



**University
of Manitoba**

| Faculty of Agricultural
and Food Sciences

Syllabus

AGRI 2030: Technical Communication

(Summer 2022)

COURSE DETAILS

Course Title & Number: Technical Communication (AGRI 2030)

Number of Credit Hours 3 credit hours

Pre-Requisites:

Instructor Contact Information

Instructor(s) Name: Kathleen Wilson

Office Hours or Availability: Available to students on an appointment basis

Office Phone No. ---

Email: Please email me at: Kathleen.wilson@umanitoba.ca
Include your course name and **section number** in your email (AGRI 2030 A0?) so I know your class and specific outlines.

Contact: Please contact me via email any time. I will do my best to respond within 24 hours. Should you not hear from me after 3 days, do not hesitate to contact me again requesting follow up.
Email: kathleen.wilson@umanitoba.ca

COURSE DESCRIPTION

U of M Course Calendar Description

Lectures and workshops to develop written and oral communication skills for preparing and presenting scientific and technical reports. Basic composition skills, communication graphics are included.

Prerequisite: 24 credit hours of University.

Course Goals

Good communication skills lead to career success. This course aims to:

- Introduce communications strategies for various audiences and situations
- Develop students' abilities to transmit technical information clearly and effectively
- Develop students' abilities to choose contextually-appropriate communications strategies
- Enhance students' abilities to research and write effectively
- Develop students' abilities to market themselves to potential employers
- Emphasize the importance of professionalism in all types of communicative situations

Course Learning Objectives

Upon completion of this course, you should be able to:

- Choose an appropriate communication strategy for a given context
- Avoid common grammatical and stylistic errors in writing, and follow some basic style guidelines
- Organize the professional writing task: e-mail, memos and letters
- Recognize and follow the format of an effective professional message
- Demonstrate solid reading comprehension skills via the writing of summaries
- Write persuasively on technical/scientific topics and connect with readers
- Define technical writing and its uses
- Analyze audience role in technical writing
- Gather and interpret relevant scientific information
- Avoid plagiarism by adhering to correct referencing principles
- Use visuals and appropriate formatting to enhance communication
- Write a professional report
- Deliver an effective public presentation

COURSE MATERIALS AND TECHNOLOGY

There is no assigned textbook for this course.

All course information, assignments and readings will be provided to students in class or through UM Learn.

On-line course information - Course information is available for students to access through UM Learn.

To access the UM Learn site, please follow along with the following steps:

- 1) Using the web browsers Google Chrome or Firefox, please go to the UM Learn log in page-
<https://universityofmanitoba.desire2learn.com/d2l/login>
- 2) Use the same information to access your student web-mail account for your log in user name and password
- 3) Locate the name of this course DAGR-0410 which will be find under the waffle icon on the top right of the page - click on it to gain access to course content.
- 4) Locate the horizontal "Navigation Bar" and click on "Content" from the drop down menu to view course content.

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Class Communication

The University requires all students to activate an official University email account. For full details of the Electronic Communication with Students please

visit:[http://umanitoba.ca/admin/governance/media/Electronic Communication with Students Policy - 2014 06 05.pdf](http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2014_06_05.pdf)

Please note that all communication between the academic team 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).

You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university.

EXPECTATIONS AND POLICIES

I EXPECT YOU TO:

Students are expected to:

- View all lecture and lab material, and participate actively in learning activities
- Share your own experiences as they relate to the topic under discussion, ask questions for clarification, and challenge a practice or idea presented in class
- Regularly access AGRI 2030 UM Learn site to access course information
- Regularly access University of Manitoba student e-mail to access course information
- Seek clarification from Instructors regarding the contents of this course outline if required
- Be aware of and comply with University of Manitoba Policies and Procedures

- Listen attentively and not disturb or distract others by talking, texting, or using other electronics for entertainment purposes. Students are expected to restrict their wireless computer or phone activity to subjects about the topics under discussion
- Use professional, clear communication when emailing instructors and classmates
- Serve as good ambassadors for the Agriculture Diploma program and the Agricultural Community
- Make arrangements to obtain information presented when extraordinary circumstances prevent attendance at classes
- Comply with University of Manitoba Policies and Procedures (eg. [Respectful Work and Learning Environment Policy.](#))

Academic Integrity:

All course work is to be completed individually for this course, unless you are specifically asked to collaborate with classmates. Inappropriate collaboration will be monitored by instructors and graders on all work submitted within the course. All course work submitted must be created specifically for this course by the student whose name is on the work.

Group or Team projects are also subject to the same rules of academic dishonesty.

