University of Calgary
Department of Communication, Media and Film

Communication and Media Studies COMS 363 L01
Professional and Technical Writing

Spring 2018

Start & end dates (& dates excluded)
May 14 to June 26

Lectures, days, and time; Tutorials, days, and time
Online Delivery

Instructor:	Chaseten Remillard
Office:	SS 254
Office Phone:	N/A
E-Mail:	cremill@ucalgary.ca
Web Page:	D2L available through MyUofC portal (delete or edit as needed)
Office Hours:	Mondays 10am to 12pm

Course Description

This class takes a rhetorical approach to understanding professional and technical communication. Emphasis is placed on how workplace communication is situated within distinct organizational or corporate cultures as well as broader socio-cultural contexts.

Students will gain knowledge and skills in writing across genres and disciplines through experiential learning strategies and collaborative research projects. This is a performance driven class intended to teach students skills that can be applied to a variety of workplace situations.

Additional Information
This course is offered entirely online. Interaction with the instructor and grading teams can be arranged by appointment. Students can expect to put in the same amount of work (in hours) as they would if the course met face to face.

Objectives of the Course
Students will learn about the process of planning, composing, and delivering professional and technical communication for various audiences. This course is design to help you develop

- A rhetorical approach to crafting documents--one in which you critically consider your purpose in writing, the needs of your audience(s), and relevant features of the context in which you are writing.
- Writing strategies to keep your writing focused, coherent, and readable;
- Familiarity with the conventions and composing strategies for a range of written genres, including business correspondence, proposals, and reports.

- Familiarity with a range of resources for professional writers, including tools for online research, for online composing, and for collaborative writing;
- document design strategies to ensure that your documents look professional, promote easy retrieval of information, and use visuals to communicate information effectively;
- Competence in the use of a standard style of documentation.
- Competence in preparing PowerPoint presentations.

Textbooks and Readings
Tebeaux, E. & Dragga, S. (2017). The essentials of technical communication. (4th ed.). New York, NY: Oxford University Press.

Internet and electronic communication device information

Internet access: Students must have frequent, regular access to the Internet and email. A high-speed Internet connection is highly recommended. The course will be held online via the U of C's Desire2Learn (D2L) learning management system at https://d2l.ucalgary.ca/. I strongly recommend that you download a personal backup copy of this course outline and all online course materials(assignment descriptions and rubrics) in case you need them when Internet access is temporarily unavailable. A PDF reader is required.

Supported technologies: Course technologies usually work with all the major browsers (i.e. Firefox, Internet Explorer, Chrome, Safari) and operating systems (Mac, Windows, etc). However, compatibility problems may occur with outdated browsers, plugins or apps, and usability issues may occur on mobile devices. Check your system's compatibility in Desire2Learn via My Tools > System Check. Students are responsible for ensuring they have personal computer systems that are compatible with course technologies, or they must use on-campus computers provided in libraries or labs.

Sending email: When initiating an email to your instructor from your own email program, send email to csremill@ucalgary.ca and put "COMS 363" anywhere in the subject line.

Email management: Students are responsible for ensuring they receive course email notifications and messages from the instructor, and receiving notifications they have subscribed to (i.e. email notifications of new messages from teammates in group discussion forums). Make sure course messages do not get filtered into spam or junk folders or get rejected by your mail server. By default, Desire2Learn will use the email address associated with your U of C ID. Configure your notification preferences in your D2L Settings, and then subscribe to desired discussion forums & threads.

Word processing software: The use of Microsoft Office software (ideally, 2007 or later) is highly recommended. Assignments require advanced features of Office programs (Microsoft Word, Microsoft Excel) for professional formatting of tables, graphs, tables of contents, page numbering, headers, etc. MS Office is available to U of C Students through Office 365.

