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| **ENGR 240 Technical Writing**  Winter (January – April) 2023  Section A03 |

# Acknowledgement

I acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands, and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

# Contact Information

Instructor: Dr. Kate Skipsey

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Office: CLE C235

Office Hours: Mondays and Thursdays 2:30-3:30pm, and Fridays 3-4pm

Class Times: Tuesdays and Fridays 1:30-2:50pm in CLE A102

# Course Description

From the course calendar: “Searching and referencing methods used in dealing with scientific and technical literature and on the characteristics of effective technical and scientific style. The emphasis throughout is on clarity, precision and consistency. Students acquire practical experience in the writing of short technical documents such as memoranda, letters and abstracts, longer forms such as reports, papers, and theses, and instructional forms such as manuals, brochures and specifications.”

This technical communication course has been designed to further develop your ability to deliver effective presentations, work collaboratively, and improve your technical writing skills. At the conclusion of this course, you will be prepared to produce and deliver a detailed, correctly formatted and cited Co-op Work Term Report that meets the guidelines and requirements of the Faculty of Engineering.

# Course Outcomes

The goal of ENGR 240 is to prepare you for an Engineering Co-op and for a career as a technical professional. These learning outcomes as what you should be able to do during and at the end of this course:

* Follow a structured writing process to plan, draft, revise, and edit the types of documents commonly required of technical professionals, including routine correspondence, proposals, reports, presentations, and other forms of informational writing
* Apply a problem-solving approach to a communication task, including defining the problem (need, goal, objectives, constraints); identifying the purpose, audience, and content; and developing an effective production plan to communicate your solution
* Work effectively as part of a team, applying an understanding of team dynamics, effective communication in groups, conflict management, and shared leadership
* Incorporate research sources effectively, ethically, and correctly into technical documents, using IEEE style
* Design documents for readability, using headings, lists and visual graphics effectively, and choosing a form and design appropriate to the purpose and audience
* Edit their own and others’ writing so that it is clear, concise, readable, and complete, and conforms to the conventions of standard written English
* Prepare and deliver oral presentationsusing appropriate visual aids.

# Pre-requisites

ATWP 135 (previously ENGL 135), ENGL 146/147, ENGR 110/111, or an equivalent transfer credit. It is expected that all students enrolled in a 200-level language course will have proficient, university-level skills in Standard English usage, paragraphing and essay writing; reading, comprehension, analysis and evaluation; research and citation; evidence-based argumentation; and academic integrity and honesty.

Please note that basic competence, not full mastery, is expected. Work that does not demonstrate basic competence in the above skills is unlikely to achieve a passing grade.

# Course Structure

This course consists of thrice-weekly, in-person classes and online materials.While our primary point of contact is the classroom, our Brightspace contains most of our classroom material, including scaffolding materials for assignments, PowerPoint slides, and pre-recorded short video lectures on key concepts. The Brightspace materials supplement our in-class activities, and you should prepare for class by looking through the week’s posted materials **prior to class.**

Successful students should expect to spend **10 hours a week** (on average) on course work, including completing assigned readings and writing assignments.

Your weekly interaction with our course consists of:

* Checking the announcements and discussion forum daily
* Working through the posted course material (readings, short lectures) in each module on our Brightspace
* Actively engaging with the course material and your classmates, either in the forum or in our class discussions
* Attending and engaging with our classes, whether in person or online

As we are still in global pandemic, you may find yourself unexpectedly ill or caring for family members over the course of the semester. These external stresses can make an already challenging course even more difficult. **If you find yourself struggling to keep up with coursework, let me know as soon as possible** so we can come up with a plan that will work for your individual circumstances.

## Course Resources

Textbook: [*Technical Writing Essentials*](https://pressbooks.bccampus.ca/technicalwriting/) is free, online, and open-source. Any additional readings will be posted to our Brightspace portal.

Brightspace: The online repository for this course. All of our course material can be found here, including lectures, assignment descriptions, readings, reference materials, and the course textbook. This is also where you will submit your assignments for grading, post your presentations and interact in the forums.

Course Announcements: I will make announcements through Brightspace, so check it regularly.

Discussion Forum: If you have a question or comment about the course, material, lectures, or assignments, post it to the Discussion Forum on Brightspace. Chances are that your classmates have the same question and posting it to the Forum allows everyone to see my answer.

Office Hours: I will be available in my office (CLE C235) Wednesdays and Fridays from 1130-1300 for any questions, concerns, and general chat. Grab a coffee and come past! I am also available via Zoom and by appointment.

