

**University of Calgary
Department of Communication, Media and Film**

COMS 363 (L02): Professional and Technical Communication

Spring 2022: May 4 – June 16 (excluding May 23)

This course is online, asynchronous.

IMPORTANT NOTE FOR ONLINE COURSE DELIVERY

Timed Online Quizzes/Tests: You will be allowed a minimum window of 24 hours to access online quizzes and exams, but there may be a time limit for completing a quiz once you open it. Read the description carefully.

Timed Final Exams: You will be allowed a minimum window of 24 hours to access online final exams, but there may be a time limit for completing the final exam once you open it. Read the description carefully. Timed final exams allow for an additional 50% extra time.

Instructor:	C. Remillard
Email:	csremill@ucalgary.ca
Web Page:	D2L (access via MyUofC portal)
Office Hours:	Mondays 10am-12pm; or by appointment

Course Description

An introduction to professional and technical communication in diverse media. Examines the rhetorical dimensions of workplace settings as well as the process of planning, composing and delivering professional and technical communication for various audiences

Additional Information

The weekly schedule of topics and readings can be found at the end of this outline or on D2L. All components of this course are asynchronous.

Students are responsible for reading and following all course and university policies discussed in this outline.

Objectives of the Course

By the end of this course, students should be able to

- approach workplace communication rhetorically, focusing not only on their purpose in writing but also on the needs and expectations of their audience and considering the ethical dimensions and other relevant features of the writing context.
- format basic workplace genres, including formal and informal reports, proposals, letters, memos, emails, and, optionally, résumés, instructions, technical descriptions, and websites.
- write and design effective print and online documents, using headings, lists, well-crafted paragraphs, and white space.
- effectively use, design, and present figures and tables.

- conduct secondary research (locating relevant sources using the U of C library search tools online). Depending on the focus of the recommendation report assignment, students may also be expected to know how to construct and interpret and present results from a simple empirical study (e.g., a small-scale usability study involving testing, interviews, or surveys).
- effectively use and correctly cite information from sources using a citation style appropriate to the course audience, ideally APA and/or IEEE style.
- edit documents to eliminate common writing errors.

Textbooks and Readings

Meyer, C. (2017). *Communicating for Results*. Fifth Edition. Don Mills: Oxford University Press

Learning Technologies and Requirements

In order to complete courses, University of Calgary students are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security and malware updates, with current antivirus software enabled;
- Broadband internet connection, and a current and updated web browser;
- A webcam (built-in or external), and a microphone and speaker (built-in or external) or headset with microphone (for online synchronous courses only).

If you need access to other software programs to complete assignments, your instructor will provide relevant information and links.

If you have technical difficulties, contact IT support services. See

<https://www.ucalgary.ca/pubs/calendar/current/student-campus-services-information-technologies-it.html>

Policy on the Use of Electronic Communication Devices

Please familiarize yourself with the University's policy on the recording of lectures, which is outlined at <https://www.ucalgary.ca/pubs/calendar/current/e-6.html>, and carefully review the section on Instructor Copyright at the end of this outline.

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

****Assignments are always due Thursdays**

Weight	Assessed Components	Due
14%	Quizzes (Individual). There will be 14 quizzes throughout the term. These are multiple choice, open book, and relate to the textbook readings. These quizzes will consist of approx. 20 questions each and will be administered on D2L. Quizzes are associated with chapters from the textbook and will be due Thursdays of the week that the readings are assigned. No late submissions of quizzes will be allowed. You will have 90 minutes to complete each quiz. All quizzes are open until 24 hours after their due date.	Weekly, due Thursday at 11:59pm
11%	Final Quiz (Individual). The Final Quiz will be administered online through D2L and will consist of 40 multiple choice questions selected from all chapters of the book. The final quiz will be available for 72 hours, but once you start the final quiz you will have 50 minutes to complete it.	Final Quiz: June 7- 10
30% (2x15% each)	2 Short communications assignments (Individual). These short writing assignments (roughly 500 words each) 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 aim to improve your professional and technical writing.	May 16 May 26
10%	Report proposal (Group). You will write a proposal (750-1000) outlining what you aim to achieve in your formal report. Secondary and primary research will be necessary to complete the proposal.	June 2
35%	Formal recommendation report (Group). You will compose a formal recommendation report, which typically might take the form of an evaluation report (social media audit). The body of the report (<i>including the introduction, methods, findings, conclusions, and recommendations</i>) must be 2000-2500 words and include a minimum of one effectively formatted table or graph. The report must also include the usual front matter (<i>title page, executive summary, table of contents, list of figures and tables</i>) as well as a reference list and appendices if needed.	June 16

Registrar-scheduled Final Examination: NO

Note: You do not have to complete all the assignments and exams in order to receive a passing grade in this course.

Submission of Assignments

Please submit all assignments electronically by uploading them to the designated D2L dropbox (unless instructed otherwise in the assignment guidelines). Include your name and ID number on all assignments. Use the following naming protocol:

Lastname_UCID#_AssignmentName. It is your responsibility to keep a copy of each submitted assignment and to ensure that you submit the proper version (particularly in courses requiring electronic submission).

