



St. Jerome's University in the University of Waterloo
Department of English
English 119: Communications in Mathematics and Computer Science
Fall 2020

Instructor: Diana Lobb

Contact: df2lobb@uwaterloo.ca

Time zone: (UTC – 05:00); Eastern Time (US & Canada)

Course Description: This course is designed to give you instruction and practice in the oral and written forms of communication that you as a Math and/or Computer Science student will need in the academic environment and in the workplace. Much of the work that you do this term will rely on your co-operation as a member of a team. It is crucial that you engage with all of the lecture materials and participate in teamwork that may take place outside of class time.

Course Goals and Learning Outcomes: By the end of the term you will have gained confidence in your ability to complete a variety of projects that involve strong communication skills; you may also have samples of professional documents to show potential employers. In addition, you will acquire confidence in working as part of a team, communicating, practicing professional behavior, thinking critically, and making oral presentations.

Recommended Text: *The Little, Brown Compact Handbook*, or a similar writing/reference manual.

Course Requirements and Assessment: There are several assignments in this course. It is your responsibility to check the course schedule regularly so that you know what is expected each week. Assignments are due by 11:59pm on the date noted below.

Assessment	Due Date	Weighting
Professionalism and participation	Throughout the term	10%
Resume and analysis/reflection	Sept. 23rd	10%
Manual revision	Oct. 7th	10%
"Client meeting" assignment	Oct. 20th	10%
Team project proposal presentation	Nov. 16th	5%
Proposal peer feedback	Nov. 18th	5%
White paper (two drafts)	Nov.23rd and Dec. 7th	15%
Final team project presentation	Nov. 30th	15%
Presentation peer evaluation	Dec. 2nd	5%
Portfolio and learning reflections	Due Dec. 14th	15%
Total		100%

Assignment Descriptions: see page 1 for due dates. Additional guidelines for each assignment will be provided. This schedule of assignments is the framework that we'll be using for the course. As we proceed in the on-line environment, we may have to make modifications and adjustments to individual assignments to make them work with the technology available.

- 1. Professionalism and participation (10%).** Because this is a professional communications course, part of your professionalism grade will be based on your e-mail communications with me (we'll be studying e-mails as a mode of communications in Week 3). Your participation will also be measured by your completion of peer-review assignments and other review/response assignments that will be assigned throughout the term.
- 2. Resume and analysis/reflection (10%).** Design a resume for yourself or adjust your existing resume, making use of the strategies taught in class that you feel are useful for your situation. Include an assessment of your resume's strengths as well as two job postings for which you feel your resume is a good match.
- 3. Manual revision assignment (10%).** Working alone *or* with one other partner, you will apply strategies learned in class for improving the information content and readability of a document. You will also provide a brief discussion about the significant changes made.
- 4. "Client meeting" assignment (10%).** You will record and submit a video of yourself (of no more than 10 minutes) using Bongo, the video assignment platform available through Learn. During your video, you will explain a technical concept (something related to your field of study) in *non-technical terms*. You're to assume that the audience for this video is a person who has *absolutely no* technical background.
- 5. Team project proposal presentation (5%).** The objective of the project is to propose, create, and demonstrate a mathematics-based study aid or promotional product. You must provide a rationale for your design based on research and suggest what will be unique about your product. Teams will present their project proposals to the class via Bongo. Your team presentation will be no longer than 10 minutes, so you will need to carefully plan it. Teams of 5 members will be formed in week 5. More guidelines will be provided.
- 6. Proposal peer feedback (5%).** In response to guiding questions, you will offer your classmates detailed feedback about their project proposal.
- 7. White paper (15%).** I will provide some insights about the content and design of white papers, after which you will create a document to promote your project deliverable. Each member of the team will be expected to contribute an equal amount of content and writing. Your first draft will be given to another team for assessment and then submitted to me for some feedback. After your draft is returned, you will have until April 10th to revise it and submit it for a grade out of 15. The white paper must show evidence of persuasive content, effective design, and strong clarity of expression. A shared grade or individual grades will be awarded based on the team's preference.
- 8. Final team (formal) presentation (15%).** Each team will have between 15-18 minutes to present (demonstrate) their deliverable to their stakeholders, again via voice-over PowerPoint or similar platform.
- 9. Peer evaluation of presentations (5%).** Each team member will evaluate another team's final presentation.

