



ST. JEROME'S UNIVERSITY

St. Jerome's University in the University of Waterloo
Department of English
ENGL 119
Communications for Math & CS Students
Fall 2018
T,Th 10-11:20am, SJ1 2009

Instructor and T.A. Information

Instructor: J. Andrew Deman
Office: SH 2107
Office Phone: x28234
Office Hours: T,Th 1-2:20 (or by appointment)
Email: jademan@uwaterloo.ca

Course Description

This course is specifically designed to help Math & CS students develop the communications skills that they will need throughout their time here at UW and, beyond that, within the workplace at large. Throughout this term, all students will gain a wealth of experience in the oral and written communication genres specific to the Math & CS fields, and each student will build a portfolio of written work that can be used to show potential employers in the future.

Course Goals and Learning Outcomes

The main objective of this course is to provide students with the necessary communication skills they will need to succeed in both their academic and professional careers.

Upon completion of this course, students should be able to:

- A. Employ effective rhetorical strategies for technical communication.
 - Write within the technical communication genre.
 - Use technical communication strategies to enhance clarity and quality.
- B. Edit the work of others, with an understanding of technical composition principals.
 - Recognize effective and ineffective writing strategies.
 - Provide valuable feedback to fellow writers.
- C. Employ effective public speaking strategies.
 - Understand the principles of presentation design.
 - Employ techniques to enhance speaker performance.

Required Text

- "Writing in the Technical Fields" by Thorsten Ewald

Course Requirements and Assessment

Assessment	Date of Evaluation (if known)	Weighting
Final Project	Variable	60%
Resume/Cover Letter	October 18, 11:59pm	10%
Process Paper	November 1, 11:59pm	15%
Content Test	November 29, 11:20am	15%
Total		100%

Final Project

Project topics will be made available online. The end product of this project will be a formal research report and presentation, along with any additional products your team feels are suitable (for example, a Web site). Your intended audience will be someone in the Faculty of Mathematics. All information relevant to this project will be made available on LEARN.

Resume/Cover Letter

This assignment will require you to utilize the concepts and ideas discussed in lecture and in our readings to craft a resume and cover letter. A first draft will be workshopped in class before submission of the completed version. Full details of the assignment will be made available to students in advance.

Process Paper

The process paper assignment will require students to compose a high-functioning instructional document. A first draft will be workshopped in class before submission of the completed version. Full details of the assignment will be made available to students in advance.

Content Test

Straightforward questions designed to reflect student learning in lectures and in readings.

Course Outline / Class Schedule

1	Sept 6	Introduction	None
2	Sept 11	Writing to Genre	Chapter 1
3	Sept 13	Correspondence	Chapter 5
4	Sept 18	Technical Composition Part I	Chapter 2
5	Sept 20	Technical Composition Part II	Chapter 3
6	Sept 25	Forming Project Groups	None
7	Sept 27	Oral Presentation	Chapter 14
8	Oct 2	Technical Composition Part III	Chapter 4
9	Oct 4	Application Documents	Chapter 11
10	Oct 11	Reports	Chapter 6
11	Oct 16	Workshop & Status Report 1	None
12	Oct 18	Technical Definitions	Chapter 12
13	Oct 23	Procedural Writing	Chapter 13
14	Oct 25	Workshop	None

15	Oct 30	Team Meeting & Status Report 2	None
16	Nov 1	Formal Reports	Chapter 7
17	Nov 6	Collaborative Writing	Chapter 8
18	Nov 8	Reference & Citation	Chapter 9
19	Nov 13	Team Meeting & Status Report 3	None
20	Nov 15	Visualizations	Chapter 10
21	Nov 20	Team Meeting & Status Report 4	None
22	Nov 22	Presentations	None
23	Nov 27	Presentations	None
24	Nov 29	Content Test	Like all of them

Late Work

All late work will be subjected to a penalty of 10% per day late.

Important Information

Academic Integrity: To maintain a culture of academic integrity, members of the University of Waterloo and its Affiliated and Federated Institutions of Waterloo (AFIW) are expected to promote honesty, trust, fairness, respect, and responsibility. See the [UWaterloo Academic Integrity](#) webpage for more information.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under the [St. Jerome’s University Policy on Student Discipline](#). For information on categories of offenses and types of penalties, students should refer to [University of Waterloo Policy 71 - Student Discipline](#). For typical penalties check [Guidelines for the Assessment of Penalties](#).

Grievance: A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read the [St. Jerome’s University Policy on Student Petitions and Grievances](#).

Appeals: A decision made or penalty imposed under the St. Jerome’s University Policy on Student Petitions and Grievances (other than a petition) or the St. Jerome’s University Policy on Student Discipline may be appealed if there is a ground. A student who believes they have a ground for an appeal should refer to the [St. Jerome's University Policy on Student Appeals](#).

Note for Students with Disabilities: The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.