Private information related to individual students is treated with the utmost regard by University of Calgary faculty. Student assignments will be accessible only by the authorized course faculty, and personal information is collected in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. Please note that instructors may use audio or video recording for lesson capture, assessment of student learning, and self-assessment of teaching practices.

Policy for Late Assignments

Assignments submitted after the deadline may be penalized with the loss of 5% or a partial letter grade (e.g.: A- to B+) for each day late.

Student Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of accommodation to instructors. For information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation based on a protected ground other than disability should communicate this need in writing to their Instructor. For the full policy on Student Accommodations, see <https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy>

Students seeking accommodation for transient illnesses (e.g., the flu) or another legitimate reason should contact their instructors. Whenever possible, students should provide supporting documentation to support their request; however, instructors may not require a medical note. For information on the use of a statutory declaration, see the *University Calendar*: <https://www.ucalgary.ca/pubs/calendar/current/m-1.html>

Expectations for Writing

Department policy directs that all written assignments and, to a lesser extent, written exam responses 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 and proper documentation of research sources. For further information, please refer to the *University of Calgary Calendar* section on writing across the curriculum: <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

Grading & Department of Communication, Media and Film Grade Scale

The following table outlines the grade scale percentage equivalents used in the Department of Communication, Media and Film. Final grades are reported as letter grades. For components graded using percentages or numerical scores, those values will be used directly in calculating the final course grade, while for components graded using letter grades, the letter grades will be converted to the midpoint values listed in the final column of the table below in calculating the final course grade.

In this course, percentage grades will be used for all assignments.

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%

* Column 4: If percentages are used to calculate final grades, then grades falling within these ranges will be translated to the corresponding letter grades. Column 5: These percentage equivalents will be used for calculating final grades unless an alternative method of final grade calculation is outlined above.

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. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media.

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.

For information on citation and documentation styles (MLA, APA, Chicago, IEEE, etc.), visit the Student Success Centre resource links at <https://ucalgary.ca/student-services/student-success/writing-support> or the Purdue Online Writing Lab (OWL) Research and Citation Resources at https://owl.purdue.edu/owl/research_and_citation/resources.html

If you need help with your writing or have questions about citing sources, consult your instructor or visit the Student Success Centre, Taylor Family Digital Library. To book an appointment, go to <https://ucalgary.ca/student-services/student-success/writing-support>

Instructor Intellectual Property & Copyright Legislation

Course materials created by the instructor (including lectures, course outlines, presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed, or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the same course section and term may be allowed under fair dealing. Check with the instructor if you have any questions about sharing materials with classmates.

To ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes & electronic versions of textbooks), all students are required to read the *University of Calgary Policy on Acceptable Use of Material Protected by Copyright* at <https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy> and the requirements of the *Copyright Act* (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>). Students who use material protected by copy-

right in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Research Ethics

Whenever you perform research with human participants, including surveys, interviews, or observations as part of your university studies, you are responsible for obtaining research ethics approval and for following university research ethics guidelines. In some cases, your instructors may apply for course-based research ethics approval for certain assignments, and in those cases, they must review and approve your research plans and supervise your research. For more information about your research ethics responsibilities, please see <https://arts.ucalgary.ca/research/arts-researchers/resources-researchers-and-instructors/ethics>

Deferrals of Course Work and Requests for Reappraisal

For university regulations and procedures related to deferral of term work, see <https://www.ucalgary.ca/pubs/calendar/current/g-7.html>

For information about deferrals of final examinations, see <https://www.ucalgary.ca/pubs/calendar/current/g-6.html>

For information about requesting a reappraisal of course work or of a final grade, see <https://www.ucalgary.ca/pubs/calendar/current/i.html>

Student Support Services and Resources

Please see <https://www.ucalgary.ca/registrar/registration/course-outlines> for information about student support services and resources, including Wellness and Mental Health Resources, Student Success programs and services, the Student Ombuds Office, the Student Union, and Safewalk. For resources on D2L, Zoom, Yuja, etc., see <https://elearn.ucalgary.ca/resources-for-students/>. (Find the topic menu under the icon to the left of the ELEARN banner.)

Schedule of Lecture Topics and Readings

*May 23 Holiday

**Schedule subject to change

***Assignments & Labs are due Thursdays (unless otherwise noted)

****Quizzes are due Fridays

	Start Date	Textbook Chapters	Quizzes due Fridays at 11:59 pm	Assignments & Labs Due Thursdays (unless otherwise noted)
Week 1	May 4	1, 2, 4	1, 2, 4	**Labs 1, 2, & 4 are due Tuesday May 10
Week 2	May 9	5, 6, 7	5, 6, 7	**Assignment 1 is due Monday May 16
Week 3	May 16	3, 8, 13	3, 8, 13	Group Selection Deadline May 19
Week 4*	May 24	11, 12, 14	11, 12, 14	Assignment 2, May 26
Week 5	May 30	9, 10	9, 10	Proposal, June 2
Week 6	June 6		Final Quiz: June 7-10	Final Quiz: June 7-10
Week 7	June 13			Group Report, June 16