Assignments and Evaluation

Assignment	Weight	Due Date
Labs	5 x 2% each = 10% total	In Weeks 1, 2, 3, 4, 5 (See schedule posted on D2L)
Short writing assignments	3x20% each = 60% total	May 18, June 1, June 15
Individual report	30%	June 26
All assignments are due by 1159pm the day they are due		

Labs (less than 500 words). Lab assignments will be due weekly on Friday by 1159pm. They will give you an opportunity to familiarize yourself course concepts and prepare for your final report assignment. These assignments are pass/fail, so late submissions will not be accepted. Your marker will check these assignments weekly and will discount any submissions that fail to adhere to submission guidelines.

Short writing assignments (roughly 500 words each). These short writing assignments are designed to help you deliver different messages in a concise and coherent way. The styles and genres of your writing samples will vary by medium and message and should help prepare you for the final group assignment.

Individual Report (1500 words). The report is a full featured, substantive report. This assignment will require you to conduct both secondary and primary research and integrate the results into a report.

Registrar-scheduled Final Examination: No

You do not need to complete all assignments and exams in order to receive a passing grade in the course.

Submission of Assignments: Please hand in your essays directly to D2L under the appropriate dropbox folder. If it is not possible to do so, email your assignment to the instructor with " Coms 363 Temporary Submission" in the subject line. NOTE: As soon as Desire2Learn is accessible, resubmit your assignment normally AND leave the instructor and marker a note in your file submission area about using this temporary submission method, to avoid late penalties.

Please include your name and ID number on all assignments, and be prepared to provide picture ID to pick up assignments or look at marked final exams in SS 320. Personal information is collected in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. For more information, see http://www.ucalgary.ca/legalservices/foip/foip-hia

Note: It is the student's responsibility to keep a copy of each submitted assignment and to ensure that the proper version is submitted (particularly in courses requiring electronic submission). Including a version date in your file name may be useful.

Policy for Late Assignments
Assignments submitted after the deadline may be penalized with the loss of a grade (e.g.: A- to B+) for each day late. Labs will not be accepted after their given due date.

Student Accommodations:
Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/.

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf.

- Students seeking accommodation for transient illnesses (e.g., the flu) should contact their instructors. Whenever possible, students should advise their instructors in advance if they will be missing quizzes, presentations, in-class assignments, or group meetings.

- When accommodations are granted, they may take forms other than make-up tests or assignments. For example, the weight of a missed grade may be added to another assignment or test.

- For information on Deferrals of Final Exams and Term Work, see sections G.6 and G.7 of the *University Calenda*r at http://www.ucalgary.ca/pubs/calendar/current/g-6.html and http://www.ucalgary.ca/pubs/calendar/current/g-7.html

Grading & Department of Communication, Media and Film Grade Scale
Final grades are reported as letter grades. In the course, percentages will be used for all assignments.

The following chart outlines the grade scale percentage equivalents used in the Department of Communication, Media and Film. In calculating final grades in this course, letter grades will be converted to the midpoint of the percentage range, as shown in the final column of the table below.

Grade Point Value	Description	Grade	Dept of CMF grade scale equivalents*	Letter grade % equivalent for calculations**
4.00	Outstanding performance	**A+**	96 - 100%	98.0%
4.00	Excellent performance	**A**	90 - 95.99%	93.0%
3.70	Approaching excellent performance	**A -**	85 - 89.99%	87.5%
3.30	Exceeding good performance	**B+**	80 - 84.99%	82.5%
3.00	Good performance	**B**	75 - 79.99%	77.5%
2.70	Approaching good performance	**B-**	70 - 74.99%	72.5%
2.30	Exceeding satisfactory performance	**C+**	65 - 69.99%	67.5%
2.00	Satisfactory performance	**C**	60 - 64.99%	62.5%

1.70	Approaching satisfactory performance	**C-**	55 - 59.99%	57.5%
1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	**D+**	53 - 54.99%	54.0%
1.00	Minimal pass. Insufficient preparation for subsequent courses in the same subject	**D**	50 - 52.99%	51.5%
0.00	Failure. Did not meet course requirements.	**F**	0 - 49.99%	0%

* If percentages are used to calculate final grades, then grades falling within these ranges will be translated to the corresponding letter grades.

** These percentage equivalents will be used for calculating final grades unless an alternative method of final grade calculation is outlined above.

