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:

NADEAN KOCH, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION

DATE 1992 12 17

RECEIVED JAN 25 1993

SAULT STE. MARIE, ON
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking</td>
<td>10%</td>
</tr>
<tr>
<td>Descriptive report</td>
<td>5%</td>
</tr>
<tr>
<td>Student evaluation</td>
<td>5%</td>
</tr>
<tr>
<td>Proposal writing</td>
<td>15%</td>
</tr>
<tr>
<td>Oral Reports</td>
<td>20%</td>
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<tr>
<td>Letters: Business and technical</td>
<td>15%</td>
</tr>
<tr>
<td>Advanced technical report</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
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</tbody>
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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.
INTRODUCTION TO ENGINEERING

The following letter grades will be assigned as follows in accordance with the guidelines and
Communication Department/Outlines.

C - Cursory understanding of subject matter;
B - Satisfactory performance;
A - Exceptional performance.

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C - Cursory understanding of subject matter;
B - Satisfactory performance;
A - Exceptional performance.

Letter grades are not transferable.

Course work may be repeated.

CREDIT EQUVALENTS

Credit for college level, transferable to another
institution, will be given only after a student has
completed a course at a college and the
institution is accredited.

MOTIVATION AND RECOGNITION

All students are expected to attend all classes and
participate in class discussions. In the event of
absence, students should make up the missed
work in a reasonable time. Students who do not
attend class regularly will receive a failing grade.

Any student who fails a course may apply to the
administration for a re-evaluation of the course.

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