



**University of Manitoba**  
**Clayton H. Riddell Faculty of Environment, Earth, and Resources**  
**Department of Environment and Geography**

## **Technical Communication in the Environmental Sectors**

**ENVR 2350**

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## COURSE DETAILS

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<b>Course Title &amp; Number:</b>	Technical Communication in the Environmental Sectors ENVR 2350
<b>Number of Credit Hours:</b>	3
<b>Class Times &amp; Days of Week:</b>	Tue / Thur 10:00-11:15am
<b>Location for classes/labs/tutorials:</b>	223 Wallace Lab locations TBA
<b>Pre-Requisites:</b>	ENVR 1000 (128.100) or BIOL 1340 (071.134) (C), or permission of department head.

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## Instructor Contact Information

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<b>Instructor(s) Name:</b>	Kristina Hunter, M.Sc.
<b>Preferred Form of Address:</b>	Kristina or Ms. Hunter
<b>Office Location:</b>	250 Wallace Building
<b>Office Hours or Availability:</b>	Mon 12:20-12:50pm Wed 12:20-12:50pm Thur 11:15-12:00pm Fri 12:20-12:50pm
<b>Office Phone No.</b>	204-474-6461 (no return calls made)
<b>Email:</b>	<a href="mailto:Kristina.Hunter@umanitoba.ca">Kristina.Hunter@umanitoba.ca</a> E-mails will usually be answered within 24 hours Mon-Fri.
<b>Contact:</b>	I look forward to meeting every student in person, and you can always see me after class, or during my office hours. Some correspondence will require documentation and therefor is best done by e-mail (such as requesting special permission).

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**COURSE DESCRIPTION:** An introduction to technical communication skills required for environmental practitioners in research, government, and industry. The course covers technical writing and literature search techniques, business writing including reports, memos and e-mails, professional presentation skills, and fundamental internet skills. Practical experience is gained through assignments and laboratory exercises.

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## General Course Information

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Communication skills are a necessary requirement to facilitate decision-making and social change. As integral as your discipline-specific knowledge and skills, the ability to effectively communicate information and ideas is key to professional success. This course arose from industry-partners requesting better communication skills of our graduates.

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## Course Goals

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The goals of this course are to facilitate the understanding of technical communication skills, and to practice these skills using a wide range of communication forms.

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## Intended Learning Outcomes

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Students will be able to recall the basic principles of good technical communications; to demonstrate organizational structure in their writing; to create well formatted works; to develop their presentation skills; to demonstrate proficiency using programs such as MS Excel; MS Word, and web site development software; and to demonstrate use of clear and concise technical language and formatting.

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## Using Copyrighted Material

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Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact [um\\_copyright@umanitoba.ca](mailto:um_copyright@umanitoba.ca).

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## Recording Class Lectures

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Kristina Hunter holds copyright over the course materials, presentations and lectures which form part of this course. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission of Kristina Hunter. Recordings made for student accessibility purposes may not be shared or posted online and must be deleted within 2 weeks of the end of classes. Course materials (both paper and digital) are for the participant's private study and research.

## Textbook, Readings, Materials

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SUPPLEMENTARY RESOURCES: These texts may be useful to students wishing to rely on additional sources for technical formatting or for additional technical communication examples and resources. The texts are NOT required for the course.

Dundurn Press in co-operation with Public Works and Government Services Translation Bureau. *The Canadian Style: A Guide to Writing and Editing*. 1997. Dundurn Press Limited, Toronto, ON.

Ron Blicq and Lisa Moretto. *Technically-Write!*, 8th Edition. 2011. Pearson Education Canada Inc. Don Mills, Ontario.

COURSE MATERIALS: Students are required to produce two submissions that are printed and as such have a cost associated with their production. One is a report and the other is a poster. In both cases the work is submitted in small groups, so the cost is shared among the group members. Students are advised to send the materials for printing well in advance and seek out the best price available.

