SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: ADVANCED TECHNICAL REPORTING

CODE NO.:   ENG 400   SEMESTER: WINTER

PROGRAM: AVIATION TECHNOLOGIES

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1993   PREVIOUS OUTLINE DATED: JANUARY 1992

APPROVED: _____   _1992 12 17_
                NADEAN KOCH, DEAN, SCHOOL OF   DATE
                ARTS AND GENERAL EDUCATION

GENERAL DESCRIPTION

Beginning with a review of the structure and format of technical reports, this course develops the student's investigative, rhetorical and problem-solving skills in preparing several types of oral and written reports for several types of audiences.

COURSE OBJECTIVES

Student will develop skills necessary to perform competently in the following areas:

1. Preparing a descriptive report

2. Writing a proposal

3. Writing business/technical letters and memo reports

4. Giving oral reports

5. Student evaluation

6. Preparing an advanced persuasive report

7. Demonstrating appropriate choices in diction, tone, language, and format

8. Locating, gathering, summarizing, applying, and documenting information (including graphics) from both primary and secondary sources

GRADING

Critical thinking		10%
Descriptive report		5%
Student evaluation		5%
Proposal writing		15%
Oral Reports		20%
Letters: Business and technical		15%
Advanced technical report		20%
Attendance		10%

	TOTAL	100%

Students are required to maintain a file of completed assignments and tests so that the teacher can check revised work and note the student's progress in dealing with specific problems.

METHOD OF ASSESSMENT

Letter grades will be assigned in accordance with the Language and
Communication Department Guidelines.

The following letter grades will be assigned as final grades in
courses in the Language and Communication Department:

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.

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, as may be decided by the
professor.

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 the APA
Documentation Format for referencing source material.

METHOD OF ASSESSMENT

Letter grades will be assigned in accordance with the Language and Communication Department Guidelines.

The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

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
R   Repeat--The student has not achieved   (60% - 69%)
      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.

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, as may be decided by the
professor.

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 the APA
Documentation Format for referencing source material.