

COURSE SYLLABUS



COURSE TITLE: ENGL-170: Technical & Professional Communication 1

CLASS SECTION: 006

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture, Lab

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

INSTRUCTOR DETAILS

NAME: Alexis Martfeld

EMAIL: martfelda@camosun.ca

OFFICE: LACC119B (Interurban)

HOURS: Mon/Wed: 12:50-1:20 & 3:50-4:20; Thur: 11:30-12:30; Fri: 10:00-11:00 or 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

This course focuses on writing for the workplace, including writing formats, structure, style, and document design with a comprehensive review of grammar, punctuation and usage. Students will write workplace correspondence, short reports, instructions and job-search formats in a clear, concise, purposeful, unambiguous and grammatically correct way.

PREREQUISITE(S):

One of:

C in English 12

C in ENGL 090

C in ENGL 091 and ENGL 093

C in ENGL 092

C in ENGL 103

C in ENGL 130

C in ENGL 142

C in ELD 092

C in ELD 097

C in ELD 103

CO-REQUISITE(S):

EQUIVALENCIES:

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon completion of this course a 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.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

ENGL 170 Course Materials – Supplied in D2L

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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

WEEK (006)	Tues 10:30-11:50 am (CBA 202) & Fri 8:30-9:50 am (CBA 120)	Due
Week 1	Introduction to Technical Writing	Diagnostic (Sept 3)
Week 2	Letters and the Direct Approach Grammar Block	Writing Lab 1 (Sept 13)
Week 3	Revision and Proofreading Grammar Block	Writing Lab 2 and Direct Approach Letter (Sept 20)
Week 4	Emails and the Indirect Approach Grammar Block	Writing Lab 3 (Sept 27)
Week 5	Numbers and Appropriate Language, In-class Assessment #1 Grammar Block	In-class Assessment #1 (Oct 4)
Week 6	Document Design, Graphics, Workplace Memos Grammar Block	Writing Lab 4 (Oct 11)
Week 7	Grammar Review and Mid-term Grammar Quiz	Grammar Quiz (Oct 18)
Week 8	Collaborative Writing and Research	
Week 9	Research and Citations Grammar Block	
Week 10	Research Grammar Block	Writing Lab 5 (Nov 8)
Week 11	Research Report and Job Search Grammar Block	Research Report (Nov 15)
Week 12	User Manual Grammar Block	
Week 13	User Manual and Grammar Review	
Week 14	Grammar Final Quiz and In-class Assessment #2	Grammar Quiz and Writing Lab 6 (Dec 3) In-class Assessment #2 and User Manual (Dec 6)

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 notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Direct Approach Letter	10%
In-Class Assessment 1	15%
In-Class Assessment 2	15%
Grammar Quizzes (Mid-term and Final)	20%
Research Report	15%
User Manual	15%
Professionalism and Writing Labs	10%
	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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & 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 course work
- treat students with respect and 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 provided to students beforehand

Your instructor will expect you to

- keep up with course material and announcements on D2L and by email
- 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, human-generated work, on time and according to instructions
- 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
 - I am here to support you to the best of my ability. The easiest way to get in touch with me is by email, and then we can make additional arrangements from there if need be. Please, too, be sure to check your own email regularly as I may need to contact you individually at some point in the term.

Additional Guidelines and Expectations

Guidelines for Preparing and Submitting Written Assignments

All formal written assignments for this course should be typed according to the assignment requirements. When you use sources, your assignments should include correct and complete citations in IEEE format. All assignments should be clearly marked with your name and submitted on time, **as a PDF**, through D2L Assignments.

If you would like to receive additional feedback on a written assignment, you must also submit a **hard copy** of your assignment at the beginning of class on the due date, in addition to adding brief comments in the notes section of your D2L version of the assignment indicating your feedback preferences.

Plagiarism, Cheating, and AI-Based Writing Tools

Plagiarism is a serious academic offense. Please ensure you submit your own, original work, which *you* have written for the assignments in this class.

Use of generative AI-based writing tools, like Chat GPT or translation programs, is prohibited for all course assignments; our course learning outcomes require individual (human) thought and application through all stages of the writing process. Work that contains hallmarks of AI-generated text will not be accepted and could be subject to further investigation as warranted. Since submitting work that is all or partially composed by generative AI is a form of academic misconduct, the related assignment will receive a grade of zero and may elicit further consequences. Please review Camosun's policies on academic honesty and plagiarism, which you can find [here](#), and come speak to me if you have additional questions or concerns.

Late and Missing Assignments

You must submit assignments on time. However, a reasonable explanation and request for extension, if given *before* the due date, will be considered. Late submissions without prior explanation will lose 10% if submitted fewer than 5 school days after the due date and will lose 40% if submitted fewer than 10 school days after the due date. Late assignments will receive a grade only (no comments). Assignments submitted later than 10 school days after the due date will not be accepted.

Students must complete all major assignments to pass the course.

In-Class Writing

Under normal circumstances, students who cannot pass the cumulative in-class assignments will not pass the course. "Cumulative" here means multiple in-class assignments throughout the semester. Students who are concerned about this course requirement are encouraged to seek guidance and clarification from the instructor as early as possible.

Professionalism & Participation

Throughout the course, I will be attending to your professionalism and commitment to the course through a variety of measures, including your engagement with the scheduled writing labs. I will monitor your attendance and participation during writing lab sessions. There will be no opportunity to

make up missed lab classes, so please review the schedule and make sure you are aware of upcoming writing labs and prepared to participate in the scheduled activities. Professionalism & Writing Labs will comprise 10% of your final grade in the course.

If you miss a class, it is best to send me a short email alerting me to your absence. It is then your responsibility to know the material covered. Check D2L for class content in addition to reaching out to a fellow classmate about the missed lesson, and then, if need be, follow up with me regarding any additional questions or concerns you may have. If you have difficulty accessing course materials or assignments, please contact me.

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 opportunity to co-author 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.

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. 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 camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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.

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

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 (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

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 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 Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

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 <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

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.