



CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-273-DX02
Technical Communication
Winter 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

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|------------------|---|
| (a) Instructor | Kimberly Lemieux |
| (b) Office hours | Tuesdays 12 – 2 pm and Thursdays 12:30 – 1:30 pm |
| (c) Location | Please use the link provided on the course homepage |
| (d) Phone | Please email Alternative: |
| (e) E-mail | lemieuxk@camosun.bc.ca |
| (f) Website | |
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2. Intended Learning Outcomes

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

1. Plan, organize, structure, and write workplace formats that follow principles for a Capstone design project mandated by the engineering-technology program:
 - a) Write a formal report on a design specification using correct format, structure, and documentation.
 - b) Write at least one ancillary supporting report for the formal report using correct format, structure, and documentation.
 - c) Write, and constantly update a logbook of personal data, activities, ideas, and results related to the design project.
 - d) Write an illustrated user-manual on the design project that defines audience, and employs clear instructions and procedures that can be followed accurately.
 - e) Design and produce a professional-quality brochure that promotes and highlights the nature of the design project.

2. Write all assignments using correct workplace-writing style, structure, format, design, and ethical concepts.
 - a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to all assignments.
 - b) Apply Standard English and technical-writing conventions to ensure readability of documents.
 - c) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
 - d) Use effective illustrative techniques to enhance the visual and informational quality of a written assignment.
 - e) Apply ethical principles to the report-writing process (copyright law, source documentation, and sensitive materials).

3. Design and deliver presentations on the Capstone design project that fulfill the principles of effective speaking, anxiety control, and visual enhancement:
 - a) Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of presentations.
 - b) Use technical vocabulary appropriate for the intended audiences.
 - c) Present information effectively and appropriately using effective speaking skills and anxiety-control strategies.
 - d) Use effective illustrative techniques to enhance the visual and informational quality of presentations.
 - e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools.
 - f) Display the design project to the general public using trade-show presentation principles.

3. Required Materials

(a) Texts – ENGL 273 Course Booklet (available digitally online and in print through the Bookstore) – one per group, please

(b) Other – Writing Style Guide of your choice

4. Course Content and Schedule

Synchronous Meeting – Course Collaborate Classroom - TUESDAY - 10:00 AM - 11:20 AM

Please consult the course schedule in D2L for a list of lecture topics and assignment due dates.

5. Basis of Student Assessment (Weighting)

Assignment	Weight	Due Date
Group Contract	Complete/Incomplete	Sunday, Jan 24
Proposal	12%	Sunday, Jan 31
Group Proposal Presentation	Complete/Incomplete	Sunday, Feb 7
Peer Review of Presentation	Complete/Incomplete	Sunday, Feb 14
Progress Report	18%	Sunday, Feb 28
Progress Presentation	10%	Sunday, March 21
Project Brochure	5%	Sunday, March 28
Final Report	35%	Sunday, April 18
Final Presentation	15%	TBD
Professionalism	5%	Ongoing

6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

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

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. 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 the 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 and 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 reasonable explanation for a late assignment, if it is given before the due date, will be accepted.
- Please do not email assignments to me. Please 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.

Attendance and Participation

Course credit is granted through a contract process. Part of your end of this contract requires attendance and participation in all course classes and assignments. Poor attendance and participation can compromise completion of this contract or the grades received from this contract.

Since this section of 273 will be delivered as an online course, your instructor will evaluate your level of participation rather than your class attendance. Participation activities will include team check-ins with your English instructor. These brief meetings will allow you to present questions and drafts for feedback to your instructor. All members of the team are expected to be present at these meetings; members who are not present will lost participation marks.

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 absence from group meetings with the instructor or failure to participate in group presentations. This penalty can result in a letter grade drop.

Each week, you will be given several ways to access the lessons. 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.

Class Expectations adapted from K. Tanigawa, English 273 Course Syllabus S2020