

ENVR 2350 Technical Communication in the Environmental Sectors

LECTURE: 10:00 – 11:15 Tue / Thur, Term 1; 218 Wallace

TUTORIAL: 9:30 – 11:20 Wed, 321 Wallace / 323 Wallace

INSTRUCTOR: Kristina Hunter, 250 Wallace
e-mail: Kristina.Hunter@umanitoba.ca
*** please reference course number in all correspondence
Office Hours: Tue, Thur 11:15-12:15, by appointment or by chance

ONLINE LEARNING: UM Learn <https://universityofmanitoba.desire2learn.com/d2l/home>

SUPPLEMENTARY RESOURCES: 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. 2007. Pearson Education Canada Inc. Don Mills, Ontario.

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.

TUTORIAL: The tutorial time is designed for students to practice the communication techniques discussed in class. Attendance is required for the *Poster Session* and *Presentations*. Other tutorial sessions are provided to assist with completing the assignments and give more hands-on learning opportunities.

EVALUATION: Students will be evaluated through the following:

		ENVIRONMENT AND GEOGRAPHY		
		GRADE SCALE		
Peer Review	5			
Report Outline (pairs)	5			
Report (pairs)	25	A+	90-100	<i>Exceptional</i>
Presentation	10	A	80-89	<i>Excellent</i>
MS Excel	5	B+	75-79	<i>Very Good</i>
Newspaper Article or Press Release	10	B	70-74	<i>Good</i>
Web Site	10	C+	65-69	<i>Satisfactory</i>
Resume	10	C	60-64	<i>Adequate</i>
Technical Poster	15	D	50-59	<i>Marginal</i>
Attendance / Participation	5	F	0-49	<i>Failure</i>
TOTAL	100			

All assignments are due at the beginning of class (10:00 am). Late submissions may be accepted based on medical or compassionate grounds.

ACADEMIC DISHONESTY: Plagiarism and other forms of cheating are prohibited. Plagiarism is to take words, ideas or other materials such as photos, diagrams or data that you did not create, and pass them off as your own. You must provide adequate and correct citation of the sources of ideas whether quoted directly or paraphrased. To collaborate with another student when not permitted to do so by the Instructor is “Inappropriate Collaboration” and is subject to penalty under the Student Discipline By-law. Students should acquaint themselves with the University’s policy on Academic Integrity found in the University of Manitoba General Calendar, or in the student resource guide.

http://umanitoba.ca/student/resource/student_advocacy/cheating_plagiarism_fraud.html

Other policies of interest including the Policy on Respectful Work and Learning Environment and the Policy on the Responsibilities of Academic Staff with Regard to Students can also be found in the General Calendar.

http://umanitoba.ca/admin/governance/governing_documents/index.html

CLASS ATTENDANCE:

Students are expected to attend all classes and may be debarred from the course, resulting in a failing grade if more than 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

VOLUNTARY WITHDRAWAL DATE: November 18th, 2015

SCHEDULE:

<i>Date</i>	<i>NEW Topics</i>	<i>Tutorial</i>	<i>Readings & Assignments</i>
Sept. 10	Introductions		
Sept. 15-17	Where Good Communication Begins -Begin with the end in mind - Purpose and product		Technically-Write! Chapter 1
Sept. 22-24	Organize This! -Organizing Information -Information Search	Writing and Revising Tutorial 321 Wallace	Peer Review Assignment Due Sept. 24 Technically-Write! Chapter 2
Sept. 29- Oct. 1	Get Writing! -Referencing -Revising	Organizing Information Tutorial 321 Wallace	Report Outline Due Oct. 1
Oct. 6-8	Fix that Grammar! -Canadian style eh?	Grammar Tutorial 321 Wallace	Technically-Write! Chapter 11
Oct. 13-15	Communications and the Professional -effective writing techniques	Report Tutorial 321 Wallace	Technically-Write! Chapters 3 & 5
Oct. 20-22	Communications and the Professional -Posters, presentations and graphics	Business Writing Tutorial 321 Wallace	Technically-Write! Chapters 3 & 5
Oct. 27-29	Effective Dialogue -Listening -Negotiating, getting to yes	Graphics Tutorial 321 Wallace	Reports Due Oct. 29 Technically-Write! Chapter 8
Nov. 3-5	Communications and Community -community outreach -social research	MS Excel Tutorial 321 Wallace	MS Excel Due Nov. 5 Technically-Write! Chapter 9
Nov. 10-12	Media and the Environment -Writing to change the world -How to deal with the media	<i>Nov 11th, 2014 No classes due to Remembrance Day</i>	
Nov. 17-19	Effective Web Design	Poster Session Location TBA	Posters Due Nov. 18 Newspaper Article or Press Release Due Nov. 19
Nov. 24-26	Land the Job! -Resumes -Interview skills	Presentations 1 321/323 Wallace	Presentations Due Nov. 25 Web Site Due Nov. 26 Technically-Write! Chapter 10
Dec. 1-3	Emerging Ideas -Social media and environmental networks -Emerging technologies	Presentations 2 321/323 Wallace	Resume Due Dec. 3
Dec. 8	Wrap-up		Bonus Assignment Due Dec. 8 (<i>in class only</i>)

