English 119
Communications in Mathematics and Computer Science

Course Co-ordinator: Dr. Nadine Gingrich
Office: HH 268
Office Hours: Tuesday 11:30-1:30, Thursday TBA
Extension: 6027
E-mail: please use UW Ace to e-mail me for this course

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. 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. If you are unable to attend a workshop, you must notify your workshop instructor before the workshop and provide a valid reason for your absence (you are not required to give personal details). The other part of the grade will be based on two short assignments, a definition of the case study issues and a plagiarism quiz. I will give you more information on these assignments in class.

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 who needs to know the significant content of it. Your summary will be graded on accuracy, completeness, and clarity.

3. Process Paper (approximately 2 pages) (10%). In this paper you will explain a technical topic to a non-technical audience (a list of topics will be distributed in the lecture or workshop). 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. 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;
- 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 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 three research methods, including one research method that is not print or web-based (i.e. 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 team co-ordinator will 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—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 write a proposal for the team project. You will present it to the class for peer response and hand in a written version to your workshop instructor.
  b) Progress/Status Report, Meeting Agenda (10%). At the end of their scheduled time as team co-ordinator, team co-ordinators must submit a written status report and the agenda for the team meeting to the instructor.
  c) Project Report (20%). Ten per cent 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 for the presentation as a whole and 10% is for the individual performance. Each team member must present a clearly defined section of the presentation.
c) **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 co-ordinator, 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 the workshop instructor no later than 24 hours after your team presentation.

**Course Policies**

Late assignments will be penalized 5% per day. Sometimes, however, students do have legitimate reasons for requesting an extension. You may request an extension on an assignment by e-mailing 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 and reasonable new 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. You must make the request to rewrite within one week of your assignment being returned. You will not be allowed to rewrite an assignment that is handed in late.

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

"Note on avoidance of academic offences: All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offence, to avoid committing academic offences, and to take responsibility for their academic actions. When the commission of an offence is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offences and types of penalties, students are directed to consult the summary of Policy #71 which is supplied in the Undergraduate Calendar (section 1; on the Web at http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm). If you need help in learning how to avoid offences such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the discipline policy, ask your TA or course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean."

"Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to Policy #70, Student Grievance, http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm."

You can find more information on plagiarism and other academic offences at “Avoiding Academic Offences” (http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html).

To avoid plagiarism, all assignments must provide references to the sources of information gathered, including information collected from web sites.
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<thead>
<tr>
<th>Week</th>
<th>Lecture Topic</th>
<th>Readings</th>
<th>Workshop</th>
<th>Case Study Project</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>Jan. 3 (Week 1)</td>
<td>Course overview; introduction to communications: audience, purpose, context</td>
<td>Chapters 1&amp;2</td>
<td>Introductions; diagnostic writing exercise—details to be announced in lecture; sentences</td>
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<td>Jan. 10 (Week 2)</td>
<td>Rhetorical Principles; workplace correspondence</td>
<td>Chapters 4, 9, 22, 23</td>
<td>Workplace correspondence; writing a summary; bring a copy of your resume and a letter—details to be announced in lecture</td>
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<td>Jan. 17 (Week 3)</td>
<td>Case Studies; plagiarism</td>
<td>Chapters 7&amp;8</td>
<td>Case study projects begin. Select teams and case studies—it is crucial that you attend this workshop. First team meeting</td>
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<td>1. Summary Assignment due in workshop. 2. Case Studies—definition of issues due</td>
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<td>Jan. 24 (Week 4)</td>
<td>Genre: Proposals, Progress Reports</td>
<td>Chapters 18, 21, pp. 210-216</td>
<td>Problem solving in teams; proposals; wordiness</td>
<td>Team meeting; 1st team co-ordinator progress report</td>
<td>Progress report (1st team co-ordinator)</td>
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<td>Jan. 31 (Week 5)</td>
<td>Interviews and surveys</td>
<td>Chapter 6</td>
<td>Proposal presentations in teams; peer reviews; team meeting</td>
<td>Team proposal presentations</td>
<td>Team proposal presentation</td>
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<td>Feb. 7 (Week 6)</td>
<td>Process documents</td>
<td>Chapter 16</td>
<td>Designing and writing sets of instructions; punctuation</td>
<td>Team meeting; 2nd team co-ordinator progress report</td>
<td>Written team proposal Due in workshop. Progress report (2nd team co-ordinator)</td>
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<td>Feb. 14 (Week 7)</td>
<td>Critical Comparisons; organizing</td>
<td>Chapter 10</td>
<td>Paragraphs</td>
<td>Team meeting; 3rd team co-ordinator progress report</td>
<td>Process document 3rd team co-ordinator progress report</td>
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<td>Feb. 21</td>
<td>Reading week—no class</td>
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<td>No workshop</td>
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<td>Feb. 28 (Week 8)</td>
<td>Writing reports; the functional approach to the parts of the report</td>
<td>Chapters 19 &amp; 20</td>
<td>Editing exercise</td>
<td>Team meeting</td>
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<td>Mar. 7 (Week 9)</td>
<td>Document design; peer editing</td>
<td>Chapter 13; Chapter 5 for workshop</td>
<td>Exercises in ethics</td>
<td>Team meeting; comparing and evaluating sample reports</td>
<td>Critical Comparison</td>
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<td>Mar. 14 (Week 10)</td>
<td>No lecture</td>
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<td>Peer editing or report sections; team meeting</td>
<td>Bring 5 copies of individual sections of report for peer editing</td>
<td>4th team co-ordinator progress report</td>
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<td>Mar. 21 (Week 11)</td>
<td>Presenting research as a team</td>
<td>Chapter 24</td>
<td>Designing presentations; using visual aids</td>
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<td>Mar. 28 (Week 12)</td>
<td>No lecture</td>
<td>Presentations take place during workshop times</td>
<td>Team, peer, and self-evaluations.</td>
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TWO COPIES OF THE TEAM REPORT ARE DUE MONDAY, MARCH 27 BY 12 NOON IN NADINE GINGRICH'S OFFICE (HH 268). NO REPORT WILL BE ACCEPTED AFTER THIS TIME.