ENGL 199 English for Engineering
3 credits. 3 hours lecture

This course aims to develop the student's ability to provide effective written and oral information. It will focus on instruction in fundamental writing skills, including building effective sentences and paragraphs, and on learning to communicate clearly across a range of genres and media used in academic and professional contexts, including correspondence and presentations. Students will be introduced to the principles of information gathering, analysis, and citation. Note: Restricted to students in Engineering.

Prerequisite: ENGL 30-1 or equivalent

Instructor Contact

Reza Ashouri Talooki
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780-791-4836
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Office Hours

Monday   09:00 - 10:50 am
Tuesday   10:00 - 10:50 am
Wednesday   12:00 – 01:50 pm

Hours of Instruction

Tue., Thur., Fri. 09:00 – 09:50 am

Required Resources

P. MacRae. Business and Professional Writing: A Basic Guide. Peterborough: Broadview, 2015.

Course Outcomes

Upon successful completion of this course, the student shall be able to:

- Write effectively in all written assessments.
- Recognize and use the genres and formats of professional communication, including email and other correspondence and professional presentation.
- Apply the basic principles of research, quotation, paraphrase and citing information as part of research or other reports.

Evaluation

There is NO final exam in ENGL 199. Term work will be assessed at 100%
according to the followingbreakdown:

Informal writing	5%
Grammar quizzes	5%
In-class activities	5%
Letter assignment	10%
Annotated Bibliography	10%
Short report	15%
PowerPoint presentation	15%
Capping Exercise proposal	5%
Capping Exercise report	30%
Total	100%

A grade of C- is required for progression or transfer.

Quizzes: Throughout the term, there will be twelve quizzes, each based on readings and practice exercises. Quizzes will be on Moodle and will be written outside class. Each quiz is worth ½ % of the final grade. At the end of the term, the two lowest grades of 12 will be dropped.

Informal Writing: Throughout the term, there will also be twelve informal writing assignments with rubrics, each worth ½% of the final grade. At the end of the term, the two lowest grades of 12will be dropped.

In-class Activities: Your engagement and participation are vital to your success and to the success of your classmates. Your contributions to discussions, small group work, and ungradedclass activities form part of your grade, but more importantly, will help you to build your writing and communication skills.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
Excellent	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
Good	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
Progression	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
Poor	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support or is poorly written or did not use proper format.
Minimum Pass	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

Proposed Schedule of Topics

Date	Topic	Reading	Assignments	Notes
September 1 and 2	Course Introduction: Writing in a Professional Context		Informal writing: Why are you at Keyano?	MacRae Chapter 3 will form the basis of the grammar quizzes given throughout the course.
September 6-8	The Seven Cs of Good Professional Communication	Chapters 1-2	Informal writing continues throughout the course	Sept. 8 Quiz 1: Parts of Speech
September 13-16	Writing the Sentence, Writing the Paragraph	Chapter 2 (Continued)	Letter assignment given September 15	Sept. 15 Quiz 2: Independent and dependent clauses
September 20-23	E-mails in the Workplace	Chapter 7		Sept. 22 Quiz 3: Relative Clauses
September 27-30	Letters that Make Sense	Chapter 8	Capping project & Presentation assignments given September 30	Sept. 30 Quiz 4: Coordinating Conjunctions
October 4-7	Documentation, Citation, and Paraphrasing		Annotated bibliography assignment given October 4 letter assignment due October7	Oct. 6 Quiz 5: Subordinating Conjunctions
October 11-14	Writing the Proposal	Chapter 17		Oct. 13 Quiz 6: Commas
October 18-21	Shorter Reports: Progress Reports	Chapter 4	Proposal due October 21	Oct. 20 Quiz 7: Semicolons and colons
October 25-28	Shorter Reports: Accident and Incident Reports	Chapter 17	Short report Assignment given Oct. 28	Oct. 27 Quiz 8: Subject-verb agreement
November 1-4	Writing a Technical Report		Annotated Bibliography Assignment due November 4	Nov. 3 Quiz 9: Pronoun Referents
November 8	Editing and Proofreading	Chapter 4		
November 10 and 11	READING DAYS NO CLASSES			
November 15-18	Presentation Skills	Chapter 18	Short Report Assignment due November 17	Nov. 18 Quiz 10: Frequently confused words
November 22-December 5	Presentations		Presentations due November 22 - December 5 Capping Report Due December1	Nov. 22 Quiz 11 Review Dec. 1 Quiz 12: Review
December 8-16	FINAL EXAMS Do not book travel until you know your exam schedule!			

Performance Requirements and Student Services

Student Responsibilities

As a student, it is your responsibility to contact the Office of the Registrar to complete the required forms, including the Withdraw Course or Program or a Change of Registration form. Please refer to the important dates listed in the Academic Schedule in the Keyano College credit calendar. The Keyano College credit calendar also has information about Student Rights and the Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and the Code of Conduct Policies.

Student Attendance

Class attendance is helpful for two reasons: First, class attendance maximizes a student's learning experience. Second, attending class is an excellent way to keep informed of matters relating to the course administration (e.g., the timing of assignments and exams). Ultimately, you are responsible for your learning and performance in this course. It is the responsibility of each student to be prepared for all classes. Absent students are responsible for the material covered in those classes, and students must ensure they are ready for their next class, including completing any missed assignments and notes.

