

FEB 13 1998

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE OUTLINE

COURSE NAME	<u>Communication for Technology Entry with English Language Training</u>		
COURSE NUMBER	<u>COMM 0006</u>	DATE	<u>January 1998</u>
PREPARED BY	<u>Dale Fitzpatrick</u>	TAUGHT TO	<u>TEWELT</u>
DEPARTMENT	<u>Communication</u>		
DIVISION	<u>School of Computing and Academic Studies</u>		
TERM	<u>Winter</u>	HRS/WK	<u>10</u>
NO. OF WEEKS	<u>15</u>	TOTAL HOURS	<u>150</u>

INSTRUCTOR	<u>Dale Fitzpatrick</u>	<u>SE8 210A</u>	<u>451-6896</u>
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OFFICE HOURS Monday: 2:30 - 4:30 pm
 Thursday: 10:30 am - 12:30 pm

or by appointment

or speak to me on the phone

I'm on voice mail, so you can leave a message at any time. Leave your phone number, and I'll call you back.

or drop by my office

If I'm not at my desk, leave a message. Tell me what you want to talk about and when you'll come back. Or, you can send me an e-mail message at dfitzpat@bcit.bc.ca

PREREQUISITES

English 11 with a "P" or equivalent

COURSE SUMMARY

As students preparing to enter Engineering Technology Programs at BCIT, you can look forward to a rewarding but demanding two years of study followed by a prosperous and challenging career. The purpose of this course is to prepare you for success at BCIT: to give you the reading, writing, speaking, listening, and study skills you'll need to enter a full-time program in engineering at BCIT. Classes will include activities to improve these skills. As well, all of these skills will be reinforced during a common lab hour with Physics 0309.

COURSE SUMMARY (continued)

In your weekly lectures, you will learn the principles and guidelines for communicating effectively. You will apply these principles in group and individual exercises during your tutorials and computer labs. During the combined Physics/Communication class, you'll get a chance to use your writing, reading, speaking, and listening skills to plan, conduct, and report on laboratory experiments.

BCIT PROGRAM REQUIREMENTS

To qualify for admission into a fulltime program at BCIT, you need to obtain a minimum of 65% in COMM 0006. Some programs require a 70% (C), and others require a 75% (C+) in 0006.

EVALUATION

Lab Assignments	40
Physics lab write ups/exercises	5
Quizzes	10
Oral Presentations	10
Professionalism and Participation*	5
Midterm	10
Final	20

* Your evaluation for this course includes a 5% grade for professionalism and participation.

To get the full 5% for professionalism and participation, you'll have to:

- submit all assignments on time or obtain an extension before the deadline
- attend all classes or explain the absence the same way you would have to excuse yourself for not being able to come in to work
- complete all exercises/write ups assigned during the common Physics/Communication lab
- treat each other and your instructor with courtesy and consideration
- contribute to the success of your course by participating actively in every class.

REQUIRED TEXTS AND EQUIPMENT

Effective Writing. Course Manual, Communication Department, BCIT.

Reading & Study Skills. Course Manual, Communication Department, BCIT.

The Physics of Everyday Phenomena. (2nd Ed.)

Physics 0309 Lab Manual. Physics Department, BCIT.

An English-to-English dictionary. If you speak English as a second (or third) language, I recommend the Oxford Advanced Learner's Dictionary of Current English.

To keep your handouts and assignments, you'll need a

- 3-ring binder

REQUIRED TEXTS AND EQUIPMENT (CONTINUED)

You'll also need

- 3 hole, lined 8 1/2 x 11 notepaper or white bond
- pen (black or blue ink only)
- liquid paper or other means of making corrections neatly
- a stapler or paperclips.

You'll need at least two 3.5" diskettes for your work in the computer lab -- one for your work, and one for a back-up of your work. **Bring your Word 97 manual to your Communication lab ; you'll want to refer to it when wordprocessing your writing assignments.**

For your oral work, you'll need

- a 1/2" videocassette tape
- at least three acetate overhead transparency sheets and water-soluble overhead transparency pens. You can buy these at the campus store --T'N'T.

REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

Please let me know if you would like a grammar book to refer to, and I will recommend some grammar texts.

ASSIGNMENT POLICY

1. You must complete all assignments -- practice and graded -- to be eligible to pass this course. You will have two types of assignments: in-class or take-home. The in-class assignments must be completed and handed in during the class in which they are given. The take-home assignments must be submitted at the beginning of class on the due date.
2. Sloppy assignments with a number of spelling and mechanical errors will not be accepted.
3. Assignments must be wordprocessed. Leave 1" margins on all sides to make your work easier to read and mark. Write your name and set on the top right hand corner of each page to ensure you get proper credit for your work. If you use computer printout paper, tear of the strips with the holes before handing in your assignment.
4. If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it in another class or at another time under the instructor's supervision. If you fail to do so, you will receive a grade of zero for the assignment.
5. To be fair to students who work late into the night to complete assignments, you will be assessed a late penalty of 10% per day for late assignments. Assignments submitted three working days after the due date will receive comments but no grade.