Email: If you need to contact me about a personal matter, please email me at [kskipsey@uvic.ca](mailto:kskipsey@uvic.ca) and I will do my best to answer your questions or direct you to the appropriate university resources. Any non-personal, course-related questions should be posted to the Forum.

University Resources: Please note that these resources are all available online.

* [CAC](https://www.uvic.ca/learningandteaching/cac/) – The Centre for Academic Communication (CAC) provides free online tutoring and help with academic communication-related requests.
* [English Language Centre Study Zone](https://continuingstudies.uvic.ca/elc/studyzone) – A free service for multilingual and English as an Acquired Language students that offers help with English language skills.
* [ENGR Library Resources](https://libguides.uvic.ca/engr240) – A dedicated resource for ENGR 240, developed by Engineering Librarian Aditi Gupta ([aditig@uvic.ca](mailto:aditig@uvic.ca)), that provides one-stop access to databases, guides, and more.
* [CAL](https://www.uvic.ca/services/cal/) – Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me and/or the Centre for Accessible Learning (CAL) as soon as possible. CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.
* [Student Mental Health](https://www.uvic.ca/mentalhealth/undergraduate/index.php) and [Counselling Services](https://www.uvic.ca/services/counselling/) – As students, you are already under significant academic and outside pressures and this is exacerbated by the current Covid-19 pandemic. UVic’s support services remain available online to help you manage your University life during this time. Please remember that asking for support is a key predictor in successful outcomes.

# Assignments

Each assignment is designed to gradually build your technical writing and teamwork skills, culminating in a long report that adheres to the Department of Engineering’s Co-op Work Term Report guidelines. Detailed descriptions of these assignments are posted to our Brightspace site. You will want to review these during the first week of the course. I will go over individual assignments during my lectures throughout the semester.

In order to pass the course, you must complete **all** the following assignments:

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| **Assignments** | **Weight %** |
| Document Design, Revision, and Teamwork Quizzes | 9 |
| Discussion Forum Posts | 9 |
| Presentation 1 (sign up with a partner for a topic) | 5 |
| Report 1 Proposal in Memo format (500-600 words) | 5 |
| Report 2 Research/Project Proposal in Short Report format; written individually or in pairs (1000-1200 words) | 20 |
| Report 3 Milestones (staggered deliverables) and final reflection assignment | 12 |
| Report 3 Team-written Feasibility or Recommendation Report 2500-3000 words) | 25 |
| Team Presentation | 10 |
| Reflection Memo | 5 |
| **TOTAL** | **100** |

# Exams

There will be two quizzes, each worth 5% of your final grade. There is no final exam, but there is a final reflection assignment.

# Assessments

All assignments will be evaluated on content, style, and format. Each assignment has different requirements and tests different skills. Your ability to demonstrate these skills forms the basis for assessment.

Assignments that meet all the requirements and demonstrate the necessary learning outcomes will likely earn a high grade, while assignments that do not will likely earn a poor grade. All the requirements and learning outcomes will be listed in the assignment description, so ensure that you have read and understood each assignment description.

Failure to complete all the graded assignments will result in an incomplete N grade for the course. Regardless of your cumulative percentage in the class, if you have not completed every graded assignment you will be awarded a failing grade of N and a maximum grade of 49% on your transcript.

Final letter and numerical grades for this course are calculated in accordance with the UVic Undergraduate Grading Scale, which you can find in the University Calendar.

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| Grades | Percentage | Description |
| A+  A  A- | 90 – 100  85 – 89  80 – 84 | Outstanding to excellent work that meets all and exceeds some expectations. Consistently excellent work. |
| B+  B  B- | 77 – 79  73 – 76  70 – 72 | Great to good work that meets most or all expectations in an acceptable manner, but could use minor improvements in some areas |
| C+  C | 65 – 69  60 – 64 | Solid work that meets some expectations but needs obvious improvement in several areas. |
| D | 50 – 59 | Marginal work; minimally acceptable. |
| F | 0 – 49 | Fail, no supplemental. |
| N | 0 – 49 | Did not write examination, complete all Labs or otherwise complete course requirements by the end of term or session; no supplemental exam. |

Late Assignments

Late assignments will lose 5% per day and be returned graded but without written feedback, unless there is a compelling reason for the late submission. An assignment handed in 7 days past the due date will receive a pass/fail (0% or 50%) grade and no written feedback.

Grade Appeals

If you feel your assignment has been graded unfairly, please discuss your concerns with me. I strive to make in a way that is fair, appropriate, reasonable and based in the grading criteria for each assignment; however, I am open to hearing your concerns. In doing so, you must be ready to prove that your assignment matches the standards for the letter grade provided in the grading criteria that you feel you should have received.