See more information about Academic Integrity here- <http://umanitoba.ca/student/academicintegrity/>

Attendance and Participation

From the University of Manitoba Academic Calendar:

“Regular attendance is expected of all students in the course. An instructor may initiate procedures to debar a student from attending classes and from final examinations and/or from receiving credit where unexcused absences exceed those permitted by faculty or school regulations. A student may be debarred from class, laboratories, and examinations by action of the dean/director for persistent non-attendance, failure to produce assignments to the satisfaction of the instructor, and/or unsafe clinical practice or practicum. Students so debarred will have failed that course.”

Regular participation is a requirement for this course. Students who do not meet requirements may, after written warning, be debarred from taking the final examination. Any student so debarred will receive a grade of F in the course.

Student Accessibility Services:

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services \(SAS\)](#) offers 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

520 University Centre

Phone: (204) 474-7423

Email: Student_accessibility@umanitoba.ca

Recording Synchronous Sessions/Online Lectures

This material is copyrighted by College of Agriculture, 2021. No audio or video recording of this material, lectures, or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission of College of Agriculture. Course materials (both paper and digital) are for the participant's private study and research, and must not be shared. Violation of these and other Academic Integrity principles, will lead to serious disciplinary action.

EXPECTATIONS:

- Clearly explain what is necessary to succeed in this course
- Support students in meeting their individual learning goals
- Facilitate the development of students' communication skills, critical thinking skills and evidence-based decision-making abilities through the course and learning activities
- Provide opportunities for students to practice and develop their written and verbal communication skills in a safe environment, understanding that students are at various stages of skill development
- Connect with students to clarify course content or assist with learning activities outside of class hours
- Use all the tools at our disposal to help you succeed in this course and your program

COURSE SCHEDULE

This schedule is subject to change at the discretion of the instructors and/or based on the learning needs of the students, but such changes are subject to Section 2.8 of the – [ROASS](#)- Procedure).

Detailed course schedule/calendar can be found on UMLEARN under Course Content.

Voluntary Withdrawal

Last day to drop the class without penalty is

VW (Voluntary Withdrawal) Deadline

If you are unsure or have concerns about your grade, please contact your instructor who will discuss current standing and help identify strategies for improvement prior to the VW deadline. Please refer to the Registrar's Office web page for more information.

COURSE ASSESSMENT

ASSIGNMENTS

There are two types of classes for this course:

1. Lecture Days- Some classes will be done in class, and others posted. Students must be available for all classes where presentations will take place.

2. Lab Days- Activities, readings etc. Posted for students to do individually, in pairs, or as a group. The class types are indicated on the master calendar.

There are three types of assignments for this course:

1. **Formal Assignments/Tests- Submitted on UMLearn as assignments**
2. **Group Discussion Submissions- Submitted on UMLearn as discussion**
3. **Individual or Partner Participation Submissions- Submitted on UMLearn as assignments**

Assignment types and due dates are indicated on the master calendar that can be found at the end of the syllabus. All need to be submitted on the due date by 11:59 pm

Assignment Schedule* subject to change				
Instructions and expectations will be provided in-class for all assignments.				
	Assignment	Details	Weight	Due date
1.	Interview Presentation	1-3 minutes	3%	May 17
2.	Written Correspondence	400 words	7%	May 13
3.	Proposal	200 words	5%	May 23
4.	Annotated bibliography****	400 words	8%	May 30**
5.	Investigative Report ****	1500-2000 words	20%	June 10**
6.	Midterm Cumulative Review Test		10%	May 26
7.	Group Presentation		8%	June 14
8.	Group Discussions X 4		7%	May 12- Interview tips May 12- Email critique May 17- Topic ideas May 24- Bad report
9.	Individual/Partner Submissions X4		7%	May 19- Resource hunt June 2- Group Work June 7- Video Activity June 9- Editing
10.	Exam		25%	TBD

Assignment Schedule* subject to change			
11.	TOTAL		100%

NOTE:

Most assignments will be assessed in four major categories: **CONTENT, ORGANIZATION, STYLE, AND MECHANICS.**

It is important that you know the difference and where to submit your work. Work improperly submitted will receive a grade of zero.

Academic Writing Tutor Requirement***

Course Outline Description: Course-Based Writing Tutors

Two of the writing assignments for this course involve meeting with a writing tutor from the Academic Learning Centre. The writing tutors are experienced peer tutors who can support you with the following:

- understanding the assignment guidelines
- clarifying your ideas (e.g., your main argument)
- improving the structure so that your ideas flow for the reader
- providing information and examples of how to reference your sources

For the two writing assignments, **a spot has been opened for each student** in this class in a designated tutoring schedule. You can meet with your tutor for a 40-minute live online appointment to discuss your work or you can upload your paper and receive written comments. Students are encouraged to meet with a tutor in a live online appointment for their first appointment.