ATTENDANCE

Your classroom at BCIT is your workplace. As in any workplace, you're expected to show up on time and attend regularly. BCIT's **ATTENDANCE POLICY** states:

Regular attendance in lectures, seminars, labs, clinical, and shop periods is seen as critical to student success, and will be monitored by faculty. Excessive absence may result in failure or immediate withdrawal from the course or program. (See BCIT 1997/98 Calendar, page 3).

You must attend the entire class. If you leave early, you will be counted as absent. If you are absent for a reason other than illness, you will receive a grade of 0 for your work in lab that day.

TEACHING METHODS

I will be using teaching methods which have proven most effective for teaching communication to pre-entry and engineering technology students at BCIT.

1. **Collaborative Learning and Teamwork.** Just as in your other courses at BCIT, you will often be working in small groups. This will allow you to develop the interpersonal skills you need to succeed at BCIT. You will also learn more in groups as you teach and support each other.
In addition to working in the various small groups, you will be assigned to a **learning group** * consisting of three to five members. The responsibility of the group is to provide its members with the support, encouragement, and assistance they need to succeed in this course.
2. **Peer editing.** You'll work with one or two partners to locate, discuss, and correct errors in each other's work.
3. **Oral work.** You will be reporting orally to your group and to your instructor throughout the course. You will be explaining in your own words what you've learned in lectures and from your reading, and you will be talking about what you're going to write and what you've written. This oral reporting is an integral part of your communication course and will be graded.
4. **Critical thinking.** For each of your assignments in this course, you will be required to practise one or more of the following critical thinking skills:
 - defining your purpose for the communication task
 - identifying your assumptions and point of view
 - assembling and weighing the evidence
 - ensuring that the conclusions logically follow the evidence
 - deciding what to do or say and evaluating the consequences.

GROUND RULES FOR THE CLASSROOM

BCIT and its management, together with the unions on campus and your Student Association, are committed to providing an environment where the individual differences of all students and employees are valued and respected -- an environment free from harassment and discrimination.

I am offended by racist, sexist, heterosexist, ablist, anti-Semitic and other remarks that stereotype people as members of groups and express prejudices against them. I will object to any such remark that I hear in class, and you are welcome to do the same. If someone objects to a remark you have made, please clarify what you said (if you were misinterpreted) and apologize.

I realize that for most of us, including myself, it is a struggle to recognize our false assumptions and our hurtful behaviour. For example, many people occasionally say something that assumes that everyone else is like themselves, such as something that assumes that everyone shares their own ethnic or religious background, or something that assumes that everyone can walk or see. These remarks can make people present feel ignored or left out. An important part of your Effective Writing manual teaches you how to use language to include, rather than exclude others.

Please criticize points of view, opinions, statements, and behaviour; please do not criticize people. DO NOT USE COARSE LANGUAGE IN THE CLASSROOM.

ADDITIONAL INFORMATION ON LEARNING GROUPS

The members of your learning group should exchange phone numbers and schedules so you can meet outside of class.

As a member of a learning group, you will have four major responsibilities:

1. Help, support, and encourage other group members to learn the course material. Provide feedback to the instructor on how well the members of the group are succeeding and on any problems they may have.
2. Make sure all the members get the work done on time and hand in all their assignments for marking. If members of your group arrive late or have to leave early, fill them in on what they missed.
3. Help members prepare for quizzes and exams. Discuss assignments, review work, and study together.
4. Help students in other groups when their group finishes an exercise ahead of another group.

To help you develop your problem-solving abilities, you will be expected to discuss any questions you have about course assignments with your group before resorting to asking the instructor for an answer.

All members are expected to contribute actively to the group, to maintain effective working relationships with each other, and to complete all assignments.

You will also be required to do in-class writing assignments on your own, and your instructor will clearly tell you which work you are to complete individually, without advice from other students.

BCIT POLICIES

As a BCIT student, you should familiarize yourself with the following BCIT policies and the procedures used in applying these policies:

Conduct and Attendance Policy: BCIT 1997/98 Full-Time Calendar, page 2

Harassment and Discrimination Policy: BCIT 1997/98 Full-Time Calendar, page 2

Other BCIT policies, including *Reassessment and Appeal Policy* and *Freedom of Information Policy* are also outlined in the 1997/98 Calendar. Check with your Program Head if you have any questions about policies that are specific to your program.

