



ENL2019T

Technical Communication for Engineering Technologies

Course Outline

2022-2023

Pre-requisite(s)	ENL1813T
Co-requisite(s)	N/A
Prepared by	L. Nicholson
Approved by	Adam Shane, Academic Chair, ASET
Normative hours	42.00
Grading system	A+ Through F
Experiential Learning	No

Applicable Program(s)	Level	Core/Elective
Multiple Programs	Multiple Levels	Multiple Core/Elective

Course Description

The ability to communicate effectively in a technically-oriented interdisciplinary workplace is a foundational skill in an innovation-driven economy. Students are exposed to exercises and assignments designed to foster independent and collaborative critical thinking, research, writing, visual communication and presentation skills related to technical topics.

Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

- EES 1** Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (T, A)
- EES 2** Respond to written, spoken or visual messages in a manner that ensures effective communication. (T, A)
- EES 6** Locate, select, organize and document information using appropriate technology and information systems. (T, A)
- EES 7** Analyze, evaluate and apply relevant information from a variety of sources. (T, A)
- EES 9** Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. (A)

Assessment Levels —T: Taught A: Assessed CP: Culminating Performance

Course Learning Requirements / Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

- 1. Deliver a variety of written documents for various audiences commonly encountered by technologists in the workplace.**
 - Identify and select types of reports appropriate to the task and the audience.
 - Create written correspondence, summaries, reports, and records for the workplace in support of a project
 - Reframe information from a variety of sources to create a coherent document.
 - Tailor the stylistic elements (tone, diction, clarity, conciseness, coherence, appropriateness) to the document's intended purpose.
 - Create a variety of visual aids (graphs, tables, diagrams, equations, photographs, and video) in support of written communication activities
 - Collaborate with team members and reviewers/editors in the creation, editing and distribution of written and visual material for reports.
- 2. Deliver oral communication activities for various audiences commonly encountered by technologists in the workplace.**
 - Deliver technical information to individuals and to groups in formal and informal settings
 - Create a variety of visual aids (graphs, tables, diagrams, equations, photographs, and video) in support of oral communication activities
 - Collaborate with team members and reviewers/editors in the creation, editing and distribution of written, oral, and visual material to support presentations
- 3. Find, assess and properly incorporate research materials into written, oral, and visual communication.**
 - Avoid plagiarism using current and acceptable citation and documentation procedures
 - Investigate, assess, and justify the usefulness of information from a variety of sources as it pertains to the task.
 - Incorporate information from a variety of sources into written and oral communication
 - Follow accepted guidelines for the use and presentation of visuals in workplace communication
- 4. Employ technology to support the creation of written, oral, and visual communication by individuals and groups.**
 - Select tools appropriate to the communication task.
 - Improve document readability using principles of visual communication and document design
 - Enhance the effectiveness and professionalism of written, oral and visual communication using various applications and software.
 - Collaborate in the creation, modification and publishing of technical information, data, reports and presentations using communication-oriented technologies.

- Deploy version control and document distribution strategies for document management, retrieval and distribution purposes.

Learning Resources

Any professor-approved technical communication textbook or other materials such as OERs, trade journals, periodicals, etc.

Learning Activities

During this course you are likely to experience the following:

- lectures
- group activities
- student-led presentations
- situational models and activities
- self-directed research

Wholistic Evaluation Approach

Although the skills in the course outline are listed separately, they are not treated separately in the classroom. Each assignment will, wherever possible, involve several skills while emphasizing the development of one skill. The student will acquire communication skills by reading, writing, listening, and speaking in a real-time environment, by being part of the learning process, not by being a passive recipient of information.

