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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 1995   PREVIOUS OUTLINE DATED: JANUARY 1994

APPROVED: _____   _1994 / 2 08_
     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

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

1. Write a proposal.

2. Write business/technical letters and memo reports.

3. Give an oral report.

4. Evaluate peers.

5. Prepare an advanced persuasive report.

6. Prepare a video.

7. Prepare a brochure.

8. Demonstrate appropriate choices in diction, tone, language, and format.

9. Locate, gather, summarize, apply, and document information (include graphics) from both primary and secondary sources.

GRADING

Critical thinking	10%
Student evaluation/feedback	5%
Proposal writing	15%
Brochure	10%
Video	20%
Oral presentation	5%
Letters: business and technical	15%
Advanced technical report	20%

TOTAL	100%

Students are required to maintain files of completed assignments and tests so that the professor can check revised work and note 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 a documentation format for referencing source material.

SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

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.