

OKANAGAN COLLEGE
'Technical Communication II'
 CMNS 142.001, Winter 2006
 Department of Communications

Dr. Timothy Jacobs
Email: WebCT

Office: L318
Office Hours:

Voicemail: 762.5445 x 4294
 By appointment or chance

Description:

This one-semester course continues to develop the writing and speaking skills required by Engineering Technology students. Emphasis is placed on students' ability to research and report on a variety of industry-related topics to peer groups. The writing component of this class will focus on the composing process, including drafting, peer editing, revision, proofreading/editing, and discussion of audience, purpose, and style.

Texts:

Lannon, John M. & Klepp, Don. *Technical Communication*. Toronto: Pearson-Longman, 2006.

Objectives:

- To read, think, and write critically
- To edit one's own and others' work
- To present complex ideas and procedures to an uninitiated audience
- To understand elements of style as related to writing and speaking assignments
- To explore professionalism and self-disclosure within a communications context
- To work effectively as part of a group
- To speak confidently and deliver clear, coherent, and engaging oral presentations
- To apply new skills and knowledge across all courses

Evaluation:

Blog	30%
Seminar Presentations	25%
Collaborative Presentations	35%
Attendance and Participation	10%

Marking System:

A+	90-100%	B+	76-79%	C+	64-67%	D	50-54%
A	85-89%	B	72-75%	C	60-63%	F	0-49%
A-	80-84%	B-	68-71%	C-	55-59%		

College and Course Policies:

EVERY STUDENT ACCEPTED FOR REGISTRATION SHALL BE DEEMED TO HAVE AGREED TO BE BOUND BY THE POLICIES, RULES AND REGULATIONS OF OKANAGAN COLLEGE.

<http://www.okanagan.bc.ca/site68.aspx>

1. No recording devices, cameras, computers, or cell phones are permitted in the class unless you have a registered disability that requires the use of such a device. Disability Services should be contacted to request an accommodation.

2. You will write assignments for the course. They must be submitted no later than the due date if they are to receive a grade.
3. Assignments are due at the *beginning* of the class on which they are due. Late assignments will receive a grade of zero (0).
4. All assignments must be completed in order to receive a passing grade in the course.
5. Electronic submissions will *not* be accepted.
6. You will be expected to attend and to participate in *all* classes; poor attendance and participation will adversely affect your grade.

Plagiarism/Cheating:

The task of a student is to present his/her OWN ideas in his/her OWN words. A plagiarist presents the ideas of another person as his/her own thinking. The grade for any piece of plagiarised work is F (0%). **See the definition in your *College Calendar*.**

The most frequent forms of plagiarism/cheating are information downloaded from the Internet, without appropriate acknowledgement, and the use of other people's skills in the production of any assigned work.

Self-plagiarism is the submission of work that is the same or substantially the same as work prepared or performed by the student for credit in another course (except in instances where the instructor receiving the work has given prior permission). Work includes but is not limited to essays, term papers, projects, and assignments. Although self-plagiarism may not involve the intellectual theft that characterizes plagiarism, it is a form of academic misconduct and is subject to the same disciplinary actions as plagiarism.