

# WRIT 220: Technical Workplace Writing

**Course Instructor:** John McLean

Click here to [hear](#) my name

**How to address me:** John

**Gender Pronouns:** (he/him/his)

**Email:** [John.mclean@Humber.ca](mailto:John.mclean@Humber.ca)

Note: If you have a question or would like to talk with me, you can send an email, visit me during student hours (see below), or approach me after lecture.

**Phone:** (416) 675 6622 ext. 79141

**Office Location:** 5th Floor LRC

Click [here](#) for campus map

**Class Location:** online

Click [here](#) for campus map

**Class Times:** asynchronous

**Prerequisites:** WRIT 120 or permission of the department.

**Student Hours:** TBA

## What are 'Student Hours'?

*Student hours are dedicated times through the week for the course instructor to meet with YOU. Pop in to introduce yourself, ask questions about the course, or discuss content from the course.*

*Note: If these times don't work for you, email me and we can arrange an alternate time to meet.*

## Welcome to this course!

### Course level learning objectives:

- Analyze the purpose, audience, and context for creating communications in the technical workplace
- Develop appropriate structure, content, language, and design in technical workplace communications
- Collaborate on workplace tasks according to specified processes and timelines
- Synthesize information researched from a variety of appropriate secondary sources
- Determine effective solutions to technical problems
- Produce technical workplace documents and presentations for various purposes and contexts
- Articulate the ways in which students' communication skills will bring value to their careers, workplaces, and communities

### **Inclusive teaching statement:**

- I am committed to fostering an environment for learning that is inclusive for everyone regardless of gender identity, gender expression, sex, sexual orientation, race, ethnicity, ability, age, class, etc.
- It is my hope that our class will support diversity of experience, thought, and perspective.
- Please feel free to contact me via email or in person to let me know about any experiences you have had related to this class that have made you feel uncomfortable.
- I will continually strive to create inclusive learning environments and would therefore appreciate your support and feedback.
- I welcome emails or in-person communications to let me know your preferred name or pronoun.

## **Land Acknowledgement**

Humber College campuses are located on the treaty lands and traditional territory of the Mississaugas of the Credit and homeland of Anishinaabe, Haudenosaunee, and Wendat peoples.

## **Learning Materials**

Learning materials will be provided via our Blackboard course site.

### **Technology Checklist:**

- ☐ An internet-enabled computer (laptop/desktop)
- ☐ Access to reliable internet

**Note:** To assist students in completing their studies, Information Technology Services has established a technology loan program. The program is available to all students at no cost. Visit: <https://its.humber.ca/services/services-students/laptop-loaning-and-internet-access-students>

## **Assessment in this Course**

Research about learning strongly suggests that the most important factor in learning is doing the work of reading, writing, recalling, practicing, synthesizing, and analyzing. Learning happens best when people actively engage material on a consistent basis, and that is why we have high standards in this course. I am confident that, with appropriate effort, you all can meet those standards.

## Grade Breakdown

COMPONENT	GRADE VALUE
DIRECT MESSAGE ASSIGNMENT	15%
INDIRECT MESSAGE ASSIGNMENT	15%
GROUP SHORT REPORT	20%
TOPIC STATEMENT	15%
PROBLEM	10%
SOLUTION	10%
FULL TECHNICAL REPORT	15%

Full assignment descriptions and relevant links will be posted on Blackboard and each will be clearly explained during class time.

## Academic Accommodations, Regulations, Plagiarism, Etc.

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.

Week	Module to Read/View	Assignment	Due Date	Weight
1	<ul style="list-style-type: none"> <li>Getting Started</li> <li>Critical Path</li> <li><b>Module 1:</b></li> <li>Assessing a document's audience and purpose</li> </ul>	Module 1 activities		
2	<ul style="list-style-type: none"> <li><b>Module 2:</b></li> <li>Composing workplace correspondence</li> </ul>	Module 2 activities		
3	<ul style="list-style-type: none"> <li>Direct Message Assignment work</li> </ul>	<ul style="list-style-type: none"> <li>Direct Message Assignment</li> </ul>	Friday week 3	15%

4	<ul style="list-style-type: none"> <li><b>Module 2:</b></li> <li>Composing workplace correspondence <b>cont'd</b></li> </ul>	<ul style="list-style-type: none"> <li>Indirect Message Assignment</li> </ul>	Friday week 5	15%
5	<ul style="list-style-type: none"> <li>Indirect Message Assignment work</li> </ul>			
6	<ul style="list-style-type: none"> <li><b>Module 3:</b></li> <li>Designing technical documents</li> <li><b>Module 6:</b></li> <li>Composing short reports</li> </ul>	Short Report Assignment	Friday week 7	20%
7	<ul style="list-style-type: none"> <li><b>Module 4: Finding a topic and sources</b></li> </ul>	Topic Statement	Friday week 8 (after Reading Week)	15%
Reading Week				
8	<ul style="list-style-type: none"> <li><b>Module 7:</b> Composing technical research reports</li> </ul>	Problem Section	Friday week 10	10%
9	<ul style="list-style-type: none"> <li><b>Module 7:</b> Composing technical research reports <b>cont'd</b></li> </ul>	<p><b>NOTE:</b> although they are due at different times, it is a good idea to work on your <i>Problem</i> and <i>Solution</i> sections together. This way you can make sure your details are parallel</p>		
10	<ul style="list-style-type: none"> <li>Report work</li> </ul>	Solution Section	Friday week 11	10%
11	<ul style="list-style-type: none"> <li><b>Module 5:</b> Evaluating and citing sources</li> <li><b>Module 8:</b> Creating report supplements</li> </ul>	Full Report	Friday Week 13	15%
12	<ul style="list-style-type: none"> <li>Report Work</li> </ul>			
13	<ul style="list-style-type: none"> <li>Report Work</li> </ul>			
14	<ul style="list-style-type: none"> <li><b>Module 9:</b> Submitting and reflecting</li> </ul>			