10. Learning reflections (15%). Many classes will involve some writing in response to a scenario. These responses will be typed up and submitted in a portfolio along with your other written assignments. You will also write short “learning reflections” that discuss any ideas that are relevant to your current learning needs and your career goals (as they relate to professional communication). You are urged to work on this assignment throughout the term, and show me your work in progress several times during the term. I will provide more information and strategies in the form of guiding questions to help you compose your learning reflections.

Professor’s Policy on Late Assignments

Project assignments will be penalized 3% per weekday late. Often students have legitimate reasons for requesting an extension; in such a case, you should take the opportunity to compose a formal and polite e-mail to me, outlining the reasons for the request and providing a rationale for a new due date. This e-mail should be sent at least 24 hours in advance of the due date.

Correspondence: Students using e-mail to contact an instructor must include their first and last names, student number, and tutorial section in which they are enrolled in the e-mail subject line. E-mails composed in English 119 must be formally and professionally written.

Schedule (This schedule is the framework we will be following. It may need to be adapted or modified due to technological demands as the term unfolds)

Week	Week of	Lecture topic / Assignments
1	Sept. 8th	Start of term survey and syllabus distribution. Course introduction: basic principles of professional communication; audience, context, and purpose.
2	Sept 14th	Communicating your expertise in Job searches: networking, resumes, cover letters, work profiles. Communicating with others in the workplace: e-mail etiquette, working in teams.
3	Sept. 21st	Communicating with clarity and elegance: avoiding common grammatical errors and writing with appropriate diction and brevity.
4	Sept. 28th	Communicating procedures. Communicating technical concepts to a non-technical audience (using accessible language, analogy, and other strategies).
5	Oct. 5th	Start of team project. Teams and teamwork. Identifying credible research sources.
	Oct. 12th	Reading Week
6	Oct. 19th	“Client appointments” will be due this week
7	Oct. 26th	Creating persuasive proposals
8	Nov. 2nd	Communicating research findings accurately and ethically. Quotation, paraphrase, and citation/documentation.
9	Nov. 9th	Presentation skills (including presenting as part of a team). Creating effective presentation visuals.
10	Nov. 16th	Proposal presentations and peer proposal feedback

11	Nov. 23rd	"Audience testing" first draft of white paper.
12	Nov. 30th	Final team project presentations and peer evaluation of presentations.

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](#).

Students should be aware that this course contains the intellectual property of the instructor. This property may include (but is not limited to):

- PowerPoint slides, handouts,
- Lecture content, both spoken and written (includes any audio of video recording),
- Questions from various types of assessments (e.g. assignments, quizzes, tests),
- All course material is protected by copyright.

IMPORTANT: Making available the intellectual property of instructors without their express written consent (e.g. uploading lecture notes, assignments, test questions to an online repository such as Course Hero, OneClass) is considered theft of intellectual property, copyright violation, and subject to disciplinary sanctions as described in Policy 71 – Student Discipline.

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.

Mental Health Services:

On Campus

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 x32655

- [MATES](#): one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek from the Student Life Centre

Off campus, 24/7

- [Good2Talk](#): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Extended Assessment Unit Phone: 519-749-4300 x6880
- [Here 24/7](#): Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- [OK2BME](#): Support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 x222

Full details can be found online at the Faculty of ARTS [website](#)

Download [UWaterloo and regional mental health resources \(PDF\)](#)

Download the [WatSafe app](#) to your phone to quickly access mental health support information

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Contact Health Services

[Health Services Building](#)

Call 519-888-4096 to schedule an appointment

Call 1-866-797-0000 for free 24/7 advice from a health professional

Contact Counselling Services

[Needles Hall Addition, NH 2401](#)

Call 519-888-4567 x 32655 to schedule an appointment

counserv@uwaterloo.ca