

ENCS 272 (Summer 2015)

Argumentation and English Composition for Engineers

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Lecture Time: Monday & Wednesday 14:45-17:15, Room: MB 5.275

Office Hours: By appointment only (please read the instructions below regarding office hours)

Course Description

In addition to teaching the fundamentals of English composition and argumentation, this course introduces reasoning and persuasion; persuasive proofs; argumentation; structuring and outlining; the problem statement; prototyping and presenting. Engineers develop skills in the essential area of professional, effective persuasion and also cultivate critical thinking in their writing and other communications.

NOTE: Students passing this course with C- or higher will fulfill the ENCS Writing Requirement, will not need to take the Engineering Writing Test (EWT), and will be eligible to enroll in ENCS 282.

Attendance and Participation Policy

Prompt attendance and class preparation are basic expectations. You are required to attend all tutorial sessions. Tutorial participation is compulsory. Each absence from tutorial will result in a one percent reduction in the final course grade. Falsifying attendance sheets for another person is considered personation (see Academic misconduct below.) You will also be counted absent if you come to class but have not completed assigned work or do not complete in-class assignments. You will be counted absent if you come more than 15 minutes late to class, or if you leave more than 15 minutes before dismissal.

Class Etiquette

It is expected that all students will contribute to a supportive and non-discriminatory learning environment by respecting basic classroom courtesy and displaying professional behavior. Late arrivals, early departures, ringing cell phones, text messaging and eating are all disruptive activities that negatively affect classroom learning, reflecting disrespect and inattention to colleagues. Students are expected to conduct themselves professionally, actively participate in class discussions, offer their considered observations, and listen respectfully to others' opinions, even if these are in disagreement with their own.

Please also be advised that it is FORBIDDEN to use any electronic devices such as cell phones, tablets, etc., unless you have explicit permission from your instructor. Any use of electronic devices during class time MUST be for course related activities. Any other uses are forbidden. Students who persist in inappropriate use of their electronic devices will be asked to leave class immediately; this will be considered an absence and the appropriate deduction will be made from the student's class participation mark. If you need to text or make phone calls or have a snack, do so during the break.

Office Hours (By Appointment Only)

How to make an appointment

To make an appointment to see your professor, send an email indicating your full name, student ID number, and 3 possible times that you are available to meet. Your professor will respond to your message promptly if you follow these instructions. Requests that do not follow these instructions will be ignored.

If you have questions that were not addressed during class, please make an appointment to see the instructor outside of class. If you cannot keep your appointment, please email your cancellation at least 2 hours in advance. Failure to do so will result in a 5% penalty on your final mark.

N.B. Office hours are for questions about the course and course material, NOT negotiating your grades. If you feel you have a legitimate grade complaint, please write your instructor a formal letter outlining your reasoning, citing the specific areas you wish to question. This formal letter should be sent via email no later than one week after the assignment grade is posted.

Academic Misconduct

Concordia University recognizes as a punishable offence “any form of cheating, plagiarism, personation, falsification of a document as well as any other form of dishonest behaviour related to the obtention of academic gain or the avoidance of evaluative exercises” (Code of Academic Conduct, Section 16.3.14, Paragraph III.) Any instance of plagiarism or other punishable offence will be referred for disciplinary action. This is defined as the presentation of the work of another person as one’s own without proper acknowledgement. This could be material copied word-for-word from books, journals, Internet sites, professor’s course notes, etc. It could be material paraphrased but closely resembles the original sources. It could be the work of a fellow student, for example, an assignment completed by another student. It might be a paper purchased. It may also be an assignment created for another course. Plagiarism also includes copying images, graphs, tables, oral presentations and ideas from unacknowledged sources. If you have questions about the University's policy on cheating and plagiarism, please consult the Undergraduate Calendar:
<http://registrar.concordia.ca/calendar/16/sec16.html>.

