



A POLYTECHNIC INSTITUTION

School of Manufacturing, Electronics, and Industrial Processes

Program: TTED

School of Computing and Academic Studies, Communication Department.

COMM 3394  
COMMUNICATION FOR TTED

**Start Date:** September 5, 2006

**End Date:** December 12, 2006

**Total Hours:** 30 **Total Weeks:** 15

**Term/Level:** 1 **Course Credits:** 2

**Total** (Lecture: 0 Lab: 2)  
**Hours/Week:** 2

**Prerequisites for COMM 3394:**

English 12 or Technical /  
Professional Communications 12  
or a university-level English course

**COMM 3394 is a Prerequisite for:**

COMM 4494,  
Advanced Communication for TTED

■ **Course Description**

In combination with COMM 4494, COMM 3394 is designed to give you the communication skills and knowledge you will need as a technology teacher in three specific areas:

1. technical communication—all teachers in BC schools are expected to be able to teach literacy skills in their own subject areas. Your subject area of technology has its own conventions and formats, which you'll learn in this course.
2. communication in the classroom—as a technology teacher you will have to know how to incorporate communication activities into your assignments.
3. academic communication—in order to succeed in your educational career, you'll need to be able to communicate in an academic context.

COMM 3394 focuses mainly on technical formats and conventions, with some attention on pedagogical and academic applications. You'll begin by learning basic procedures for organizing and writing a technical document. Then you'll learn how to use accepted formats for routine technical/engineering and scientific/lab reports. Finally you'll learn how to write a formal report that includes visuals. COMM 4494 next term will focus on more advanced or specialized technical formats and the pedagogical and academic applications of these basic skills.

■ **Evaluation**

Technical style writing assignment	10
E-mail / text message assignment	5
Technical Report Assignment	25
Lab Report Assignment	25
Formal Report Assignment	25
*Professionalism	10

\* The professionalism mark will normally be pro-rated based on your earned mark. If in the judgment of your instructor your professionalism — attendance, promptness, contribution in class, etc. was well above or below normal standards, the mark may be raised or lowered.

TOTAL	100%
-------	------

## ■ Course Learning Outcomes/Competencies

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

- use a systematic approach to analyze a communication problem/situation
- use a systematic process to decide how to organize technical and scientific documents
- make information readable and easily accessible for your readers
- use technical language correctly, simply and effectively
- use specific technical report formats
- use specific scientific report formats
- use longer, more formal reports
- use graphics correctly and effectively in technical and scientific formats
- use appropriate formats and protocols for electronic messages (e.g. e-mail, text messages)
- explain how the above skills and knowledge might be used in a technology classroom.

In addition, we will assume you can use the English language correctly; grammar, usage and spelling will be considered in the evaluation of your assignments.

The above outcomes were formulated in consultation with stakeholders in the secondary education system.

## ■ Verification

I verify that the content of this course outline is current.

Stephen Callione.  
Authoring Instructor

Sept 15/06  
Date

I verify that this course outline has been reviewed.

Patricia Hackville  
Program Head/Chief Instructor

Sept 15/06  
Date

I verify that this course outline complies with BCIT policy.

Heleine Decker  
Dean/Associate Dean

Sept. 17, 2006  
Date

Note: Should changes be required to the content of this course outline, students will be given what notice is possible.

## ■ Instructors

Stephen Culhane	Office Hours:	Office Phone	604 - 431- 4968
	Monday	11:30-12:30	
	Tuesday	12:30-2:30	E-mail Address: sculhane@bcit.ca
	Thursday	12:30-2:30	
	Friday	After 12:30 by appt.	

## ■ Learning Resources

### *Recommended:*

You should have a standard dictionary; if your spelling is weak, we suggest a spelling dictionary (sometimes called a “syllabification” dictionary). If you’re unsure of your ability to use English language correctly, get a college-level handbook of English grammar and usage.

## ■ Course Ground Rules, Policies and Procedures

**Plagiarism:** Plagiarism (copying someone else’s work and presenting it as your own, using someone else’s ideas without giving that person credit, collaborating with another person or people on an individual assignment, or having someone edit your work) will result in a minimum penalty of an automatic zero for the assignment and the requirement that it be resubmitted for comments but no grade. In addition, all incidents of plagiarism or cheating will be reported to the Program Head, TTED and the Associate Dean of Academic Studies.

**Attendance:** The attendance policy as outlined in the current BCIT Calendar will be enforced. Applied to COMM 3394, if you miss 3 or more classes without valid reason, you may receive a zero for your final assignment (you still have to write it; see “Assignment Details” on next page).

**Illness:** A doctor’s note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exams. At the discretion of the instructor, you may complete the work missed.

**Attempts:** Students must successfully complete a course within a maximum of three attempts at the course. to graduate from the appropriate program. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean.

**Course Outline Changes:** The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

**Accommodation:** Any student who may require accommodation from BCIT because of a physical or mental disability should refer to BCIT’s Policy on Accommodation for Students with Disabilities (Policy #4501), and contact BCIT’s Disability Resource Centre (SW1-2300, 604-451-6963) at the earliest possible time. Requests for accommodation must be made to the Disability Resource Centre, and should not be made to a course instructor or Program area.

**Participation and Professionalism:** Your thoughtful contributions to lecture, lab, and group discussions will enhance both your and your classmates’ understanding and enjoyment of the material covered in the course. If you don’t understand, ask questions. Share your ideas, and offer constructive feedback. . In addition, come around to talk to us (preferably in office hours) when you need further explanation or other help.

