HUMBER

Course Outline

Course Name: Technical Reading and Writing Skills (WRIT 120)

Academic Period: 2021 - 2022

Faculty:

Faculty Availability:

Associate Dean:
John Stilla
john.stilla@humber.ca

Schedule Type Code:

GREEN COURSE

Land Acknowledgement

Humber College is located within the traditional and treaty lands of the Mississaugas of the Credit. Known as Adoobiigok [A-doe-bee-goke], the "Place of the Alders" in Michi Saagiig [Mi-Chee Saw-Geeg] language, the region is uniquely situated along Humber River Watershed, which historically provided an integral connection for Anishinaabe [Ah-nish-nah-bay], Haudenosaunee [Hoeden-no-shownee], and Wendat [Wine-Dot] peoples between the Ontario Lakeshore and the Lake Simcoe/Georgian Bay regions. Now home to people of numerous nations, Adoobiigok continues to provide a vital source of interconnection for all.

Equity, Diversity and Inclusion Statement

Humber College and the University of Guelph-Humber (Humber) are leaders in providing a learning, working and living environment that recognizes and values equity, diversity and inclusion in all its programs and services. Humber commits to reflect the diversity of the communities the College serves. Students, faculty, support and administrative staff feel a sense of belonging and have opportunities to be their authentic selves.

Faculty or Department	Faculty of Liberal Arts & Sciences
Course Name:	Technical Reading and Writing Skills (WRIT 120)
Pre-Requisites	none
Co-Requisites	none

Equates	College Reading and Writing Skills (WRIT 100) College Reading and Writing Skills: Broadcast Radio (WRIT 103) College Reading and Writing Skills: FMTV (WRIT 104) College Reading and Writing Skills: BRTV (WRIT 105) Reading, Writing, and Critical Analysis Skills: Law Clerk and Paralegal (WRIT 106) English 1 for Skilled Trade Professionals (WRIT 108) Writing Skills for Nursing Professions (WRIT 121) College Reading and Writing Skills: ESOL (ESOL 100) Technical Reading and Writing Skills: ESOL (ESOL 120) College Reading and Writing Skills: Enhanced (CORE 100)
Restrictions	English Placement Test
Credit Value	3
Total Course Hours	42

Developed By:	**Prepared By:**	**Approved by:**
	Jennifer Winfield	John Stilla

Humber Learning Outcomes (HLOs) in this course.

The HLOs are a cross-institutional learning outcomes strategy aimed at equipping Humber graduates with the employability skills, mindsets, and values they need to succeed in the future of work. To explore all the HLOs, please consult the Humber Learning Outcomes framework.

Course Description

N/A

Course Rationale

The critical reading, thinking, and writing skills acquired in this course are indispensable for effective academic work in post-secondary technical programs as well as communications in professional settings. This course will contribute to the learner's growth as (1) A thoughtful communicator who engages with a variety of audiences using the genre, content, language, tone, and medium appropriate to the communication context; (2) An ethical researcher who analyzes problems within a workplace or community and proposes sustainable solutions that consider a variety of perspectives; (3) A critical reader who uses context-appropriate strategies for interpreting and synthesizing information; (4) A reflective writer who develops purposeful content and revises for clarity, accuracy, organization, and formatting; and (5) An engaged citizen and professional who can articulate how your communication skills bring value and integrity to your communities and workplaces.

Course Learning Method(s)

Learning Outcomes

- Identify and comprehend technical information through a variety of reading strategies
- Analyze texts to select and organize technical information to meet the needs of the audience
- Demonstrate reading comprehension by paraphrasing technical information, including parts and processes, accurately and concisely
- Develop and apply a reading and writing process for analyzing, summarizing, and synthesizing different types of technical information
- Produce texts about technology employing appropriate language and structure that are clear, concise, and coherent

- Demonstrate digital fluency skills by ethically and effectively using sources and digital tools to create, communicate, and cite ideas

Assessment Weighting

Assessment	Weight
Writing Assignment	
Assessments assessing reading comprehension strategies (summary, paraphrase, annotation, diagramming, quiz, etc.)	25%
Paraphrase-based assignments focusing on mechanism parts and technical processes	30%
A selection of reading and writing tasks that may include scaffolding assignments for the multi-paragraph document about technology	20%
Report	
A multi-paragraph document about technology that includes paraphrased analyses of mechanism parts and/or technical processes	25%
Total	**100%**