Note: **It is the responsibility of each student to make their own appointments.** Instructions for making appointments will be provided in class, and a PowerPoint deck with instructions for making appointments will be saved in our UM Learn course.

Please log in to the tutoring schedule and make your appointments early to ensure that you have an appointment. Log in at <https://manitoba.mywconline.com/>

Please note that you will receive 5% of your assignment grade for meeting with a writing tutor.

If you miss your opportunity to book with a tutor, there is nothing that I can do to open another slot for you. The tutors' availability is posted early and there is a slot for every student in AGRI 2030. If you wait to book until the last minute you will likely not get an open slot and therefor lose 5% of your mark. Please do not email me asking to make an exception. Connecting with the tutors is a learning outcomes for the course and must be demonstrated to earn the 5% for both of these assignments.

SUBMISSION GUIDELINES: Unless otherwise stated, all written assignments should be uploaded on UMLearn.

EVALUATION CRITERIA: Assignments will be graded using associated rubrics posted on UMLearn.

Grading

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
A+	96-100	4.25-4.5	4.5
A	90-95	3.75-4.24	4.0
B+	85-89	3.25-3.74	3.5
B	75-84	2.75-3.24	3.0
C+	70-74	2.25-2.74	2.5
C	60-69	2.0-2.24	2.0
D	50-59	Less than 2.0	1.0
F	Less than 50		0

IMPORTANT: Failure to hand in the major paper in this course will result in an automatic failure, regardless of grades achieved on other assignments. Failure to write the final exam will also result in an automatic failure (potential exemptions to the failure to attend and write the final exam may be granted **ONLY** in accordance with official U of M policy on deferred examinations).

Referencing Style

ALL ASSIGNMENTS must be prepared using APA 7th Ed. and handed in on UMLEARN by 11:59 pm the evening of the due date.

All assignments must:

- Be **typed**.
- Contain a **title page** prepared according to APA 7th edition standards
- Include a **word count** at the end of the assignment (use Microsoft Word: word counts do not include the words in your reference list)
- **NOTE: After the first assignment, I will deduct marks for incomplete or incorrect title pages**

Assignment Feedback

Feedback will be provided to students within two weeks of submission: formative and summative feedback will be provided to students on UMLearn or directly on assigned submissions.

Assignment Extension and Late Submission Policy

Assignment due dates are found on UMLearn in conjunction with individual assignment restrictions. Assignments submitted beyond the due date are subject to a 10% per day deduction to a maximum of 30% at which point an assignment will receive a grade of 0. Extensions are permitted upon advanced request.

PLEASE NOTE: If an assignment is handed in late, there is no guarantee that feedback (i.e. graded assignments) will be returned in a timely manner. Students will require ongoing feedback to self-assess progress in the course and to incorporate feedback into subsequent assignments. It is strongly recommended that assignments are handed in on time.

Academic Integrity

Example: Each student in this course is expected to complete their coursework and programs of study with integrity by making a commitment to the six fundamental values of honesty, trust, fairness, respect, responsibility, and courage. <http://umanitoba.ca/student-supports/academic-supports/academic-integrity>

Academic integrity looks like referencing the work of others that you have used and completing your assignments independently unless otherwise specified

If you are encouraged to work in a team, ensure that your project is completed with integrity. You must also do your own work during exams. Plagiarism, duplicate submission, cheating on quizzes, tests, and exams, inappropriate collaboration, academic fraud, and personation are in violation of the Student Discipline Bylaw and will lead to the serious [disciplinary action](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

Refer to specific course requirements for academic integrity for individual and group work such as:

- 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. Students should also be made aware of any specific instructions concerning study groups and individual assignments;
- IV. The limits of collaboration on assignments should be defined as explicitly as possible;
- V. All work should be completed independently unless otherwise specified;
- VI. Sharing of notes and other materials, such as assignment and exam questions that were provided by the instructor is prohibited, unless otherwise stated. This means that you are not allowed to upload the instructor's intellectual property to a note-sharing or tutoring website without explicit permission.

LEARNER SUPPORT

Writing and Learning Support

The Academic Learning Centre (ALC) offers writing and learning supports to help you throughout your academic program. These supports are offered online during the Covid-19 pandemic.

Make an appointment with an ALC writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment

or already have a draft. The ALC also has an English as an Additional Language (EAL) specialist available to work with students on improving their English-language academic writing skills.

