English 119
Communications in Mathematics and Computer Science

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Office: HH 265
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Extension: 2121
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Workshop Instructors
Olga Gladkova
Sarah Humphreys
James Wallace
Mark Wallin

Course Description
This course is designed to give you instruction and practice in the oral and written forms of communication that you will need in the academic environment and in the workplace. Much of the work that we do this term will rely on your co-operation as a member of a team. It is therefore crucial that you attend both the lectures and the workshops regularly and participate in teamwork that may take place outside class time. By the end of the term you will have gained confidence in your own ability to research and complete a variety of projects, and you will have sample written documents to show potential employers. In addition, you will acquire confidence in working as part of a team, communicating, practicing professional behaviour, and giving oral presentations.

You must attend both the lectures and the workshops at the times given on your timetable.

Required Text

Assignments
1. Professionalism and Participation (10%). You are expected to attend all workshops, complete all written exercises and group work, and to behave in a professional manner at all times. Part of this grade will be for attendance, participation, and professional demeanour in the workshops; the other part will be for the completeness and professionalism of a writing portfolio. This portfolio may be useful to present to potential employers who request writing samples. It will contain clean, corrected drafts of your resumé, workshop writings and exercises, a sample “formal request” e-mail, and copies of all individual work including your section of the team report as well as the peer reviewed draft. The portfolio is due in the week 11 workshop; it will not be accepted after this date.
2. **Article Summary (10%).** For this assignment you will summarize one article (chosen from a list to be distributed in the lecture or workshop), reducing it to roughly 1/3 the original length. Your intended audience is a fellow first-year student who does not have access to the article but needs to know the significant content of it. Your summary will be graded on accuracy, completeness and clarity.

3. **Process Paper (approximately 2 pages) and Presentation (4 minutes) (10%).** In this paper and presentation you will explain a technical topic as if to a non-technical audience (a list of topics will be distributed in the lecture or workshop). You may choose either to explain how a process works or teach your audience how to perform some task. Your assignment will be graded on how well it considers the intended audience, how well it is presented (document design for the written document, oral delivery for the presentation), how clearly technical details are explained, how complete, yet succinct, it is, and how logically it is organized.

4. **Critical Comparison (approximately 4 pages) (10%).** Assignment guidelines and topics will be handed out in the lecture. The assignment will be graded on organization, clarity of writing, and depth of analysis. For this assignment you must
   - inform your workshop leader of your topic in advance (members of the same team may not write on the same topic)
   - include an outline of the audience, context, and purpose of your document
   - include a clear outline of your evaluation criteria and their justification.

5. **Case Study Project (60%).** Project topics will be given in the lecture of week 3.
   - The end product of the project will be a formal, team-written report and a formal team presentation, both of which will report your research and findings to the Faculty of Mathematics and other stakeholders.
   - Students will form teams, create a proposal for the team-written project, research, design, and write a report, and present their research, findings, conclusions and recommendations in a colloquium during the workshop times in the last week of classes. You will get more information on the project as the term progresses.
   - You must employ at least two research methods, including one research method that is not print or web-based (e.g. interviews or surveys).
   - You are expected to participate fully in this project; you **must** attend team meetings both in and outside the workshops, act as team co-ordinator once during the project (the co-ordinator will present and write a status report and bring an agenda to team meetings), bring drafts of your work when required, attend all team-scheduled rehearsals for the presentation, and act in a professional manner—just as you would in an employment setting. **Students who do not participate fully in the teamwork for this section of the course may forfeit some or all of the individual and team grades for the project.**
   - This major project is broken down into several individual and team assignments as follows:
a) **Project Proposal (5%).** As a team you will design a viable proposal for the team project. You will present this to the class for peer response and hand in a written proposal to your workshop instructor. Guidelines for designing an effective proposal will be covered in a lecture and are also part of the required reading in your textbook.

b) **Progress/Status Report (10%).** This assignment is in two parts; the grade will be split between the two assignments at the discretion of the instructor. A team member who misses the team report will also have deductions from the professionalism grade.

- **Individual oral status report.** Each team member must provide a brief oral status report at the end of his or her scheduled time as team co-ordinator and follow that up by a written e-mailed report to the instructor within 24 hours of the workshop. Do not send this as an attachment.