Modules of Study

Module	Course Learning Outcomes	Resources	Assessments
Reading and Analyzing Technology-Based Texts	• Identify and comprehend technical information through a variety of reading strategies • Analyze texts to select and organize technical information to meet the needs of the audience • Demonstrate reading comprehension by paraphrasing technical information, including parts and processes, accurately and concisely • Develop and apply a reading and writing process for analyzing, summarizing, and synthesizing different types of technical information • Produce texts about technology employing appropriate language and structure that are clear, concise, and coherent • Demonstrate digital fluency skills by ethically and effectively using sources and digital tools to create, communicate, and cite ideas		• Assessments assessing reading comprehension strategies (summary, paraphrase, annotation, diagramming, quiz, etc.)

Module	Course Learning Outcomes	Resources	Assessments
Paraphrasing Technical Information	• Identify and comprehend technical information through a variety of reading strategies • Analyze texts to select and organize technical information to meet the needs of the audience • Demonstrate reading comprehension by paraphrasing technical information, including parts and processes, accurately and concisely • Develop and apply a reading and writing process for analyzing, summarizing, and synthesizing different types of technical information • Produce texts about technology employing appropriate language and structure that are clear, concise, and coherent • Demonstrate digital fluency skills by ethically and effectively using sources and digital tools to create, communicate, and cite ideas		• Paraphrase-based assignments focusing on mechanism parts and technical processes
Identifying and Using Modes of Technical Information	• Identify and comprehend technical information through a variety of reading strategies • Analyze texts to select and organize technical information to meet the needs of the audience • Demonstrate reading comprehension by paraphrasing technical information, including parts and processes, accurately and concisely • Develop and apply a reading and writing process for analyzing, summarizing, and synthesizing different types of technical information • Produce texts about technology employing appropriate language and structure that are clear, concise, and coherent • Demonstrate digital fluency skills by ethically and effectively using sources and digital tools to create, communicate, and cite ideas		• A multi-paragraph document about technology that includes paraphrased analyses of mechanism parts and/or technical processes • Assessments assessing reading comprehension strategies (summary, paraphrase, annotation, diagramming, quiz, etc.) • Paraphrase-based assignments focusing on mechanism parts and technical processes • A selection of reading and writing tasks that may include scaffolding assignments for the multi-paragraph document about technology

Module	Course Learning Outcomes	Resources	Assessments
Producing Texts about Technology	• Identify and comprehend technical information through a variety of reading strategies • Analyze texts to select and organize technical information to meet the needs of the audience • Demonstrate reading comprehension by paraphrasing technical information, including parts and processes, accurately and concisely • Develop and apply a reading and writing process for analyzing, summarizing, and synthesizing different types of technical information • Produce texts about technology employing appropriate language and structure that are clear, concise, and coherent • Demonstrate digital fluency skills by ethically and effectively using sources and digital tools to create, communicate, and cite ideas		• A multi-paragraph document about technology that includes paraphrased analyses of mechanism parts and/or technical processes • Assessments assessing reading comprehension strategies (summary, paraphrase, annotation, diagramming, quiz, etc.) • Paraphrase-based assignments focusing on mechanism parts and technical processes • A selection of reading and writing tasks that may include scaffolding assignments for the multi-paragraph document about technology
Using and Documenting Sources	• Identify and comprehend technical information through a variety of reading strategies • Analyze texts to select and organize technical information to meet the needs of the audience • Demonstrate reading comprehension by paraphrasing technical information, including parts and processes, accurately and concisely • Develop and apply a reading and writing process for analyzing, summarizing, and synthesizing different types of technical information • Produce texts about technology employing appropriate language and structure that are clear, concise, and coherent • Demonstrate digital fluency skills by ethically and effectively using sources and digital tools to create, communicate, and cite ideas		• A multi-paragraph document about technology that includes paraphrased analyses of mechanism parts and/or technical processes • Assessments assessing reading comprehension strategies (summary, paraphrase, annotation, diagramming, quiz, etc.) • Paraphrase-based assignments focusing on mechanism parts and technical processes • A selection of reading and writing tasks that may include scaffolding assignments for the multi-paragraph document about technology

Required Resources

This course is supported by a Blackboard site. You should access this site every day as this site contains a copy of this course outline and the professor's week-by-week syllabus. The professor will also inform you if other materials will be posted to the class Blackboard site and what those materials will be.