Course Readings

Successful completion of the course is dependent upon reading and understanding the required texts. Students will be discussing course readings in class and in tutorial. As well, the content of exams and quizzes will be based on course readings. These readings are available through the class Moodle site available via the myconcordia portal.

Course Assignments

All assignments written outside class are due before class begins on the day specified on the schedule. All course assignments written in class must be handed online. **DO NOT email your assignment to your professor. Emailed assignments will not be accepted.** If you miss an in-class or homework assignment, you are responsible for making arrangements to complete and submit it. Missing an assignment without legitimate reason will result in a failing grade for the assignment. Late assignments will be accepted, pending prior instructor approval, with a ten percent

grade reduction per day late. No late assignments will be accepted without prior instructor approval. You will not pass ENCS 272 without submitting all assignments. This includes late assignments. You can download handouts and assignments sheets from the ENCS 272 course Moodle site.

Assignment 1: Topic Approval Memo 5%

In memo format, students will propose topic for final report, outlining important concerns and steps for project completion as well as any information that was gathered through observation sessions.

Assignment 2: Team Profile 5%

Working in assigned teams, students will create and present a team profile, which will introduce the members of their team to the class and the project stakeholders. The team profile will consist of a brief description of the proposed project, introduction to all members of the group and a breakdown of project tasks with a timeline for completion.

Assignment 3: Group Oral Presentations 20%

Students will be assigned groups tasked with preparing 5-minute and 12-minute oral presentations. A detailed description of these assignments will be posted on Moodle.

Assignment 4: Research Report 20%

Students will use the argumentation and composition strategies presented in lecture to create a well-researched argument about the problem assigned in class. The argument will be developed in a report. A detailed description of this assignment will be posted on the Moodle.

Tutorial Assignments, Attendance and Participation 10%

You will have a series of class discussions and/or assignments to complete in tutorial time. If you do not complete these tutorial assignments when they are due, marks will be deducted from your class participation grade.

Quizzes 20%

Each week there will be an on-line quiz derived from the course readings. Quizzes are time restricted and have limited availability.

Final Exam 20%

This is an in-class, two-part exam.

Grade Conversions

Final grades will be calculated according to the following rubric:

A+ = 100-90

B+ = 79-77

C+ = 69-68

D+ = 59-57

A = 89-85

B = 76-73

C = 67-63

D = 56-53

A- = 84-80

B- = 72-70

C- = 62-60

D- = 52-50

F = less than 50

Class Schedule Summer 2015

<p>Class 1 May 4</p>	<p>Fundamentals of Communication Theory</p> <p>Required Readings: Dimbleby, R. & G. Burton. "What is Communication?" in <i>More Than Words: An Introduction to Communication</i>. 2nd ed. NY & London: Routledge, 1-36. Markel, M. "Writing Memos" in <i>Technical Communication</i>. 10th edition. Boston, MA: Bedford/St. Martin's Press, 2012, 385-390.</p> <p>Session Topics</p> <ul style="list-style-type: none"> • Introduction to the course • What is Communication? • Audience and Purpose <p>Assignments Introduced:</p> <ul style="list-style-type: none"> • 1st Assignment – Memorandum <p>Assignments Due:</p> <ul style="list-style-type: none"> • Reading Quiz 0
<p>Class 2 May 6</p>	<p>Argumentation: An Introduction</p> <p>Required Readings: Allen, Matthew. "Claims: The Key Elements of Reasoning" in <i>Smart Thinking: Skills for Critical Understanding and Writing</i>. 2nd ed. Oxford, NY, Toronto: OUP, 2004, 9-22. Govier, Trudy. "What is an Argument? (And What is Not?)" in <i>The Practical Study of Argument</i>. 7th ed. Belmont, CA: Wadsworth, Cengage Learning, 2010, 1-21.</p> <p>Session Topics:</p> <ul style="list-style-type: none"> • Introduction to Argumentation • What are cogent and sound arguments? • Asking analytical Questions • Classical Models of Argument Analysis <p>Assignments Due: Reading Quiz 1</p>
<p>Class 3 May 11</p>	<p>Observation and Critical Thinking</p> <p>Required Readings: Konnikova, Maria. "We're Only Human" in <i>Mastermind: How to Think Like Sherlock Holmes</i>. NY: Penguin Books, 2013, 227-249. Sagan, Carl. "The Dragon in My Garage" in <i>The Demon Haunted World: Science as a Candle</i>. London: Headline Book Publishing, 1997, 160-178.</p> <p>Session Topics:</p> <ul style="list-style-type: none"> • Observation: Choosing an object of study • Generating and Inventing Arguments • Topic/thesis/hypothesis: What are the differences? • Evaluating Sources <p>Assignments Introduced:</p> <ul style="list-style-type: none"> • 3rd Assignment—Team Profile Presentation • 4th Assignment—Group Presentation