## ■ Assignment Details and Grading Standards

**You must complete all assignments to pass the course.**

Unless you have the instructor's permission or a medical note, late assignments will lose 10% per school day. Any assignment submitted after the marked assignment is returned to the class will receive 0. However, you will still be required to submit that assignment (see the previous paragraph).

You will have an opportunity to complete a practice assignment and get instructor feedback before each marked assignment is due. These practice assignments are not calculated in your term mark, but you must complete them to be eligible to submit the marked assignment.

General guidelines for interpreting your grade follow.

### 90-100 Outstanding:

Grades in this range describe work that is perfect or nearly perfect. A piece of this quality will surpass basic professional standards in all categories. Its format will be correct, and it will fulfill its purpose in a clear, correct, and concise style and an effective, audience-appropriate tone. The English language, grammar, and punctuation will be almost flawless. The work will be complete and very easily accessible. The organization will be highly effective. Few if any changes will be necessary before the work could be delivered to a professional audience.

### 80-89 Excellent:

Grades in this range describe work that is generally of the outstanding quality described above, but further editing will be needed before the work could be delivered to a professional audience. The piece of work might need minor format revisions, style or tone polishing, or very minor corrections to improve clarity, conciseness, or correctness. The work's presentation techniques or organization might need some minor rethinking.

### 65-79 Very well done or well done:

Grades in this category describe very good or good work. At the higher end of the range, there will be no serious problems with format, style, tone, clarity, conciseness, correctness, presentation, or organization. A few of these areas will need definite revision, but none will be completely unacceptable. At the lower end of the range, several areas will need revision before the work could be delivered to a professional audience.

### 50-64 Adequate:

Grades in this range describe work that is acceptable or barely acceptable. Work in this category is often considered "average," and the category reflects the work that a large number of first-year, first-term students begin with. There should be no need for major revisions in format, style, tone, clarity, conciseness, correctness, presentation, or organization, but either minor revisions will be needed in almost all areas or a few areas will show repeated or significant flaws.

### 0-49 Unacceptable:

Work in this category has failed to meet professional standards. It might need major revisions in one or more of the areas of format, style, tone, clarity, conciseness, correctness, presentation, or organization. If basic standards are not met in even one of these categories, the work is unacceptable. Work that meets professional standards in format, organization, presentation, style, tone, and conciseness but which contains repeated or significant errors in language, grammar, or punctuation is not ready to pass.

### Schedule

Week # / Date	TOPIC	LAB ACTIVITY	ASSIGNMENT / (Mark value)
1. Sep 5	<ul style="list-style-type: none"> <li>Orientation</li> </ul>		
2. Sep 12	<ul style="list-style-type: none"> <li>Course introduction</li> <li>Communication as a problem-solving tool</li> </ul>	<ul style="list-style-type: none"> <li>Worksheet Exercises</li> <li>Diagnostic – written / spoken</li> </ul>	<i>Why I want to be a teacher.</i> <b>Diagnostic</b>
3. Sep 19	<ul style="list-style-type: none"> <li>Communication as a design tool</li> </ul>	<ul style="list-style-type: none"> <li>Practice for Technical Style Assignment</li> </ul>	
4. Sep 26	<ul style="list-style-type: none"> <li>Technical style</li> </ul>	<ul style="list-style-type: none"> <li>Technical Style Assignment</li> </ul>	<b>Technical Style Assignment</b> (10 marks)
5. Oct 3	<ul style="list-style-type: none"> <li>Technical report format</li> </ul>	<ul style="list-style-type: none"> <li>Practice technical report</li> </ul>	
6. Oct 10	<ul style="list-style-type: none"> <li>Technical report (cont)</li> </ul>	<ul style="list-style-type: none"> <li>Review of practice</li> </ul>	
7. Oct 17	<ul style="list-style-type: none"> <li>Scientific report format</li> </ul>	<ul style="list-style-type: none"> <li>Practice scientific report</li> </ul>	<b>Technical Report Assignment</b> (25 marks)
8. Oct 24	<ul style="list-style-type: none"> <li>Scientific report (cont)</li> </ul>	<ul style="list-style-type: none"> <li>Review of practice</li> </ul>	
9. Oct 31	<ul style="list-style-type: none"> <li>Graphics in reports</li> </ul>	<ul style="list-style-type: none"> <li>Exercises</li> </ul>	<b>Lab Report Assignment</b> (25 marks)
10. Nov 7	<ul style="list-style-type: none"> <li>E-mail / Text messaging</li> </ul>	<ul style="list-style-type: none"> <li>Essentials and Practice</li> </ul>	
11. Nov 14	<ul style="list-style-type: none"> <li>Formal report formats</li> </ul>	<ul style="list-style-type: none"> <li>Practice formal report</li> </ul>	<b>E-mail Assignment</b> (5 Marks)
12. Nov 21	<ul style="list-style-type: none"> <li>Formal report (cont)</li> </ul>	<ul style="list-style-type: none"> <li>Review of practice</li> </ul>	
13. Nov 28	<ul style="list-style-type: none"> <li>Term Overview and Wrap-up</li> </ul>	<ul style="list-style-type: none"> <li>Review</li> </ul>	<b>Formal Report Assignment</b> (25 marks)
14. Dec 5	<ul style="list-style-type: none"> <li>Review of report assignment</li> </ul>	Return and review assignment	
15. Dec 12	<ul style="list-style-type: none"> <li>Exam Week. Good Luck!</li> </ul>		