## Course Technology

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IN THE CLASSROOM: It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner. The student can use all technology in classroom setting only for educational purposes approved by instructor and/or the University of Manitoba Disability Services. Student should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline “gaming” during scheduled class time. If student is on call (emergency) the student should switch his/her cell phone on vibrate mode and leave the classroom before using it. (©[S Kondrashov](#). Used with permission)

COURSE RESOURCES: Course notes, detailed instruction on assignments and general course communications are posted on UM Learn. All assignments unless otherwise noted are submitted on UM Learn.

STUDENT RESOURCES: The Centre for Advancement of Teaching and Learning has instructional videos on accessing and contributing to wikis and blogs that may be useful. [http://intranet.umanitoba.ca/academic\\_support/Centre for the Advancement of Teaching & Learning/resources/wikis\\_blogs.html](http://intranet.umanitoba.ca/academic_support/Centre_for_the_Advancement_of_Teaching_&_Learning/resources/wikis_blogs.html).

## Class Communication

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Please note that all communication between myself and you as a student must comply with the electronic communication with student policy ([http://umanitoba.ca/admin/governance/governing\\_documents/community/electronic\\_communication\\_with\\_students\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html)). You are required to obtain and use your U of M email account for all communication between yourself and the university.

## **Expectations: Student**

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**ATTEND CLASS:** The class is intended to be not just one-way delivery of information but rather a facilitated dialogue around materials presented. For this reason, your attendance in class is required so that you can be a part of the conversation and contribute your knowledge, experiences and opinions. As such, you are expected to be in attendance both physically and mentally.

Students are expected to attend all classes and may be debarred from the course, resulting in a failing grade if more than 2 weeks (4 classes) are missed without adequate medical documentation or compassionate grounds. Students should refer to the General Academic Regulations and Requirements, Attendance at Class and Debarment, found in the University of Manitoba General Calendar.

[http://umanitoba.ca/student/records/leave\\_return/695.html](http://umanitoba.ca/student/records/leave_return/695.html)

**VOLUNTARY WITHDRAWAL DATE:** November 19th, 2018

**ACT WITH PROFESSIONALISM:** In the University setting, we are in professional relationships. These relationships are characterized by demonstrated respect between all parties, students and instructors, and students and other students. This includes professional and respectful language, tone of voice and demeanour. This is an excellent time to practice the professionalism required in the workforce, especially in your e-mail and in-person communications.

**ACADEMIC INTEGRITY:** Please refer to “Schedule A” policies and resources for students as posted on UM Learn. In addition, please note that;

- (i) group projects are subject to the rules of academic dishonesty;
- (ii) group members must ensure that a group project adheres to the principles of academic integrity;
- (iii) if a group member is not acting with academic integrity or not performing his or duties as agreed, please advise the Instructor as soon as possible to resolve any potential problems as early as possible;
- (iv) collaboration between students is encouraged for understanding material, proof-reading a peer’s work, making suggestions on approach, etc.; however,
- (v) all work is to be completed independently unless otherwise specified.

## **Students Accessibility Services**

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### **Student Accessibility Services (SAS)**

If you are a student with a disability, please contact SAS for academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness,

learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services <http://umanitoba.ca/student/saa/accessibility/>  
 520 University Centre 204-474-7423 [Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)

### **Expectations: Instructor**

I approach teaching as a journey and it is my job to bring my students along on this journey of discovery. I attempt to spark passion for knowledge, critical thinking and the environment. Students learn and I learn as we take this journey together.

You can expect classes with traditional lecture styles, the use of audio visual materials, and multiple methods of engaging students in the material, eliciting discussion and provoking thought. Every contribution is valued, please bring yours.

I see it as my job to bring to you the various issues associated with the discipline, to show you the foundational theories, the emerging practices and examples from the real-world. It is up to you to engage and participate to get the most out of your education.

### **Class Schedule**

This schedule is subject to change at the discretion of the instructor but such changes are subject to Section 2.8 of the – [ROASS](#)- Procedure.