Supplemental Resources

A current college-level dictionary and thesaurus are highly recommended.

The Library

Located on the fourth floor of the Learning Resource Commons at the North Campus and in B202 at the Lakeshore Campus, the library houses books, journals, and audio-visual materials, and provides access to online resources, such as e-books, journals and articles. The librarians are able to help you find research and archived materials and assist you with inter-library loans, booking study spaces, and checking out materials. Visit the library online at https://library.humber.ca/.

The Writing Centre

The staff in the Writing Centre can suggest ways for you to improve your writing. You can visit the Writing Centre website for hours of operation and to book an appointment with a writing tutor: https://liberalarts.humber.ca/current-students/resources/learning-resources/writing-centre.html

Essential Skills

Section	Skills	Measurement	Details
Communication	• Reading • Writing • Visual Literacy	Teach and measure	• See learning outcomes • See assessments
Critical Thinking and Problem-Solving	• Analysing • Synthesizing • Evaluating • Decision-Making • Creative and Innovative Thinking	Teach and measure	• See learning outcomes • See assessments
Information Management	• Gathering and managing information • Selecting and using appropriate tools and technology for a task or project • Computer literacy • Internet skills	Teach and measure	• See learning outcomes • See assessments

Section	Skills	Measurement	Details
Personal Skills	• Managing self • Managing change and being flexible and adaptable • Engaging in reflective practice • Demonstrating personal responsibility	Teach and measure	• See learning outcomes • See assessments

Prior Learning Assessment & Recognition (PLAR)

Prior Learning Assessment and Recognition (PLAR) is the formal evaluation and credit-granting process whereby candidates may obtain credits for prior learning. Prior learning includes the knowledge competencies and skills acquired, in both formal and informal ways, outside of post-secondary education. Candidates may have their prior learning evaluated against the course learning outcomes as defined in the course outline.

To find out if this course is eligible for PLAR, and how this learning would be assessed, please contact the Program Coordinator for more details.

Academic Regulations

It is the student's responsibility to be aware of the College Academic Regulations. The Academic Regulations apply to all applicants to Humber and all current students enrolled in any program or course offered by Humber, in any location. Information about academic appeals is found in the **Academic Regulations**.

Anti-Discrimination Statement

At Humber College, all forms of discrimination and harassment are prohibited. Students and employees have the right to study, live and work in an environment that is free from discrimination and harassment. If you need assistance on concerns related to discrimination and harassment, please contact the Centre for Human Rights, Equity and Inclusion or the Office of Student Conduct.

Accessible Learning Services

Humber strives to create a welcoming environment for all students where equity, diversity and inclusion are paramount. Accessible Learning Services facilitates equal access for students with disabilities by coordinating academic accommodations and services. Staff in Accessible Learning Services are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. If you require academic accommodations, contact:

Accessible Learning Services

North Campus: (416) 675-6622 X5090

Lakeshore Campus: (416) 675-6622 X3331

Academic Integrity

Academic integrity is essentially honesty in all academic endeavors. Academic integrity requires that students avoid all forms of academic misconduct or dishonesty, including plagiarism, cheating on tests or exams or any misrepresentation of academic accomplishment.

Disclaimer

While every effort is made by the professor/faculty to cover all material listed in the outline, the order, content, and/or evaluation may change in the event of special circumstances (e.g. time constraints due to inclement weather, sickness, college closure, technology/equipment problems or changes, etc.). In any such case, students will be given appropriate notification in writing, with approval from the Dean (or designate) of the School.

Given the circumstances due to COVID-19, Humber reserves the right to alter the mode of delivery and examinations/assessments in this course.

Copyright

Copyright is the exclusive legal right given to a creator to reproduce, publish, sell or distribute his/her work. All members of the Humber community are required to comply with Canadian copyright law which governs the reproduction, use and distribution of copyrighted materials. This means that the copying, use and distribution of copyright- protected materials, regardless of format, is subject to certain limits and restrictions. For example, photocopying or scanning an entire textbook is not allowed, nor is distributing a scanned book.

See the **Humber Libraries website** for additional information regarding copyright and for details on allowable limits.

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