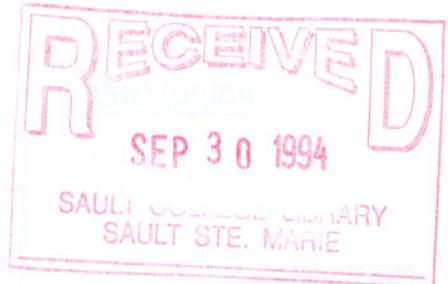


SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

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 1994 PREVIOUS OUTLINE DATED: JANUARY 1994

APPROVED: *Nadean Koch* NADEAN KOCH, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION DATE 1994 06 02

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

3

DURATION

ONE SEMESTER

HOURS/WEEK

3

PRE-REQUISITES

ENG 120-3 OR THE EQUIVALENT

TEXTBOOKS

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

NOTE: Instructor's Resource Book will be packaged with the textbook.

SUPPLEMENTARY TEXTS

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

Roget's Thesaurus, Bejo Sales.

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).

COURSE OBJECTIVES

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

1. write technical definitions and/or describe mechanisms.
2. write technical instructions.
3. analyze a process or a problem.
4. write a cover letter and resume (where required).
5. write various short reports following specific formats e.g. occurrence, field, inspection progress, investigation, evaluation reports in form, memo, letter formats.
6. use tone, diction and language appropriate to specific audiences.
7. locate, gather, summarize, apply and document information.
8. incorporate graphics into reports.
9. present technical material orally.

**Assignments**

Students will demonstrate skill development by completing several short, technical writing assignments or reports, in letter or memo format, utilizing skills and writing techniques listed in the course objectives.

In addition students will be required to:

1. Research and cite using a documentation format.
2. Prepare a resume and cover letter (where required).
3. Prepare an oral presentation.
4. Write one of the following:
  - a) A **formal report** will be assigned if the major subject area requires one.
  - or b) A **short paper** requiring secondary research and documentation and a **formal report** based on primary research.
  - or c) If an individual formal report is not required by the major subject area, an additional report PLUS a **report exam** may be substituted at the professor's discretion.

Students should submit two copies of their formal report. To **ASSURE ACADEMIC HONESTY**, the Language and Communication Department **WILL** keep a copy of every formal report generated and return the other.

GRADING

In-class Quizzes and/or Writing Assignments	20%
Technical Assignments	30%
Job Application Package	10%
Oral Presentations	10%
Formal Report and/or Final Exam	<u>30%</u>

\* Regular attendance at class is mandatory

**TOTAL** 100%

Marking schemes and assignments will differ from professor to professor. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course and various programs.

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 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.

COURSE OUTLINE HISTORY

Course Title: TECHNICAL COMMUNICATIONS

Code No.: ENG 210-3

Program: VARIOUS TECHNOLOGY

Original Date of Course Outline: LAST DATE TO APPEAR ON COURSE  
OUTLINE - JUNE 1986

Original Author(s): LAST NAME TO APPEAR - RICHARD PAGE

Author of Each Revision:	Each Date of Revision:
RALPH BABER	JUNE 1987
JIM FOSTER	APRIL 1989
MARY MELESKY	JUNE 1989
L & C DEPT.	JANUARY 1990
M. MELESKY & N. SHULMAN	DEC. 1990
M. MELESKY & S. MILLS	JUNE 1991
S. MILLS	DECEMBER 1991
S. Mills	JUNE 1992
Nina Pyne	MAY 1993
Nina Pyne	December 1993
Nina Pyne	May 1994

The preceding outline belongs to Laura Bourgeois