COURSE SYLLABUS

COURSE TITLE: ENGL-273: Technical Communication

CLASS SECTION: X03

TERM: S2022

COURSE CREDITS: 3

DELIVERY METHOD(S): In-Person

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Katie Tanigawa

EMAIL: tanigawak@camosun.ca

OFFICE: LACC 119A

HOURS: M 9 a.m.-10 a.m & 1:30 p.m.-2:30 p.m.; Th 10 a.m.-12 p.m.; by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will receive individual and group communication support towards completion of their Capstone design-project technology course. Written assignments include a formal technical report supported by program-specific documents. Additionally students will produce a professional quality marketing publication. Presentation assignments include program-specific short progress reports, and longer professional presentations.

PREREQUISITE(S):
All of:
• C in ENGL 170

CO-REQUISITE(S):
One of:
• CIVE 289
• COMP 299
• ECET 290
• MENG 295

EXCLUSION(S):
Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon completion of this course a 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 project using correct format, structure, and documentation.
b) Write at least two supporting reports for the formal report (e.g. proposal, progress report, user manual) 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) Design and produce a professional-quality marketing publication (e.g. brochure, profile document, website) 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 knowledge of copyright law, plagiarism, and sensitive materials 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) Employ additional program-specific presentation techniques (e.g. trade-show display, demonstration, web or video-conference).

4. Apply the principles and dynamics of conflict resolution in a team setting to maximize the efficiency of collaborative work.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

All materials will be accessible via D2L or Camosun's Library website.

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Week	Date	Topics	Team Meetings	Assignment Due	Assignment Due Date
1	5/2-5/8	Introduction/ Technical Proposal/Project Charter and Professional Writing Strategies		SIFT Form	Sun. May 8th
2	5/9-5/15	Presentation Techniques/ Project Charter Revision		Project Charter and Contract	Sun. May 15th
3	5/16-5/22	Progress Report/ Recorded Presentations	Intro Team Meetings	Intro meeting	Signup
4	5/23-5/29	**Monday, May 23rd HOLIDAY** Practice Presentations/Writing Style		Practice Presentations	Sun. May 29th
5	5/30-6/5	Team Bios		Team Bios	Sun. June 5th
6	6/6-6/12	Progress Report Revision/ Progress Report Presentation Tips			
7	6/13-6/19	Research/Documentation/ Summarizing		Progress Report (Written)	Sun. June 19th
8	6/20-6/26	Presentations		Progress Report (Presentation)	Sun. June 26th
9	6/27-7/3	Website/Group Meetings **Friday, July 1st HOLIDAY**	Team Meetings	Team Meetings	Signup
10	7/4-7/10	User Manual			
11	7/11-7/17	Final Report Review			
12	7/18-7/24	Website Revision/ Presentation Details		Website	Sun. July 24th
13	7/25-7/31	Final Report Revision		Manual	Sun. July 31st
14	8/1-8/7	**Monday, Aug. 1 HOLIDAY** Final Presentation		Final Presentation	Sun. August 7th
				Final Report	Sun. August 7th

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

ASSIGNMENTS	WEIGHT	DUE DATE
Team Contract	C/I	Sun 5/15
Project Charter	10%	Sun 5/15
Practice Presentation	C/I	Sun 5/29
Team Bios	5%	Sun 6/5
Progress Report	15%	Sun 6/19
Progress Presentation	10%	Sun 6/26
Project Webpage	10%	Sun 7/24
User Manual	10%	Sun 7/31
Final Presentation	15%	Sun 8/7
Final Report	25%	Sun 8/7
Professionalism (e.g., D2L written discussion forum participation)	+/-	Ongoing
TOTAL	100%	

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information.
http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

The following class guidelines are here to ensure we have a productive term. In the first weeks of class, we will be reviewing these guidelines and adding to them as the class sees fit.

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 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, .doc., or .docx file through D2L Assignments.

Late and missing assignments

You must submit assignments on time. That said, your instructor is aware that you may be under unusual levels of stress. 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 honesty and plagiarism, which you can find here: https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf

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.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities
The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-

and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.