HUMBER

Faculty:

Program Coordinator(s): Prasad Bidaye

Associate Dean: John Stilla (john.stilla@humber.ca)

Course Outline

Academic Year: 2019 - 2020

Course Name: **Technical Workplace Writing Skills**

Land Acknowledgement

Humber College is located in Adobigok, known as "Place of the Black Alders" in the Ojibwe Anishinaabe language. It is uniquely situated along GabeKanang Ziibi, the Humber River providing an integral connection for Indigenous peoples between the northern shore of Lake Ontario and the Lake Simcoe Georgian Bay region. In Honouring the Land, we are walking in the moccasin tracks of our ancestors and leaving our footprints for the future generations to come.

Faculty	Liberal Arts & Sciences and Innovative Learning
Program	Department of English
Course Name:	Technical Workplace Writing Skills (WRIT 220)
Pre-Requisite(s)	WRIT 120 or equivalent
Co-Requisite(s)	None
Pre-Requisite(s) for	None

Equates	None
Restrictions	Restricted for students in the Applied Technology programs only
Credit Value	3
Total Course Hours	42 Hours

Approved by: *John Stille*

Course Description

This course is designed to reinforce and expand on the skills students learned in WRIT 120 Technical Reading and Writing Skills. In Technical Workplace Writing Skills, students will learn to design and write technical research reports and a variety of other technical documents, using appropriate sources, content, language, layout, and graphics.

To complete WRIT 220 successfully, students must produce writing that meets or surpasses the minimum departmental standards.

Course Rationale

The critical reading, thinking, writing, and research skills acquired in this course are indispensable for effective academic work in post-secondary technical programs and communications in the workplace.

Program Learning Outcomes Emphasized in this Course

N/A

Essential Employability Skills Emphasized in this Course

Essential Employability Skills are transferable skills that provide the foundation for a student's academic, vocational, and personal success.

Communication Skills	X
Critical Thinking and Problem Solving	X
Interpersonal	X
Numeracy	
Information Management	X
Personal	X

Course Format(s)

This course is mostly delivered through a face-to-face, in-class format. Some sections may be delivered in a fully online format.

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. Analyze the purpose, audience, and context for creating workplace communications.
2. Apply strategic approaches to the language, structure, and design of documents and reports.
3. Research solutions to technical problems.
4. Synthesize information from a variety of secondary sources.
5. Produce workplace documents and technical reports according to specified processes and timelines.

Assessment Weighting
PLEASE NOTE: Due to the extenuating circumstances created by the COVID-19 pandemic, assessment in this semester may have varied from what is outlined here.

Assessment	Weight
Writing assignments: Technical research report (minimum 1200 words)	25 – 30%
Technical research report proposal	15 – 20%
Other writing assignments (such as email, memos, short reports, letters, blogs, or newsletters)	50 – 60%
Total	100%

Modules of Study

Module and topic	Course Learning Outcomes	Resources	Assessments
Principles of workplace communication ● Audience, purpose, language, document design, etc.	CLO 1	Instructor-provided resources	Workplace writing assignments
Problem solving ● Identifying technical problems ● Analyzing causes, effects, and solutions	CLO 3	Instructor-provided resources	Workplace writing assignments Technical Research Proposal Technical Research Report
Correspondence ● Format and structure for letters, memos, emails, etc.	CLO 1 CLO 2 CLO 5	Instructor-provided resources	Workplace writing assignments
Short reports ● Writing short technical reports relating to the final research report (i.e., proposals, progress reports, etc.)	CLO 2 CLO 5	Instructor-provided resources	Workplace writing assignments Technical Research Proposal

Research Methods ● Locating and documenting sources ● Planning, evaluating, and synthesizing research ● Academic integrity	CLO 3 CLO 4	Instructor-provided resources	Technical Research Proposal Technical Research Report Other process-based assignments
Technical research reports ● Planning and writing research reports ● Incorporating front and back matter, graphics, definitions, descriptions of parts and processes	CLO 5	Instructor-provided resources	Technical Research Report

Required Resources, Tools and/or Equipment:

This course is supported by a Blackboard site. You should access this site every day as this site contains a copy of this course outline and the professor's week-by-week syllabus. The professor will also inform you if other materials will be posted to the class Blackboard site and what those materials will be.

Supplemental Resources:

The Library

Located on the fourth floor of the Learning Resource Commons at the North Campus and in B202 at the Lakeshore Campus, the library houses books, journals, and audio-visual materials, and provides access to online resources, such as e-books, journals and articles. The librarians are able to help you find research and archived materials and assist you with inter-library loans, booking study spaces, and checking out materials. Visit the library online at http://www.library.humber.ca

The Writing Centre

The staff in the Writing Centre can suggest ways for you to improve your writing. You can visit the Writing Centre website for hours of operation and to book an appointment with a writing instructor: https://liberalarts.humber.ca/about/learning-resources/writing-centre.html

North Campus:
Dan Andreae Math & Writing Centre
Learning Resource Commons, 3rd Floor
Room 3020
(416) 675-6622, ext. 76261

Lakeshore Campus:
Room F201
(416) 675-6622, ext. 73313

Peer Tutoring

A peer tutor is a Humber student who can meet with you for one or two hours per week to help with the course. You can apply for a tutor by contacting your campus office or by visiting the Peer Tutoring website: http://www.humber.ca/learningresources/peer-tutoring

Prior Learning Assessment and Recognition (PLAR)

Students who have prior learning in the material of this course may be eligible for a course credit in recognition of their prior learning. The following table indicates the method that is used to assess prior learning for this course, or it indicates that such an assessment is not available. Students must apply for consideration for a prior learning assessment through the Office of the Registrar, and there is usually a fee associated with the application.

Portfolio	Challenge Exam	Skills Test	Interview	Other (Specify)	Not Available For PLAR
X	☐	☐	☐	☐	☐

Policies and Procedures

It is the student's responsibility to be aware of their obligations under Humber Policies and Procedures.

Academic Regulations

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.

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: http://www.humber.ca/student-life/swac/accessible-learning
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.

Disclaimer

While every effort is made by the professor/faculty to cover all material listed in the outline, the order, content, and/or evaluation may change in the event of special circumstances (e.g. time constraints due to inclement weather, sickness, college closure, technology/equipment problems or changes, etc.). In any such case, students will be given appropriate notification.

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See the Humber Libraries website (http://library.humber.ca) for additional information regarding copyright and for details on allowable limits.