University of Waterloo
Department of English
English 119 Winter 2012:
Communications in Mathematics and Computer Science

Instructor: Dr. Nadine Gingrich
E-mail: nmgingri@uwaterloo.ca
Office Hours: Th 10:30-12:30 HH 369
Lecture: Tuesday 2:30-3:20,
Tutorial: you are required to attend **all** of your scheduled
tutorial workshops, beginning in the first week.
You must attend your **scheduled** tutorial section.

Your TUT section:

Your TUT instructor:

TUT instructor's e-mail:

TUT instructor's office / hours:

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 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 attend both the lectures and the workshops regularly, and participate in teamwork that may take place outside of class time*.*

Learning Objectives
By the end of the term you will have gained the confidence in your own ability to conduct research and complete a variety of projects. In addition, you will acquire confidence in working as part of a team, communicating, practicing professional behaviour, and making oral presentations.

Please note: this is not an English language course. It is strongly recommended that you achieve the English Language Proficiency Exam (ELPE) milestone *before* taking this course. If English is your second language, you will need to demonstrate a high level of competence in English in order to succeed in this course.

Required Text
Margot Northey and Judi Jewinski, *Making Sense: A Student's Guide to Research and Writing, Engineering and the Technical Sciences* 4th Edition

Class Schedule
A detailed class schedule is attached to this outline. Consult it regularly because it contains a list of lecture topics, required reading, workshop activities and due dates for assignments and other workshop requirements. Please note that you are required to bring your textbook to all workshops, and **attendance in all of the workshops is mandatory.**

Assignments / Marking Scheme

1. **Professionalism and Participation (10%)**. This grade will be based on attendance, participation, and professional conduct in the lectures and workshops. Students are expected to attend all lectures and workshops, complete all in-class written exercises and group work, and *behave in a professional manner at all times (as you would in a workplace environment)*. Arriving late generally disrupts classroom activities; latecomers will therefore be penalized unless a valid excuse is provided in writing. Chronic lateness will affect your grade, as will unexplained and unwarranted absence.

2. Resumé/Cover letter assignment (10%). Based on guidelines provided in the lecture and tutorial workshop, and using information that will be provided on Waterloo LEARN you will *revise* a resumé and *compose* a cover letter for an imaginary student. Full assignment guidelines will be made available on Waterloo LEARN.

3. Process Paper (approximately 2 pages) (10%). In this paper you will explain a technical process to a non-technical audience (a list of topics will be posted). You will explain how a process works. Your assignment will be graded on how well it considers the intended audience, how clearly it explains technical details, how complete, yet succinct, it is, and how logically it is organized.

4. Team Research Project (70%). Project topics will be made available in week 3. The end product of this project will be formal research report and presentation, along with any additional products your team feels are suitable (for example, a print document or Web site). Your intended audience must be someone in the Faculty of Mathematics. The report will also have relevance to multiple "stakeholders," whom you will determine in the course of your work. All information relevant to this project will be made available on Waterloo LEARN

All team members are required to participate in the research, analysis, design and composition of the report, and to play an active role in the design and delivery of the presentation, which will take place in the last week of the term. Time will be allotted during the workshops for team meetings, but you will find it necessary to hold team meetings outside of class, as well.

All students are required to act as team coordinator for one week, to report on the team's progress, to bring drafts of work as required, to attend all team meetings, and to act in a professional manner – just as you would in an employment setting. **Students who do not participate fully in the teamwork for this project may forfeit some or all of the individual and team grades for the project.** This major project is broken down into several assignments:

a) Project Proposal (5% shared grade). As a team, you will design a workable proposal for the team project. Guidelines for designing an effective proposal will be covered in a lecture. You will present your proposal in the workshop and be critiqued by another team.

b) Progress/Status Report (10%, individual grade). Each student will act as team coordinator for at least one week. At the end of this period, the team coordinator will submit a written status report by e-mail to the instructor within 48 hours.

c) Research Update (10%, individual grade). This will be an in-class writing assignment. Each team member will be responsible for bringing two academic research sources, related to the team project, to the workshop, and be prepared to answer specific questions related to the sources. Students should be prepared to compare and contrast the research articles. Guidelines to assist you in finding appropriate sources will be available on Waterloo LEARN. Please note that this assignment is considered the same as a midterm or test: students who do not attend to write this assignment will receive a grade of 0. You will also be graded on the quality of both your responses and your expression, and marks will be deducted for significant writing errors. Be prepared!

d) Formal Research Report (5% shared grade, 15% individual grade). Each team member will write an identifiable sub-section of the discussion section of the report (750 words each). The remainder of the report should be team written. Project guidelines will be made available on Waterloo LEARN.

e) Formal Team Oral Presentation (5% shared grade, 15% individual grade). Each team member must present a clearly defined section of the presentation. Guidelines will be made available.

f) Project, Team, and Self-Evaluation (5% individual grade). Upon completion of the team project, each team member will submit by e-mail an assessment of the experience, which will consist of paragraphs on each of the following: an evaluation of each team member's contributions to the project, a self evaluation, and an assessment of the project as a whole.

Course Policies
Late papers will be penalized 2% per weekday late. Often students have legitimate reasons for requesting an extension; in such a case the student should take the opportunity to compose a formal and polite e-mail to the workshop instructor, outlining the reasons (you don't have to include private details) 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. Please note that there will be no extensions for the team report.

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

Academic Integrity
- **Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.
  - **Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her 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 Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline, http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm
  - **Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4, http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm
- **Appeals:** A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm
- **Academic Integrity website (Arts):** http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html
- **Academic Integrity Office (University):** http://uwaterloo.ca/academicintegrity/

Accommodation for Students with Disabilities:
Note for students with disabilities: The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, 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 OPD at the beginning of each academic term.

English 119 Schedule

Tuesday Lecture Dates and Topics	Readings	Workshop Activities and Due Dates
Jan. 8: course introduction		Diagnostic writing exercise; introductions
Jan. 15: Rhetorical Principles; workplace writing	Chapter 12; Chapter 14 (179-186)	Bring a copy of your resumé; begin the resumé, cover letter assignment in workshop
Jan. 22: Case Studies; plagiarism; case study definition of issues	Chapter 6; Chapter 14, (187-197)	Choosing teams; working collaboratively: **it is crucial that you attend this workshop; resumé assignment due**
Jan. 29: Genre; proposals; progress reports	Chapter 5; Chapter 15	Problem solving in teams exercise; team meeting
Feb 5: Research; Literature Reviews	Chapters 2, 3&9	**Team Proposal presentations**
Feb. 12: Process Documents	Chapter 15	Designing and writing sets of instructions
Feb. 19: Reading Week	**No lecture**	**No workshops**
Feb. 26: Critical Comparisons	Chapter 13	**Research Update in workshop**
March 5: Writing Reports—The Functional Approach	Chapter 5; Chapter 13, (166-175)	Editing exercise; **Process Paper due**
March 12: Ethics		Exercises in ethics
March 19: Document Design	Chapter 10	Report editing
March 26: Effective Oral Presentations	Chapter 7	Team meeting to plan presentation
April 2: **submit team reports during lecture time—no reports will be accepted after 3:20.**		**April 4 :Team presentations during workshops**