) Office hours	Tuesdays 3:30-4:30; Thursdays 1:00-2:00
(c) Location	Blackboard Collaborate
(d) Phone	Please email
(e) Email	Martfelda@camosun.bc.ca

2. Intended Learning Outcomes

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

1. Employ appropriate technical writing conventions and ethical standards in written communication.
 - a) Write in a style that exhibits brevity and clarity and avoids words of low information content.
 - b) Write correspondence appropriately using the direct or immediate (pyramid) approach.
 - c) Employ numbers, units, equations, and abbreviations correctly in documents.
 - d) Use grammatically correct sentences and paragraphs and use Standard English and spelling.
 - e) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.
 - f) Apply ethical concepts (copyright law, plagiarism, sensitive material) to all forms of communication.
2. Write correspondence and informal reports in a format and manner appropriate for the military and civilian workplace.
 - a) Write letters, memos, e-mails, and informal reports using correct workplace format.
 - b) Analyze the informational needs and backgrounds of various audiences requiring technical reports, and use technical vocabulary appropriate for the intended audience.
3. Use word-processing software to design, produce, and edit professional documents that meet workplace standards.
 - a) Use word-processing software to design technical documents for high readability and appeal.
 - b) Use word-processing software to develop effective time-management skills and efficiency in writing technical documents.
4. Demonstrate comprehension of a variety of reading materials, both technical and non-technical.
 - a) Use reading techniques to extract data effectively and efficiently from texts, articles, and graphics of military and other documents.
 - b) Read and comprehend technical documents including lists, tables, and charts.
 - c) Summarize technical and non-technical documents to identify and relate main ideas accurately and concisely.
5. Develop and use learning strategies that contribute to academic success.
 - a) Develop and apply strategies for effective time management.
 - b) Employ strategies for effective studying, note taking, test taking, and time management.
 - c) Demonstrate active listening skills to identify main ideas and verbal cues.

3. Required Materials

Course resources (provided)

4. Course Content and Schedule

This **tentative** schedule outlines weekly topics and major assessments for English 141.

The schedule is **subject to change**.

Week	Live Class Tuesdays 2:00-3:30	Asynchronous Material
Week 1 Jan. 12	Topics <ul style="list-style-type: none"> • Introduction to English 141!!! • Diagnostic Overview 	Topics <ul style="list-style-type: none"> • Grammar: Parts of Speech and Sentence Basics <p>Due: Entrance Assessment (Friday, January 15) (C/I)</p>
Week 2 Jan. 19	Topics <ul style="list-style-type: none"> • Technical Writing: Overview • Technical Writing: Style 	Topics <ul style="list-style-type: none"> • Grammar: Fragments and Run-ons
Week 3 Jan. 26	Topics <ul style="list-style-type: none"> • Technical Writing: Structure and Formats • Military Format 	Topics <ul style="list-style-type: none"> • Grammar: Commas and Semicolons <p>Major Assessment #1 Due: Setting Up for Success (13%)</p>
Week 4 Feb. 2	Topics <ul style="list-style-type: none"> • Summary • Document Design 	Topics <ul style="list-style-type: none"> • Grammar: Colons and Parallel Structure
Week 5 Feb. 9	Topics <ul style="list-style-type: none"> • Reading Strategies • Paragraph Structure 	Topics <ul style="list-style-type: none"> • Grammar: Modifiers <p>Major Assessment #2 Due: Summary (12%)</p>
Week 6 Feb. 16	READING WEEK!!!	READING WEEK!!!
Week 7 Feb. 23	Topics <ul style="list-style-type: none"> • Study Skills • Midterm Evaluation Preparation 	Topics <ul style="list-style-type: none"> • Grammar: Apostrophes
Week 8 Mar. 2	Major Assessment #3 Due: Midterm Evaluation (20%)	Topics <ul style="list-style-type: none"> • Grammar: Subject Verb Agreement
Week 9 Mar. 9	Topics <ul style="list-style-type: none"> • Technical Descriptions, Illustrations, and Instructions 	Topics <ul style="list-style-type: none"> • Grammar: Pronoun Antecedent Agreement
Week 10 Mar. 16	Topics <ul style="list-style-type: none"> • Ethics • Appropriate Language • Presentation Skills 	Topics <ul style="list-style-type: none"> • Grammar: Pronoun Problems

Week 11 Mar. 23	Topics <ul style="list-style-type: none"> TBD 	Topics <ul style="list-style-type: none"> Grammar: Pronoun Case
Week 12 Mar. 30	Topics <ul style="list-style-type: none"> Presentations <p>Major Assessment #4: Description and Presentation (10%)</p>	Topics <ul style="list-style-type: none"> Grammar: Hyphens, Dashes, Parentheses
Week 13 Apr. 6	Topics <ul style="list-style-type: none"> Review for Final Evaluation 	Topics <ul style="list-style-type: none"> Grammar: Review
Week 14 Apr. 13	Major Assessment #5 Due: Final Evaluation (15%)	Major Assessment #6 Due: User Manual (15%)

5. Basis of Student Assessment (Weighting)

Assessment Piece	Weight	Score*	Due Date
Diagnostic/Introductory Assessment	C/I		Friday, Jan. 15
Professionalism/Participation/Class Activities	5%		Ongoing
Online Quizzes	10%		Ongoing
Major Assessment #1: Setting up for Success	13%		Friday, Jan. 29
Major Assessment #2: Summary Assignment	12%		Friday, Feb. 12
Major Assessment #3: Midterm Evaluation	20%		Tuesday, Mar. 2
Major Assessment #4: Description and Presentation	10%		Tuesday, Mar. 30
Major Assessment #5: Final Evaluation	15%		Tuesday, Apr. 13
Major Assessment #6: User Manual	15%		Friday, Apr. 16

*Keep track of your grades. Record your score on each assessment in the space provided.

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

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

Throughout the term we will discuss resources that you can access that will help you succeed in this course and others.

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, Student Ancillary Fees, Academic Integrity, Grade Review & Appeals, Student Misconduct and Academic Accommodations for Students with Disabilities 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.

9. Additional Information and Class Policies

- 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 assignment, quiz, or presentation, notify me as soon as possible to explain your absence, and provide documentation verifying your absence.
- Late assignments will be marked with a penalty of 5% per day (unless accompanied by appropriate documentation for illness, etc.) up to one week after the due date. Assignments submitted after this time will receive a zero. Late assignments will be given a grade but no feedback.
- Upload a digital copy of all assignments and learning activities to the appropriate D2L Assignment folder; Please do not email assignments unless directed to do so.
- Students should keep copies of all assignments and draft documents related to the assignment.
- Assignments due on the last day of the course must be submitted that day.
- Assignments should be word processed and written with a 12-point, professional font, unless otherwise directed.
- Students are expected to carefully prepare for class and fully participate in all class activities. Students should have no more than one unexcused absence.
- 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.
- **Plagiarism** means presenting the words or ideas of others as your own. **Plagiarism is a serious academic offence.** All information or ideas that are not primarily your own must be documented according to the relevant documentation guidelines. The **minimum** penalty for plagiarism is a zero on the assessment You should review Camosun's policy on Academic Integrity, which you can find here: <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>
- Please contact me with any concerns or questions regarding the course. The easiest way to reach me is by email (marfelda@camosun.bc.ca) or during my office hours.