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SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: TECHNICAL REPORTING

CODE NO.:   ENG 210-3   SEMESTER: FALL/WINTER

PROGRAM: ENGINEERING TECHNOLOGY AND
            SCIENCES AND NATURAL RESOURCES

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1996   PREVIOUS OUTLINE DATED: JANUARY 1996

APPROVED: _Judith Morris_   _June /96_
          JUDITH MORRIS, DEAN, SCHOOL OF   DATE
          ARTS AND GENERAL EDUCATION

PHILOSOPHY/GOALS (Course Description)

This course provides training in written and oral reporting skills that are typically required in a modern industrial organization. Special emphasis is given to small group communication as well as formal written and oral presentations.

CREDITS	DURATION
3	ONE SEMESTER
HOURS/WEEK	PRE-REQUISITES
3	ENG 120-3 OR THE EQUIVALENT

TEXTBOOKS

Technical Writing - A Practical Approach by William S. Pfeiffer. Maxwell Macmillan Canada.

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

Roget's Thesaurus, Bejo Sales.

SUPPLIES

Students will be expected to use personal or college computer resources for many of their assignments.

Students may be required to purchase two overhead transparencies and a non-permanent, water soluble, black or blue overhead pen (available in the Campus Shop).

COURSE OBJECTIVES

Upon completion of the course, students will be able to do the following:

1. Use tone, diction and language appropriate to specific audiences.
2. Write technical definitions and/or describe mechanisms and/or prepare instructions.
3. Write various short reports following specific formats e.g. occurrence, field, inspection, progress, investigation, evaluation reports in prepared form, memo, letter formats.
4. Incorporate graphics into reports.
5. Present technical material orally.
6. Analyze or evaluate a process or a problem.
7. Locate, gather, summarize, apply and document information.
8. Demonstrate resume formats, and cover letter design by producing a resume and cover letter.
9. Respond to and recognize job search and employment interview skills.

ASSIGNMENTS

Students will demonstrate skill development by completing several short, technical writing assignments or reports, in letter or memo format, utilizing skills and writing techniques listed in the course objectives.

In addition, students will be required to:

1. Research and cite using a documentation format
2. a) Produce a resume and cover letter.
or b) Participate in employability skills activities
3. Prepare and deliver an oral presentation.
4. Write one of the following:

   a) A **formal report** will be assigned if the major subject area requires one,

or b) A **short paper** requiring secondary research and documentation and a **formal report** based on primary research,

or c) If an individual formal report is not required by the major subject area, an additional report PLUS a report exam may be substituted at the professor's discretion.

   Students should submit two copies of their formal report. To **ASSURE ACADEMIC HONESTY**, the Language and Communication Department **WILL** keep a copy of every formal report generated and return the other.

GRADING

In-class Quizzes and/or Writing Assignments	20%
Technical Assignments	30%
Employability Skills	10%
Oral Presentations	10%
Formal Report and/or Final Exam	30%
TOTAL	100%

Marking schemes and assignments will differ from professor to professor. This flexibility recognizes that professors need to vary their approaches as they assist students with differing levels of competence to meet the objectives of the course and various programs.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, small group discussions and directed readings will be used to respond to the students' needs.

METHOD OF ASSESSMENT

The following letter grades will be assigned in accordance with the
Language and Communication Department Guidelines:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course, and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

NOTE: Students may be assigned an "R" grade early in the course for
          unsatisfactory performance.

Special Needs

If you are a student with special needs (eg. physical limitations,
visual impairments, hearing impairments, learning disabilities), you
are encouraged to discuss required accommodations with the instructor
and/or contact the Special Needs Office, Room E1204, Ext. 493, 117,
491 so that support services can be arranged for you.

Plagiarism

Students should refer to the definition of "academic dishonesty" in
the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic
failure for that submission and/or such other penalty, up to and
including expulsion from the course.

In order to protect students from inadvertent plagiarism, to protect
the copyright of the material referenced and to credit the author of
the material, it is the policy of the department to employ a
documentation format for referencing source material.

Advanced Credit

Students who have completed an equivalent post-secondary course should
bring relevant documents to the Coordinator, Language and
Communication Department. Those who have related employment-centred
experience should see the Prior Learning Assessment (PLA) Coordinator.