



Course Outline

ENVIRONMENTAL
TECHNOLOGY

ENVT 255
TECHNICAL WRITING AND COMMUNICATIONS II
WINTER 2013

2 CREDITS
4 HOURS PER WEEK

INSTRUCTOR: JANE JACQUES

INSTRUCTOR: Jane Jacques
PHONE NUMBER: (780) 791-4836
E-MAIL: jane.jacques@keyano.ca
OFFICE NUMBER: S211-D
OFFICE HOURS:

Monday	2:00 – 2:50 PM
Tuesday	9:00 – 9:50 AM
Wednesday	2:00 – 2:50 PM
Thursday	11:00 – 11:50 AM 3:00 – 3:50 PM

HOURS OF INSTRUCTION:

Monday	8:00 – 9:50 AM	Room S207
Wednesday	3:00 – 4:50 PM	Room S110

COURSE DESCRIPTION:

The objective of this course is to improve writing and presentation skills in the environmental sciences. Emphasis is placed on technical report format, referencing, and clarity.

PRE-REQUISITE(S):

Pre-requisites: ENVT 115 and ENVT 116

COURSE OBJECTIVES:

The student will be able to:

1. Using concise and organized language and thought, clearly illustrate given topics in oral and written formats
2. Collaborate with colleagues and orally present a project proposal
3. Organize, properly format and write an analytical report

TEXT(S)/MATERIALS REQUIRED:

Textbooks are available at the Keyano Bookstore.

Norton, S., Green, B..	2008. The Bare Essentials: Form B. 6 th Ed Toronto: Thomson.
Lannon, J. M., Klepp, D.	2009. Technical Communication. 4 th Canadian Ed. Toronto: Pearson.

TOPICS TO BE COVERED:

Please Note:

This course outline may be modified to facilitate unforeseen time constraints. Date and time allotted to each topic is subject to change.

Jan. 7	Course introduction and initial in-class writing
Jan. 9	Field notes and observational strategies
Jan.14-17	Writing for an audience
Jan. 21-24	Documenting and acknowledging sources
Jan. 28-30	Proposal writing
Feb. 4-6	Organizing content
Feb. 11-13	Writing efficiently
Feb. 18	FAMILY DAY: COLLEGE CLOSED
Feb. 20	Using analogy in scientific and technical writing
Feb. 25-Mar. 2	READING WEEK: NO CLASSES
Mar.4-6	Writing clearly
Mar. 11-13	Editing writing
Mar. 18-20	Collaborative writing
Mar. 25-27	Writing the short report
April 1	EASTER MONDAY: COLLEGE CLOSED
April 3	Writing the analytical report
April 8-10	Writing the long report
April 15-17	Class presentations; Last class

MOODLE 7

Go to <http://ilearn.keyano.ca>

This course is supported through Moodle 7. Assignments, readings and handouts will be posted on Moodle 7. Login information will be provided by your instructor. For further instructions please see the Moodle 7 handout.

EVALUATION:

Field Note Observations	5%		Jan. 21
Moodle Forum	10%		Weekly
<i>Bare Essentials</i> Mastery Tests	10%	graded Pass/Fail	Mondays
In-class Assignments	10%	graded Pass/Fail	TBA
Proposal	10%		Feb. 6
Comprehensive Test	10%		Mar. 20
Short report	10%		April 3
Project and Report	25%		April 10
Oral Presentation	10%		Ap.15-17

Total	100%
-------	------

ASSIGNMENTS:

If all assignments are not submitted, students should expect to receive a failing grade.

Field Notes: Choose a location (in or out of the College) and spend at least half-an-hour there on three separate locations, taking clear and accurate field notes. Include maps, diagrams, or other appropriate visuals. More details will be given in class. This exercise will encourage the development of note-taking skills in the field.

Bare Essentials Mastery Tests:

Each chapter of *The Bare Essentials* has an exercise identified as a “mastery test,” for example 3.12 and 5.4. Expect to write such tests—or alternative ones—in-class on Mondays.

Comprehensive Test:

This test will be the culmination of the *Bare Essentials* studies, testing all of the aspects of grammar, structure, usage, and style. If you have difficulty with any of the mastery tests, seek extra help and review the material because it will reappear on the comprehensive test on March 20.

In-class Assignments:

These will be spontaneous assignments designed to challenge and improve your writing skills. They will be graded on a Done/Not Done basis, which means that you can significantly improve your final grade by attending class and doing the assignments. **No student will be allowed to “make up” these assignments outside class except under extraordinary circumstances.**

Moodle Forum

Beginning January 14, I will post a weekly discussion question on Moodle. You will have a week to respond to the question and to reply to another student’s response. Guidelines for responses and the rubric for grading are posted on Moodle.

Short Report

This will be an individual assignment linked to one of your other courses. More details will follow.

Proposal, Project, Report, and Presentation

This major assignment may be undertaken individually, with a partner, or in groups of three. Be aware, however, that each person is responsible for his or her own success. In summary, you will create a community-based project (involving either the Keyano community or an audience outside of the College) to promote, teach, or encourage some specific aspect of environmental awareness. You will first submit a proposal following guidelines given in class, then you will undertake the project, write a report about the project, and finally present your findings or outcomes to the class.

GRADING SYSTEM:

Letter Grade	Description	Grade Points
A+		4
A	Excellent	4
A-		3.7
B+		3.3
B	Good	3
B-		2.7
C+		2.3
C	Satisfactory	2
C-		1.7
D+		1.3

D	Minimal Pass	1
F	Failure	0

Students intending to transfer to other institutions require a 'C-' as a minimum grade.

Transfer information on each course is available at the [Alberta Council on Admission and Transfers](#)

IMPORTANT DATES:

January 18, 2013	Courses dropped after this date will be designated "W". (A withdrawal (W) is not reflected in your GPA)
March 8, 2013	Courses dropped after this date will be designated "WF". (A withdrawal failure (WF) counts as a 0 in your GPA)
April 19, 2013	Last day of classes
April 22-30, 2013	Final Exams (<i>Do not make travel or work plans before the exam schedule is released!</i>)

COLLEGE POLICIES

Equality, Equity and Respect

The Keyano College is committed to providing an environment of equality, equity and respect for all people within the College community. All members of this community are considered partners in developing teaching and learning contexts that are welcoming to all. Faculty, staff, and students are encouraged to use inclusive language to create a classroom atmosphere in which students' experiences and views are treated with equal respect and valued in relation to their gender, ethnic and cultural background, and sexual orientation.

Students should consult:

http://www.keyano.ca/Committees/IRA/Individual_Rights_Policy.asp

Plagiarism and Cheating

Every student expects to be treated and evaluated fairly in a course. Plagiarism and cheating robs everyone of this right.

No student may submit words, ideas or data of another student or person as his or her own in any writing, project, assignment, quiz, electronic presentation, exam etc. Any work used that is not the student's own must be clearly cited as belonging to someone else. There are penalties for using other's work and not citing it. The Student's Rights & Responsibilities document clearly outlines these penalties and the appeal process.

- No learner can obtain information from another student during an exam.
- No learner can bring unauthorized information (paper or electronic) into an exam or quiz.
- No student can submit work done in another course for grading in this course without the written prior approval of the course instructor.
- No student can submit copyright protected or commercially produced materials as part or all of an assignment without proper citation & permission.

Student Rights & Responsibilities

Students should consult the Keyano College Credit Calendar or online at:

<http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1112-10-full.pdf>

Specialized Supports and Duty to Accommodate

Disability Support Services: Learner Assistance Program

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

Specialized Supports and Duty to Accommodate

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