COURSE OBJECTIVES: COMMUNICATION 0007

1. WRITING SKILLS

Upon successful completion of this course, you should be able to:

- 1.1 write sentences that are clear, concise, and grammatically correct
- 1.2 identify and correct spelling, grammar, and punctuation errors
- 1.3 organize paragraphs effectively
- 1.4 organize and develop your ideas effectively in written assignments
- 1.5 write routine letters and memos
- 1.6 edit and proofread written assignments
- 1.7 use your writing skills to complete projects assigned in all of your BCIT courses.

2. READING AND STUDY SKILLS

Upon successful completion of this course, you should be able to:

- 2.1 identify main ideas and important details in reading assignments and lectures
- 2.2 effectively use library facilities for research and study
- 2.3 take effective notes from both written course materials and lectures
- 2.4 prepare successfully for exams
- 2.5 manage your time effectively
- 2.6 work effectively in groups to complete exercises and projects
- 2.7 use your communication skills to complete projects assigned in all of your BCIT courses.

3. SPEAKING SKILLS

Upon successful completion of this course, you should be able to:

- 3.1 plan, organize, and deliver an effective oral presentation
- 3.2 participate effectively in small group discussions
- 3.3 use a variety of observer evaluation forms to give feedback on group discussions and individual presentations
- 3.4 give videotaped reports on assigned topics.

4. COMPUTER SKILLS

Upon successful completion of this course, you should be able to:

- 1. use a wordprocessing package to write, edit, and revise in-class and take-home assignments.

For each of these objectives, the level of competency required is that of a student entering first-year engineering at BCIT.

COMM 0006 COURSE SCHEDULE: WINTER 1998

WEEK	MATERIAL COVERED	REFERENCE/ READING
Week 1 Jan 5 - 9	Diagnostic Testing: Grammar, Reading & Writing Skills Lecture 1: Get to know each other Do a Course Outline exercise Lecture 2: Find out about this course Computer/ Writing Lab: Complete a Grammar Diagnostic Complete a Writing Diagnostic Tutorials: Complete a Reading Diagnostic Tell me about yourself.... Get feedback on your Writing Diagnostic Do a practice writing exercise	
Week 2 Jan 12 - 16	Lecture 1: Learn All About Planning and the Writing Process Lecture 2: Learn how to get the most from your ETE course materials and lectures: Do a chapter survey and a textbook survey Tutorials: Do a Letters Exercise Do your first videotaped report Computer/ Writing Lab: Learn How to Get Started on Word 97, Your Wordprocessing Program Do a practice exercise on Planning Physics/COMM: Density	EW: Unit 1 RSS: Units 1 & 2 Word 97 Manual

<p>Week 3</p> <p>Jan 19 - 23</p>	<p>Lecture 1: Learn All About Subjects and Verbs</p> <p>Lecture 2: Learn How to Write Sentences, NOT Fragments and Run-Ons</p> <p>Tutorials: Do Exercises in Planning and Writing Do Exercises in Identifying Subjects and Verbs Do Exercises in Verb Tense Agreement</p> <p>Computer/Writing Lab: Prepare for and complete Graded Writing Assignment #1: Planning</p> <p>Physics/COMM: Graphing</p>	<p>Handouts</p> <p>Handouts</p> <p>EW: Unit 1</p> <p>Word 97 Manual</p>
<p>Week 4</p> <p>Jan 26 - 30</p>	<p>Lecture 1: Learn How to Identify and Correct Sentence Errors</p> <p>Lecture 2: See a video and Learn How to Deliver an Oral Presentation</p> <p>Tutorials: Learn How to Write Effective Sentences: Put Your Main Idea First and Use Active Voice Learn How to identify and write Standard English Sentences</p> <p>Computer/Writing: Prepare For and Complete Graded Writing Assignment #2: Sentence Focus</p> <p>Physics/COMM: Pendulum</p>	<p>Handouts</p> <p>Video: "So, you have to give a talk?"</p> <p>EW: Unit 2</p>

COMM 0006 COURSE SCHEDULE: WINTER 1998

WEEK	MATERIAL COVERED	REFERENCE/ READING
Week 5 Feb 2 - 6	Lecture 1: Learn How to Use the Apostrophe Correctly Lecture 2: Learn the Spelling Rules and Look at Your Own Misspellings Learn About Commonly Confused Words Do Exercises in Subject/Verb Agreement Tutorials: Learn Your Way Around the BCIT Library Computer/Writing: Prepare for and Complete Graded Writing Assignment #3: Revising Sentences Physics/COMM: Free Fall	Handouts Handouts
Week 6 Feb 9 - 13	Lecture 1: Review What You've Learned about the BCIT Library Learn More about how to Deliver an Oral Presentation Lecture 2: Learn How to Combine Sentences Tutorials: Do Exercises in Sentence Combining Do Exercises in Sentence Patterns Computer/Writing: Prepare for and Complete Graded Writing Assignment #4: Writing a Letter or Memo Based on a Case Study Physics/COMM: Force Table	Handouts EW: Unit 2 EW: Unit 2