- **Team written and oral status report.** In the workshop in Week 9 of the term your team will submit a detailed status report, with each team member taking a section of the report (e.g., background, accomplishments to date, decisions made, modifications to original proposal, planned activities, obstacles dealt with). More guidelines will be provided. The team will also present their status report orally in the workshop; this will provide you with the opportunity to receive feedback from your workshop instructor on your presentation skills as a team, in anticipation of the final team presentation at the end of term.

c) **Project Report (20%).** Ten percent of this grade is for the document as a whole, and 10% is for individual contributions. Each team member must write an identifiable section of the discussion part of the report (approximately 750 words). The remainder of the report (executive summary, introduction, conclusions and recommendations, references, appendices) must be team written. The report must include an appendix indicating the individual contributions by section title and page number.

d) **Team Presentation (20%).** Ten per cent of this grade is a shared grade for the team presentation as a whole, and 10% is for individual performance. Each team member must present a clearly defined section of the presentation.

e) **Project, Team, and Self-Evaluation (5%).** Each team member must submit an assessment of the team project which will include a paragraph on each of the following:
• an evaluation of each team member’s contribution to the project, organizational and interpersonal skills as team coordinator, and professionalism
• a self-evaluation of the above
• an assessment of the research process, the final report and the presentation.

This evaluation must be e-mailed to your workshop leader no later than 24 hours after your team presentation; do not send attachments.

Course Policies
Late papers will be penalized 2% per day late. Sometimes, however, students do have legitimate reasons for requesting an extension. You may request an extension on an assignment provided you e-mail your workshop instructor at least 24 hours in advance of the due date. This e-mail should be a formal request outlining the reasons for the extension and stating a specific new and reasonable due date for the assignment. There will be no extensions for the team report.

You may choose to rewrite one assignment over the term if you receive less than 70% on it. If you wish to rewrite, you must outline in a meeting with your instructor or in a detailed e-mail your reasons for rewriting and the specific problems you will address. The request to rewrite must be made within one week of your assignment being returned.

We urge you to visit your workshop instructor during scheduled office hours if you would like to discuss your work or ask for extra assistance.

THE FACULTY OF ARTS REQUIRES THAT WE NOTIFY YOU OF THE FOLLOWING:
“Note on the avoidance of academic offenses: All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offense, to avoid committing academic offenses, and to take responsibility for their academic actions. When the commission of an offense is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offenses and types of penalties, students are directed to consult the summary of Policy #71 (Student Academic Discipline) which is supplied on the Undergraduate Calendar (p.1:11). If you need help in learning how to avoid offenses such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the disciplinary policy, ask your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean.”

To avoid plagiarism, all assignments must provide references to the sources of information gathered, including information collected from web sites.
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<th>Week</th>
<th>Reading</th>
<th>Lecture Topic</th>
<th>Case Study Projects</th>
<th>Workshops</th>
<th>Assignments Due</th>
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<td>1 (Week 1)</td>
<td>Chapter 1</td>
<td>Course Overview</td>
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<td>Introduction to all Workshops</td>
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<td>2 (Week 2)</td>
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<td>Exercises on Résumés and Job Interviews</td>
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<td>Week</td>
<td>Task Description</td>
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<td>1</td>
<td>Preparing outline for self-evaluations due; see course outline.</td>
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<td>2</td>
<td>Fourth progress report due.</td>
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<td>Process documents.</td>
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<td>4</td>
<td>Critical comprehension due.</td>
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<td>Reading week—no workshops.</td>
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<td>6</td>
<td>Case Study Projects.</td>
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<td>7</td>
<td>Reading week—no workshops.</td>
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<td>8</td>
<td>Organizing introduction to written work; see above.</td>
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<td>9</td>
<td>Comparing and evaluating sample reports (1).</td>
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<td>10</td>
<td>Writing reports due.</td>
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<td>11</td>
<td>Writing research as a team.</td>
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<td>12</td>
<td>Presentations due.</td>
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**Note:** Two copies of the team report are due Monday, March 31 by 12:00 noon in Nadine Gingrichs Office.