Consult an ALC learning specialist or attend an academic skills workshop to improve your time management, learning strategies and test-taking strategies. Get support in select courses by making an appointment with an ALC content tutor. The ALC also offers peer-facilitated study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In SI study groups, students ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

In addition to one-to-one and group sessions, you can also find writing and study tip sheets and videos on the ALC website.

Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at:

<http://umanitoba.ca/student/academiclearning/>

Contact the Academic Learning Centre by calling 204-480-1481 or emailing academic_learning@umanitoba.ca. Bannatyne students can contact the Bannatyne Student Services office at 204-272-3190.

University of Manitoba Libraries (UML)

Research begins at [UM Libraries](#). [Learn at the Libraries](#) is a great place to start, with information for students on academic writing, how to search the library, evaluating resources, and writing citations. As the primary contact for all research needs, your [liaison librarian](#) can play a vital role when completing academic papers and assignments. Liaisons can answer questions about locating appropriate resources or managing citations, and will address any other concerns you may have regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you online. When working remotely, students can also receive help online through [Ask Us!](#) chat. For further detail about the libraries' services and collections, [visit the Libraries' web site](#). Regularly check our [COVID-19 Update](#) page for available library services and access to resources for Fall 2020

For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.

Student Counselling Centre

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling Centre:*

<http://umanitoba.ca/student/counselling/index.html>

474 UMSU University Centre or S211 Medical Services Building
(204) 474-8592

Student Support Case Management

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

<http://umanitoba.ca/student/case-manager/index.html>

520 UMSU University Centre
(204) 474-7423 (Student Support Intake Assistant)

University Health Service

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation. Note that due to fire displacement, UHS is unable to provide in-person medical care on the Fort Garry Campus until October, 2020.

University Health Service <http://umanitoba.ca/student/health/>

(204) 474-8411 (Business hours or after hours/urgent calls)

Health and Wellness

Contact our Health and Wellness Educator if you are seeking information on health topics, including physical and mental health concerns, alcohol and substance use harms, or sexual violence. You can also access peer support from a *Healthy U* peer health educator.

Health and Wellness Educator

<https://umanitoba.ca/student/health-wellness/welcome-about.html>

britt.harvey@umanitoba.ca

469 UMSU University Centre
(204) 295-9032

Sexual Violence Resource Centre

Contact SVRC if you have experienced sexual violence or are seeking information about how to

help somebody else. SVRC provides inclusive, survivor-centred, trauma-informed services, such as consultation, referrals, safety planning, and a range of on-site supports, including counselling by Klinik.

Sexual Violence Resource Centre

<https://umanitoba.ca/student-supports/sexual-violence-support-and-education>

svrc@umanitoba.ca

537 UMSU University Centre

(204) 474-6562 (Sexual Violence Intake and Triage Specialist)

Student Services at Bannatyne Campus

Contact SS@BC to access a full range of resources and supports for learners at the Rady Faculty of Health Sciences. Services are provided through a one-stop hub that includes a range of supports for personal and academic success, including counselling, mental health consultation, and spiritual care.

Student Services at Bannatyne Campus

<https://umanitoba.ca/student-supports/student-services-bannatyne-campus>

bcss@umanitoba.ca

S211 Medical Services Building

(204) 272-3190 (Intake and Triage Specialist)

A notice with respect to copyright:

All students are required to respect copyright as per Canada's *Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community.

Visit <http://umanitoba.ca/copyright> for more information.

University and Unit policies, procedures, and supplemental information available on-line:

Your rights and responsibilities

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the

University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

The [Academic Calendar](http://umanitoba.ca/student/records/academiccalendar.html) <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.
- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

Respectful Work and Learning Environment

http://umanitoba.ca/admin/governance/governing_documents/community/230.html

Student Discipline

http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html

Violent or Threatening Behaviour

http://umanitoba.ca/admin/governance/governing_documents/community/669.html

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at:
http://umanitoba.ca/admin/governance/governing_documents/community/230.html

More information and resources can be found by reviewing the Sexual Assault site <http://umanitoba.ca/student/sexual-assault/>

For information about rights and responsibilities regarding **Intellectual Property** view the policy: https://umanitoba.ca/admin/governance/governing_documents/community/235.html

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site <http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

<http://umanitoba.ca/student/advocacy/>

520 University Centre

204 474 7423

student_advocacy@umanitoba.ca

ACKNOWLEDGEMENTS

Using Copyrighted Material

Please respect copyright. We may 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.

Note: You hold the copyright to all of your course material that you prepare and present. Course materials (both paper and digital) are for the participant's private study and research and should not be shared.