Week 7 Feb 16 - 20	Lecture 1: Complete a Reading Exercise on Perception	Handouts
	Lecture 2: Do Group Exercises on the Nature of Perception	Handouts
	Tutorials: Prepare and Deliver an Oral Summary of a Technical Article Do your second videotaped report	
	Computer/Writing: Complete Graded Writing Assignment #5: Combining Sentences	
	Physics/COMM: Curfit	

COMM 0006 COURSE SCHEDULE: WINTER 1998

WEEK	MATERIAL COVERED	REFERENCE/READING
Week 8 Feb 23 - 27	Lecture 1: Review Material for Midterm Exam Lecture 2: Learn the Rules for Pronouns Tutorials: See a Video and Learn How to Manage Your Time Do Review Exercises Computer/Writing: Take Your Midterm Physics/COMM: Newton's Law	Handouts RSS: Unit 4
Week 9 Mar 2 - 6	Lecture 1: Learn How to Use the Right Words for Your Audience Lecture 2: Learn More About How to Use the Right Words for Your Audience Tutorials: Do Words Exercises Do Exercises to Build Your Vocabulary Computer/Writing: Review Your Midterm Prepare For and Complete Graded Writing Assignment #6 on Words Physics/COMM lab: Archimede's Principle	EW: Unit 3 EW: Unit 3 EW: Unit 3

Week 10 Mar 16 - 20	Lecture 1: Learn Presentation Techniques: Subject Lines, Headings, and Lists	EW: Unit 5
	Lecture 2: Learn How to Write Parallel Lists	EW: Unit 5
	Tutorials: Do Exercises on Presentation Techniques Do Exercises on Parallel Lists	EW: Unit 5
	Computer/Writing: Prepare For and Complete Graded Writing Assignment #7 on Subject Lines, Headings, and Lists	
	Physics/COMM: Specific Heat	

COMM 0006 COURSE SCHEDULE: WINTER 1998		
Week 11 Mar 23 - 27	Lecture 1: Learn How to Write Effective Paragraphs - Part 1	EW: Unit 4
	Lecture 2: Learn How to Write Effective Paragraphs - Part 2	EW: Unit 4
	Tutorials: Deliver Your Oral Presentation Do Exercises in Writing Paragraphs	
	Computer/Writing: Prepare for and Complete Graded Writing Assignment #8: Writing Paragraphs using Headings and Lists	
	Physics/COMM: DC Circuits Part 1	

Week 12 Mar 30 - Apr 3	Lecture 1: Learn the Rules for Capitalization Learn How to Avoid Common Errors when Using Commas Lecture 2: Learn More about How to Write Effective Paragraphs Tutorials: Deliver Your Oral Presentation Learn All About Adjectives and Adverbs Computer/Writing: Complete Graded Writing Assignment #9: The Request Letter Physics/COMM: DC Circuits Part 2	Handouts Handouts EW: Unit 4
Week 13 Apr 6 - 10 No Classes on Friday, Apr 10 - Good Friday	Lecture 1: Learn the Rules for Numbers Lecture 2: Learn How to Avoid Misplaced and Dangling Modifiers Tutorials: Do Practice Paragraphs Computer/Writing: Complete Graded Writing Assignment #10: Write an Accident Report Physics/COMM: To be announced	Handouts Handouts
Week 14 Apr 13 - 17 No Classes on Monday, April 13- Easter Monday	Lecture 1: Learn How to Prepare for and Write Exams Tutorials: Review the Trickier Points of Grammar and Sentence Structure, including the Active/Passive Voice Do Practice Exam Questions Computer/Writing: Review Your Course Do Mock Exam Questions Physics/COMM: To be announced	Handouts RSS: Unit 3
Week 15 Apr 20 - 24	TAKE YOUR FINAL EXAM	

OTHER ACTIVITIES

In addition to the above topics, other activities will be carried out in class, including:

- speaking and listening comprehension exercises
- impromptu oral presentations
- self-sustained silent writing of paragraphs, memos, and letters
- spelling exercises
- vocabulary building exercises
- skimming & scanning
- reading comprehension exercises
- editing & proofreading.