<i>Date</i>	<i>Topics</i>	<i>Readings</i>	<i>Assignments</i>
Sept. 6	Introductions		
Sept. 11-13	Where Good Communication Begins -Begin with the end in mind - Purpose and product	Technically-Write! Chapter 1	
Sept. 18-20	Information Overload -Organizing Information -Information Search	Technically-Write! Chapter 2	Synopsis and Peer Review Assignment Due Sept. 20
Sept. 25-27	Get Writing! -Referencing -Revising		Report Outline Due Sept. 27
Oct. 2-4	Fix that Grammar -Canadian style eh?	Technically-Write! Chapter 11	
Oct. 9-11	Communications and the Professional -effective writing techniques	Technically-Write! Chapters 3 & 5	

Oct. 16-18	Communications and the Professional -Posters, presentations and graphics	Technically-Write! Chapters 3 & 5	Draft Report Review Oct 17 <sup>th</sup> * <i>in lab session</i>
Oct. 23-25	Effective Dialogue -Listening -Negotiating, getting to yes	Technically-Write! Chapter 8	Reports Due Oct. 25
Oct. 30 - Nov. 1	Communications and Community -community outreach -social research	Technically-Write! Chapter 9	Posters Due Oct. 31* <i>in lab session</i> MS Excel Due Nov. 1
Nov. 6-8	Media and the Environment -Writing to change the world -How to deal with the media		Newspaper Article or Press Release Due Nov. 8
Nov. 12-16	<i>Fall term break – no classes</i>		
Nov. 20-22	Effective Web Design		Presentations Due Nov. 21* <i>in lab session</i>
Nov. 27-29	Land the Job! -Resumes -Interview skills	Technically-Write! Chapter 10	Web Site Due Nov. 27
Dec. 4-6	Emerging Ideas -Social media and environmental networks -Emerging technologies		Resume Due Dec. 4 Bonus Assignment Due Dec. 6 ( <i>in class only</i> )

### Lab Schedule

The lab sessions are used exclusively for review or presentation of assigned work and are held only on the dates specified below.

<i>Date</i>	<i>Lab Assignment</i>	<i>Location</i>
Wed. Oct 17th 9:30-11:20am	Draft Report Review	Location TBA
Wed. Oct. 31st 9:30-11:20am	Poster Session	Location TBA
Wed. Nov. 21st 9:30-11:20am	Presentations 1	Location TBA
Wed. Nov. 28th	Presentations 2	Location TBA



9:30-11:20am		
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### **Course Evaluation Methods**

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In many cases there is a grader-marker to assist with the marking load. In each case you will receive a grade based on the break-down provided in the Assignment Overview posted on UM Learn. The grade will also have constructive comments intended to assist you in your academic performance in this course. If you have any questions about the grading please bring them to me during my office hours.

Students will be evaluated through the following assignments:

Synopsis and Peer Review	5
Report Outline (pairs)	5
Report (pairs)	25
Presentation	10
MS Excel	5
Newspaper Article or Press Release	10
Web Site	10
Resume	10
Technical Poster (pairs)	15
<u>Attendance / Participation</u>	<u>5</u>
<b>TOTAL</b>	<b>100</b>

### **Grading**

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Letter Grade	Percentage out of 100	
A+	90-100	Exceptional
A	80-89	Excellent
B+	75-79	Very Good
B	70-74	Good
C+	65-69	Satisfactory
C	60-64	Adequate
D	50-59	Marginal
F	0-49	Failure

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## Referencing Style

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Any of the main referencing styles may be used in class, but in any case the reference must include an in-text citation (either numerical or author date) close to the idea, fact, image or quote being cited as well as a full citation at the end of the document. Students may choose to use APA, MLA, Chicago, CSE or other recognized referencing style.

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## Assignment Descriptions

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All assignments are described along with the grading rubric in the Assignment Overview as posted on UM Learn.

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## Assignment Grading Times

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Graded assignments will be returned 2 weeks after the submission date whenever possible. All materials submitted electronically on UM Learn will be graded and comments provided on UM Learn.

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## Assignment Extension and Late Submission Policy

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All assignments are due at the beginning of class (10:00 am). Late submissions may be accepted based on medical or compassionate grounds. Extensions are not normally granted unless there are extenuating circumstances.