CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-170-D01
Technical Writing
Winter 2021

COURSE OUTLINE

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

Ω *Please note: This outline will <u>not</u> 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**	Alena Chercover
(b)	**Office hours**	Tuesday/Thursday 12:30-1:30 and by appointment
(c)	**Location**	Online (Collaborate)
(d)	**Phone**	Please email
(e)	**E-mail**	chercovera@camosun.bc.ca

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

(a) Texts – ENGL 170 Course Booklet – provided online in D2L or for purchase through Camosun Bookstore

4. Course Content and Schedule

Please attend Collaborate Lectures on Fridays, 10:30 AM -11:50 AM

Date	Topics	Assignment	Due
Week 1 Jan 11-15	• Introduction to the Course • Genre and Principles of Technical Writing	**Intro Assignment**	**Jan. 15**
Week 2 Jan 18 - 22	• Letter Formats and The Direct Approach		
Week 3 Jan 25 - 29	• Revision and Proofreading Techniques • Workplace Writing: The Indirect Approach	**Direct Approach Letter (10%)**	**Jan. 29**
Week 4 Feb 1 - 5	• Parallelism, Vertical Lists, and Document Design		
Week 5 Feb 8 - 12	• Illustrating Workplace Reports • The Workplace Memo and Short Report	**Indirect Approach Letter (10%)**	**Feb. 12**
Week 6 Feb 15 - 19	**Reading Week**		
Week 7 Feb. 22 - 26	• Grammar Review (PPT)	**Timed Writing Assessment (30%)**	**Feb. 26**
Week 8 March 1 - 5	• Collaborative Writing and The Research Report	**Grammar Quiz (5%)**	**Mar. 5 – Mar. 6**
Week 9 March 8 - 12	• Research: Locating and Evaluating Sources		

Week 10 March 15 - 19	• Research: The 3 I's and Citation		
Week 11 March 22 - 26	• User Manual	**Research Report**	**Mar. 26**
Week 12 March 29 – April 2	**HOLIDAY (no class)** • Job Search 1 and 2 (Video Lecture)		
Week 13 April 5-9	• Grammar Review	**Timed Writing Assessment #2 (Optional)** **Resume and Cover Letter (Optional)**	**Apr. 9** **Apr. 9**
Week 14 April 12 - 16		**Final Grammar Test (5%)** **User Manual (15%)**	**Apr. 16** **Apr. 16**

5. Basis of Student Assessment (Weighting)

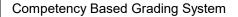| Assignment	Weight	Due Date
Diagnostic	Complete/Incomplete	**Jan. 15**
Direct Approach Letter	10%	**Jan. 29**
Indirect Approach	10%	**Feb. 12**
Timed Write Memo 1*	30%	**Feb. 26**
Grammar Quiz	5%	**Mar. 5, noon - Mar. 6, noon**
Illustrated Research Report	25%	**Mar. 26**
Resume and Cover Letter	Optional	**Apr. 9**
Timed Write Memo 2*	Optional	**Apr. 9**
Grammar Quiz	5%	**Apr. 16**
User Manual	15%	**Apr. 16**

*NOTE: *Students must demonstrate adequate writing ability by receiving at least 60% on the in-class memo to pass the course. Students who wish to increase their grade on the memo may choose to write the optional timed write memo later in the term. The combined average of the first and second memo will comprise the student's timed write memo grade. If a student does not achieve these criteria, their final mark will be the average of the two timed writing assignments.*

Students must submit all assignments and write all quizzes to pass this course.

6. Grading System

         [x]   Standard Grading System (GPA)

☐ Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the 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, 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	*Incomplete*: 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	*In progress*: 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	*Compulsory Withdrawal*: 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 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 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 Expectations

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. Requests for extensions (up to 5 days) made prior to the assignment due date will be considered on a case-by-case basis.
       b. I do not allow re-writes of any kind. We do not have the time.
       c. Please do not email assignments to me. Pease 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.

Collaborative Writing – In this course, you will have the option of co-authoring one or more documents. Any sort of collaborative effort demands a lot of those involved. Consider your strengths and weaknesses as a team member, and ensure you put in your best effort while accomplishing the tasks laid out for you in the team-based assignments.