If you are not satisfied following our discussion, you can apply for a [formal grade review](https://www.uvic.ca/humanities/atwp/current-students/grade-review-requests/index.php).

# Academic Concession

Requests for Academic Concession:  Students who do not complete all of the required assignments (*Project Proposal, Team Client Report, at least one Presentation assignment,*and*Final Reflection Memo*) will receive an “N grade for the course, regardless of cumulative grade for term work completed. An “N” grade is the equivalent of an “F” on your transcripts and GPA. Students who cannot complete up to two of the main assignments by the end of term deadline due to*1) unexpected or unavoidable circumstances, or 2) conflicting* *responsibilities* should review the University’s [Academic Concession Regulations](https://www.uvic.ca/calendar/future/undergrad/index.php#/policy/HJjAxiGO4?bc=true&bcCurrent=11%20-%20Academic%20Concessions%20Regulation&bcGroup=Undergraduate%20Academic%20Regulations&bcItemType=policies). Students who have not completed 3 or more of the required assignments cannot be considered for deferred status, will receive an “N” grade, and will have to repeat the course.  It may be possible to apply for a late withdrawal if you meet conditions 1 or 2 above. Please do not hesitate to contact your instructor or ATWP Director ([atwpdir@uvic.ca](mailto:atwpdir@uvic.ca)) if you have any questions about this policy.

# Equity Statement and University Policies

This course aims to provide equal opportunities and access for all students to enjoy the benefits and privileges of the class and its curriculum and to meet the syllabus requirements. Reasonable and appropriate accommodation will be made available to students with documented disabilities (physical, mental, learning) in order to give them the opportunity to successfully meet the essential requirements of the course. The accommodation will not alter academic standards or learning outcomes, although the student may be allowed to demonstrate knowledge and skills in a different way. It is not necessary for you to reveal your disability and/or confidential medical information to the course instructor. If you believe that you may require accommodation, the course instructor can provide you with information about confidential resources on campus that can assist you in arranging for appropriate accommodation. Alternatively, you may want to contact the [Centre for Accessible Learning](https://www.uvic.ca/services/cal/) located in the Campus Services Building. The University of Victoria is committed to promoting, providing, and protecting a positive, and supportive and safe learning and working environment for all its members.

UVic has specific policies on [Human Rights, Equity and Fairness](https://www.uvic.ca/calendar/future/undergrad/index.php#/policy/HkQ0pzdAN?bc=true&bcCurrent=%20General%20University%20Policies&bcGroup=General%20University%20Policies&bcItemType=policies), [Accommodation of Religious Observance](https://www.uvic.ca/calendar/undergrad/index.php#/policy/r1q0gofdN?bc=true&bcCurrent=10%20-%20Accommodation%20of%20Religious%20Observance&bcGroup=Undergraduate%20Academic%20Regulations&bcItemType=policies), and [Discrimination and Harassment](https://www.uvic.ca/calendar/future/undergrad/index.php#/policy/HkQ0pzdAN?bc=true&bcCurrent=%20General%20University%20Policies&bcGroup=General%20University%20Policies&bcItemType=policies).

In addition to UVic’s specific policies, please review the [Faculty of Engineering’s Standard of Professional Behaviour](https://www.uvic.ca/engineering/assets/docs/professional-behaviour.pdf).

# Academic Honesty and Integrity

Cheating, plagiarism and other forms of academic fraud are taken very seriously by both the University and the Department. You should consult the University Calendar for UVic’s [policy on academic integrity](https://www.uvic.ca/students/academics/academic-integrity/index.php). It is your duty to be familiar with these rules. Please note the following policies from the calendar regarding citing and use of editors.

Plagiarism

Single or multiple instances of inadequate attribution of sources should result in a failing grade for the work. A largely or fully plagiarized piece of work should result in a grade of F for the course.

Unauthorized Use of Editors

An editor is an individual or service, other than the instructor, who revises, corrects, alters, or contributes to a student’s work. The use of editors (whether paid or unpaid) is prohibited in this course.  
Peer review and tutoring **that do not include editing**are permitted in this course. In addition to consulting with your instructor, you are encouraged to seek reviews of your work that prompt you to make revisions yourself.  
For example, you may

* Seek help from tutors at the [Centre for Academic Communication](https://www.uvic.ca/learningandteaching/cac/index.php)
* Invite peers or others to review their work, suggest revisions, and provide feedback regarding its clarity and structure
* Use software that identifies grammar, usage, and punctuation errors, but does not correct it.

