SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: TECHNICAL REPORTING

CODE NO.:   ENG 210-3   SEMESTER: FALL

PROGRAM: ENGINEERING TECHNOLOGY AND
                  SCIENCES AND NATURAL RESOURCES

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1992   PREVIOUS OUTLINE DATED: JANUARY 1992

APPROVED: _____   1992 06 05
          DEAN   DATE

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

ADVANCED CREDIT

Students who have completed a similar post-secondary course or who have related employment-centred experience should bring relevant documents to the Coordinator, Language and Communication Department.

TEXTBOOKS

Blicq, Ron S. Guidelines for Report Writing. Prentice-Hall.

Hacker, Diana. A Canadian Writer's Reference. Nelson Canada.

SUPPLEMENTARY TEXTS

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

Roget's Thesaurus.

SUPPLIES

Students may be required to obtain "A Resume Guide" (available FREE OF CHARGE from Sault College Co-op/Placement Office).

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).

SUMMARY OF OBJECTIVES

Skill Development

Students will develop skills necessary to perform competently in the following areas, as appropriate for their program:

1. Writing technical definition
2. Writing instructions
3. Describing a mechanism
4. Analyzing a process
5. Solving a problem
6. Writing application documents
7. Selecting appropriate formats for short reports
8. Using tone, diction, and technical language suited to the needs of specific audiences
9. Locating, gathering, summarizing, applying, and documenting information (including graphics)
10. Presenting orally

Assignments

Students will demonstrate skill development by completing the following assignments.

1. Up to **four** short technical writing assignments.

2. A minimum of **two** short informal reports, in letter or memo format, utilizing skills and writing techniques listed under "Skill Development."

3. **Formal Report**

   1. If the major subject area requires one, a formal report will be assigned.

   or 2. A short paper requiring secondary research and documentation and a formal report based on primary research.

   or 3. If a formal report is not required by the major subject area, an additional semi-formal report PLUS a report exam may be substituted at the professor's discretion.

   To **ASSURE ACADEMIC HONESTY,** the Language and Communication Department **WILL** keep a copy of every formal report generated.

4. Research and documentation using APA format will be required for either a formal or an informal report.

5. Resume and cover letter.

6. An oral presentation.

GRADING

Grammar Review   10%

Technical Assignments (1 and 2)   35%

Job Application Package (may include interviews)   5%

Oral Presentations   10%

Formal Report(s)   30%

Classroom Activities   10%
* Regular attendance at class is mandatory

                                              TOTAL   100%

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

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. An outline of
this style is available from the professor.