

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 1996 PREVIOUS OUTLINE DATED: JANUARY 1995

APPROVED: Judith Morris JUDITH MORRIS, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION DATE: Jan 1996

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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. Demonstrate appropriate choices in diction, tone, language, and format
2. Write a proposal or other analytical report
3. Evaluate peers, practise collaborative teamwork and understand group dynamics
4. Prepare an advanced persuasive report and presentation
5. Produce a resume appropriate for a permanent position as a pilot
6. Prepare a brochure
7. Locate, gather, summarize, apply, and document information (include graphics) from both primary and secondary sources
8. Design and/or keep an accurate log, journal, or other record appropriate to flight technology or dispatch duties

Note: The professor may add, delete or change the order of the topics in response to constraints of time, numbers of students and other considerations. A syllabus designed in collaboration with students will be produced in the first week of classes.

GRADING

Critical thinking/audience persuasion	15%
Evaluation/instruction/teamwork	15%
Brochure	20%
Oral presentation (may include video)	20%
Advanced technical report - proposal or other	20%
Log writing/minutes/record keeping/journal	10%
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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

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.

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.