Writing Skills Statement
Department policy directs that all written assignments (including, to a lesser extent, written exam responses) will be assessed at least partly on writing skills. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc.) but also general clarity and organization. Sources used in research papers must be properly documented. If you need help with your writing, you may use the writing support services in the Student Success Centre (3rd floor, Taylor Family Digital Library). Visit the website for more details: http://www.ucalgary.ca/ssc/writing-support

Plagiarism
Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. In-text citations must be provided, and readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. Wording taken directly from a source must be enclosed within quotation marks (or, for long quotations, presented in the format prescribed by the documentation style you are using). Paraphrased information must not follow the original wording and sentence structure with only slight word substitutions here and there. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media.

For information on citation and documentation styles (including APA, Chicago, IEEE, MLA, and others), visit the links provided at https://ucalgary.ca/ssc/resources/writing-support/436. Research and citation resources are also available on the website of the Purdue Online Writing Lab (OWL) at https://owl.english.purdue.edu/owl/section/2/ If you have questions about how to document sources, please consult your instructor or visit the writing support services in the Student Success Centre (3rd floor, Taylor Family Digital Library, at http://www.ucalgary.ca/ssc/writing-support).

Academic Misconduct
For information on academic misconduct and its consequences, please see the University of Calgary Calendar at http://www.ucalgary.ca/pubs/calendar/current/k.html

Research Ethics
Whenever you perform research with human participants (e.g., surveys, interviews, or observations) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve your research plans and supervise your research. For more information about your research ethics responsibilities, see http://arts.ucalgary.ca/research/resources/ethics

Important information, services, and contacts for students

For information about . . .	Visit or contact . . .
ARTS PROGRAM ADVISING (ASC)	SS 102 403-220-3580 artsads@ucalgary.ca
CAMPUS SECURITY • **Calgary Police Service** • **Emergency Text Messaging** • Emergency Evacuation & Assembly • **Safewalk Program**	http://www.ucalgary.ca/security/ **403-220-5333** **403-266-1234 Emergency: call 911** http://www.ucalgary.ca/emergencyplan/textmessage http://www.ucalgary.ca/emergencyplan/assemblypoints If you feel uncomfortable walking alone at any time, call Campus Security for an escort (**220-5333**). For more information, see http://www.ucalgary.ca/security/
DESIRE2LEARN (D2L) Support • **IT help line**	http://elearn.ucalgary.ca/desire2learn/home/students 403-220-5555 or itsupport@ucalgary.ca
STUDENT SUCCESS CENTRE • **Writing Support Services** • **Student Services Mobile App**	http://ucalgary.ca/ssc http://www.ucalgary.ca/ssc/writing-support http://ucalgary.ca/currentstudents
STUDENTS' UNION CONTACTS • **Faculty of Arts Reps** • **Student Ombudsman**	https://www.su.ucalgary.ca/about/who-we-are/elected-officials/ http://www.ucalgary.ca/provost/students/ombuds
SU WELLNESS CENTRE • **Counselling Services** • **Health Services** • **Distress centre 24/7 CRISIS LINE** • **Online resources and tips**	**403-210-9355** (MSC 370), M-F, 9:00–4:30 pm http://ucalgary.ca/wellnesscentre/counselling http://ucalgary.ca/wellnesscentre/health 403-266-HELP (4357) http://ucalgary.ca/wellnesscentre/healthycampus If you're concerned about a friend or your own well-being, it is important to seek help early. Call or visit the SU Wellness Centre or the 24-hour crisis line.

Schedule of Lecture Topics and Readings

Week	Dates	Textbook Chapters	Labs	Assignment
Week 1	May 14 - 21	1, 2	1	Assignment 1: May 18
Week 2	May 21 - 27	3, 4	2	
Week 3	May 28 - June 3	5, 6	3	Assignment 2: June 1
Week 4	June 4 - June 10	7, 8	4	
Week 5	June 11 –June 17	9, 10	5	Assignment 3: June 15
Week 6	June 18 - June 24	No Readings	No Labs	
Week 7	June 25 & June 26	No Readings	No Labs	Individual Report: June 26