No Resubmission Policy

Students should note that the Technical Communication Department in the School of Advanced Technology (SAT) and Algonquin Centre for Construction Excellence (ACCE) has a "no resubmission" policy for all courses. This means that if a student receives a grade less than a C in a course, they will not be allowed to resubmit the work or retake the course.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Report(s) (40%)

Validates Outcomes: CLR 1, CLR 3, CLR 4, EES 1, EES 6, EES 7, EES 9

Presentation(s) (30%)

Validates Outcomes: CLR 2, CLR 3, CLR 4, EES 1, EES 2, EES 6, EES 7, EES 9

Project-Related Communication (20%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, EES 1, EES 2, EES 6, EES 7, EES 9

Participation (10%)

Validates Outcomes: CLR 1, CLR 2, EES 1, EES 2, EES 9

Prior Learning Assessment and Recognition

Students who wish to apply for Prior Learning Assessment and Recognition (PLAR) need to demonstrate competency at a post-secondary level in all outlined course learning requirements. Evidence of learning achievement for PLAR candidates includes:

- Portfolio

Course Related Information

Please refer to the Course Section Information (CSI) / weekly schedule for specific course-related information as provided by your professor.

College Related Information

Algonquin College’s policies have been developed to ensure the health, safety and security of all students, faculty and staff, and the proper and fair operation of the College as an academic institution and employer. Please refer to the Algonquin College Policies website for the most current policy information available at <http://www.algonquincollege.com/policies/>.

Students are especially encouraged to be aware of the following College expectations

Academic Integrity

Algonquin College is committed to the highest standards of academic integrity, and students are expected to uphold these standards as part of the learning process. Any academic work submitted by a student is expected to be their own work, unless designated otherwise and all sources must be attributed. All students should be familiar with the Algonquin College policy [AA48: Academic Integrity](#), which outlines student’s roles and responsibilities and what represents academic dishonesty. In some courses, online proctoring may be used to prevent academic dishonesty. Additional information can be found at [Academic Integrity - Student Survival Guide - Subject Guides at Algonquin College \(libguides.com\)](#) and via [Academic Integrity Student Resources](#). Students with any questions about the course expectations regarding academic integrity are encouraged to speak to their professor and the College’s academic integrity team at acaio@algonquincollege.com

Centre for Accessible Learning

Students with visible and/or non-visible disabilities are encouraged to register with the [Centre for Accessible Learning \(CAL\)](#) in order to be eligible for appropriate learning supports and/or accommodations. Students are strongly encouraged to make an appointment with the Centre for Accessible Learning as early as possible when starting a program. Once your needs are identified, a Letter of Accommodation (LOA) will be issued which you can share with your professors. If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

College Email

Students at Algonquin College are provided with a college email account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course activities. Your network credentials can be found in the [ACSIS portal](#) and you are expected to check your Algonquin email regularly and to use it to send and receive college-related email. Support is available through the college Information Technology Service (ITS) at: <https://www.algonquincollege.com/its/>

Retroactive Accommodations

Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please consult Algonquin College Policy [AA21: Deferred Evaluation](#).

Student Course Feedback

Algonquin College’s invites students to share their course experience by completing a student course feedback survey for each course they take. For further details consult Algonquin College Policy [AA25: Student Course Feedback](#).

Use of Mobile Devices in Class

With the proliferation of small, personal mobile devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices unless authorized by your professor can be disruptive and disrespectful to others. During examinations, the use of such devices is generally prohibited unless authorized by your professor. Otherwise use is considered academic dishonesty in the form of cheating. For further details consult Algonquin College Policy [AA32: Use of Mobile Devices in Class](#)

Technology Requirements

Students are required to have access to a computer and to the internet. There may also be additional technology-related resources required to participate in a course that are not included in the course materials fee, such as headphones, webcams, specialized software, etc. Details on these requirements can be found in the Course Section Information of the course outline for each course available on Brightspace.

Transfer of Credit

It is the student’s responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

Safe Harbour

In the event of an unexpected major event (pandemic, etc.), your course may have changes that are not reflected in the Course Outline. Should this happen, the Course Section Information document will have updated information about your course.

Other Information

Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

Grade Scheme

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90% - 100%	4.0	A	85% - 89%	3.8
A-	80% - 84%	3.6	B+	77% - 79%	3.3
B	73% - 76%	3.0	B-	70% - 72%	2.7
C+	67% - 69%	2.3	C	63% - 66%	2.0
C-	60% - 62%	1.7	D+	57% - 59%	1.4
D	53% - 56%	1.2	D-	50% - 52%	1.0
F	0% - 49%	0	FSP	0	0