Plagiarism detection software may be used to aid the instructor and/or TA's in the review and grading of some or all of the work you submit.

Course Materials

Unless otherwise noted, all course materials supplied to students in this course have been prepared by the instructors, who therefore own their Intellectual Property, and are intended for use in this course only. These materials are NOT to be re-circulated digitally, whether by email or by uploading or copying to websites such as Course Hero, OneClass, or similar sharing platforms, or to others not enrolled in this course. Uploading course materials, including PowerPoint slides, video lectures, project/assignment descriptions, and quizzes, onto online sharing platforms is considered to be a copyright violation, regardless of whether an individual did so intentionally or unintentionally. Violation of this policy may in some cases constitute a breach of academic integrity as defined in the UVic Calendar, and can lead to penalties.

# Attendance

The university calendar specifies that students are expected to attend all classes that they are enrolled in. Consistent attendance is a minimal requirement for success. If you cannot attend due to illness or other constraining factors, you will be expected to particulate “virtually” as much as possible; this will be gauged by your engagement with course discussion posts, online meetings, and timely submission of assignments. The course provides you with many scaffolding activities that offer feedback and help you complete assignments step-by-step. These are often done during class time. Thus, if you do not complete these activities, it will signal that you are not participating, and failing to meet the responsibilities of the course. Therefore, the following policies are in place:

• Students who do not attend the first 2 class meetings, and who do not contact me to let me know, will be automatically drop from the course. If you do not contact me about your absence, I will assume you do not intend to complete the course and you will be un-enrolled to make room for waitlisted students who are attending and participating.

• During the term, you will be working in teams on collaborative assignments. Class time will be used for team meetings, with guidance on assigned tasks. Failure to contribute equitably to your team meetings and activities will result in grade penalties, and if the impact on teammates is serious, you may be dropped from the team. In such cases, the student will have to complete a final report assignment individually.

# Course Evaluation Surveys

At the end of the term, you will have the opportunity to provide anonymous feedback regarding your experience in this course. Your responses in this survey provides important feedback to me regarding the course and my teaching, as well as enable both myself and the department to improve this course in the future. I will provide further details on how to access this survey as we near the end of the term.

# Weekly Breakdown

Please note that only the topics and assignments are listed here; there are assigned readings as well. For further details regarding specific readings, please see our Brightspace.

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| Week/Dates | Topics | Deliverables | Due Date |
| Prior to class | Orientation | Review syllabus, introductory lecture materials, Brightspace |  |
| 1: Jan 9-13 | Module 1: Technical Writing; Professional Style | Case Study (discussion) (2%) | Jan 13 |
| 2: Jan 16-20 | Module 2: Problem Definition; Document Design | Problem Def (discussion) (2%) | Jan 17  Sign up for a Presentation topic by Jan 25 |
| 3: Jan 23-27 | Module 3: Office Documents: Memos and Emails | Document Design Quiz (2%)  Peer Review (discussion)  Memo due (10%) | Jan 27  Jan 27  Jan 29 |
| 4: Jan 30-Feb 3 | Module 4: Client Project Presentation; Proposals; IEEE Reference; Teamwork | Presentation feedback (discussion) (3%)  Presentation (5%) | Ongoing  Ongoing |
| 5: Feb 6-10 | Module 4: Proposals; Conducting Research | Project Proposal Peer Review (2%)  Project Proposal (20%) | Feb 10  Feb 12 |
| 6: Feb 13-17 | Module 5: Team Project; Teamwork and Communication; Team Charters | Teamwork Reading Quiz (2%) | Feb 14 |
| 7: Feb 20-24 | READING BREAK |  |  |
| 8: Feb 27-Mar 3 | Module 6: Revised project plan; team management | MS 1 Team Charter (3%)  MS 2 Team Work Plan (3%) | Feb 28  Mar 3 |
| 9: Mar 6-10 | Module 6.2: Style Matters | Revision Quiz (5%) | Mar 10 |
| 10: Mar 13-17 | Module 6.3: Long Reports; Templates | MS 3 Draft (3%) | Mar 14 |
| 11: Mar 20-24 | Module 6.4: Long Reports; Collaborative Writing | MS 4 Progress Report/Team Presentation Plan | Mar 21 |
| 12: Mar 27-31 | Team Presentations | Team Presentations | TBA |
| 13: Apr 2-6 | MS Word formatting; Front and Back Matter; Revising; CES | Team Report due (25%)  Reflection Memo (5%) | Apr 6  Apr 7 |