Academic Misconduct

Students are considered responsible adults and should adhere to the principles of intellectual integrity. Intellectual dishonesty takes many forms:
- Plagiarism or the submission of another person's work as their own,
- The use of unauthorized aids in assignments or examinations (cheating),
- Collusion or the unauthorized collaboration with others in preparing work,
- The deliberate misrepresentation of qualifications,
- The willful distortion of results or data,
- Substitution in an examination by another person,
- Submitting unchanged work for another assignment, and
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies. To ensure your understanding of plagiarism, you may be required to complete the online Understanding Plagiarism tutorial and submit the certificate of completion.

Online Learning

Technology and internet connectivity will impact your online learning experience. You may be required to watch online videos, take online quizzes, or participate in live online classes. Live/virtual courses will be hosted in Microsoft Teams or Zoom. For all course delivery types, you will access your course resources on Keyano's learning management system: Moodle (iLearn). Login in using your Keyano username and password. Keyano College operates in a Windows-based environment and having access to the correct tools for online learning is essential. Here's a list of recommended system requirements.

Internet Speed

Minimum download and upload speeds of 10 Mbps. Recommended download speeds of 25 Mbps and upload speeds of 10 Mbps (if you are sharing your internet at home). You can check your internet speed with Speedtest by Ookla.

Computer System Requirements

Microsoft Windows	Apple (Mac)

Minimum Requirements:
1. Windows 10 Operating System or above
2. 4GB of RAM
3. 10GB available hard drive storage space
   a. Install the Microsoft Office 365 suite (~3GB) *
4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.)
5. Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly.
*Microsoft Office 365 is free to Keyano students.
	Minimum Requirements:
	1. Mac Operating System 10.14 (Monterey) or above
	2. 4GB of RAM
	3. 10GB available hard drive storage space
	   a. Install the Microsoft Office 365 suite (~3GB) *
	4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.)
	5. Mac has built-in anti-virus/malware software. It is important to install system updates to keep your device secured regularly.
	*Microsoft office 365 is free to Keyano students.

Recommended Upgrades • 8GB of RAM • Regularly back up or synchronize your files, locally or with a cloud-based storage option. OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.	**Recommended Upgrades** • 8GB of RAM • Regularly back up or synchronize your files locally or with a cloud-based storage option. OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.
Tablets, iPads, and Chromebooks are **not** recommended: they may not be compatible with the testing lockdown browsers and Microsoft Office 365.	

Specific Department Requirements

Business and OA programs require Windows 10.
Other programs may utilize Windows-based tools as well.

Computer Software

Students have access to Microsoft Office 365 and Read&Write for free using Keyano credentials.

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or course materials; this includes any recordings, slides, instructor notes, etc., on any platform. Thus, no student is allowed to share, distribute, publish or sell course-related content without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The Academic Integrity Policy provides additional information on Keyano College's expectations from students as members of the intellectual community.

ITS Helpdesk

If you have issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

COVID-19 We are subject to provincial, and municipal bylaws, and policies. These decisions may change pending further direction from the Alberta Chief Medical Officer, Alberta Health Services, and other provincial guidelines. To protect yourself and others, get immunized, wash your hands, wear a mask, keep your distance (2m/6 ft) and remain home when feeling unwell. For the most recent COVID-19 information, please refer to albertahealthservices.ca/COVID.

Specialized Supports The Student Services Department is committed to Keyano students and their academic success. There is a variety of student support available at Keyano. All student services are available during Keyano business hours: Monday to Friday, 8:30 a.m. to 4:30 p.m. The College is closed on statutory holidays. If you require support outside of regular business hours, please inform the support service team, and they will do their best to accommodate your needs.

Accessibility Services provides accommodations for students living with disabilities. Students with documented disabilities or who suspect a disability can meet with an Access Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact the department to request accommodations for the following semester. Please note that requesting accommodations is a process and requires time to arrange. Contact the department as soon as you know you may require accommodations. For accessibility supports and disability-based funding, please book an appointment by emailing us at: accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students and technology training and support to enhance learning. You can meet with an Access Strategist to learn studying and test-taking strategies. In addition, you can schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing: accessibility.services@keyano.ca

Wellness Services offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators provide a safe and confidential environment for you to seek help with personal concerns. Our Wellness Navigator offers support with basic needs such as housing, financial and nutritional support, and outside referrals when needed. Wellness Services welcomes students to participate in group sessions that address topics including mindfulness and test anxiety throughout the academic year. Individual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research, information, and education technology supports as they engage in their studies. Library staff are available to help you online and in person throughout the semester. Librarians offer individual and small group appointments booked using the online Book A Librarian calendar. The Library also provides research and subject guides to help you with your studies. To view a subject or course-specific guide, check out the complete list of online Subject Guides. To start your research and access citation guides (APA, MLA, Chicago, or IEEE), visit the Research Help page. The Library's collections (including print and online materials) are searchable using OneSearch. The Library offers a Loanable Technology collection to support students accessing and using technology. For an up-to-date list of technology available for borrowing, visit the Library's Loanable Technology webpage. For a detailed list of library resources and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or chat with us online.

Academic Success Centre: The Academic Success Centre at Keyano College (CC-119) provides **free** academic support services to registered students, such as tutoring, writing support, facilitated study groups, workshops, and study space. Academic Content Specialists are available in Mathematics, Science, Trades, Power Engineering, Upgrading/College Prep, Human Services, English, Humanities, and more. Students are encouraged to visit the Academic Success Centre to discuss study strategies and academic concerns. For additional information, please email Academic.Success@keyano.ca.

Academic Success Coach: The Academic Success Coach is located in the Academic Success Centre and works with students to develop academic success plans, time management skills, study strategies, and homework plans. For additional information, please email Academic.Success@keyano.ca.