	<p>Assignments Due: Reading Quiz 2</p>
<p>Class 4 May 13</p>	<p>Client Meeting</p> <p>Session Topics:</p> <ul style="list-style-type: none"> • Getting information from a Client • Interviewing • Beginning the ideation process
<p>May 18</p>	<p>Victoria Day Holiday <i>No lecture Monday May 18, no tutorials this week (all sections)</i></p>
<p>May 20</p>	<p>Rhetorical Theory: Ancient and Modern</p> <p>Required Readings: Hauser, Gerard A. "Strategic Forms of Argument Structures" in <i>Introduction to Rhetorical Theory</i>. 2nd edition. Prospect Heights: Waveland Press Inc., 1991, 263-268.</p> <p>Watts, Duncan J. "Preface: A Sociologist's Apology" in <i>Everything is Obvious: How Common Sense Fails Us</i>. NY: Random House, Inc., 2011, ix-xvi.</p> <p>Session Topics:</p> <ul style="list-style-type: none"> • Rhetorical Theory/Critical Thinking • Analysis Evidence and Support • Fallacies – Why do we make mistakes? <p>Assignments Introduced:</p> <ul style="list-style-type: none"> • Research Report <p>Assignments Due:</p> <ul style="list-style-type: none"> • Reading Quiz 3
<p>May 25</p>	<p>Reports & Other Formal Documents</p> <p>Required Readings: Dobrin, Sidney I. et al. "Formal Reports" in <i>Technical Communication in the 21st Century</i>. 2nd edition. Upper Saddle River, NJ: Pearson Education, Inc., 2010, 660-693.</p> <p>Markel, M. "Writing Recommendation Reports" in <i>Technical Communication</i>. 10th edition. Boston, MA: Bedford/St. Martin's Press, 2012, 512-560.</p> <p>Session Topics:</p> <ul style="list-style-type: none"> • Formal Report style and structure • Abstracts and summaries • Keywords, Bibliographies <p>Assignments Due: Reading Quiz 4</p>
<p>May 27</p>	<p>Visual Rhetoric and Visual Cultures</p> <p>Required Reading:</p> <p>Huff, Darrell. "How to Lie with Statistics" in <i>Strategies for Business and Technical Writing</i>. 5th edition. Harty, Kevin J., ed. Toronto: Pearson Longman, 2005, 233-</p>

	<p>244.</p> <p>Tufte, Edward R. "Chartjunk: Vibrations, Grids, and Ducks" in <i>The Visual Display of Quantitative Information</i>. 2nd edition. Cheshire, CT: Graphics Press, 2001, 107-121.</p> <p>Visage. <i>A Business Guide to Visual Communication</i>. Column Five. On-line document. Accessed: 28 May 2014. <http://content.columnfivemedia.com/a-business-guide-to-visual-communication>.</p> <p>Session Topics:</p> <ul style="list-style-type: none"> • Visual Rhetoric • Theories of "seeing" • Analysis and Criticism of Graphic Data <p>Assignments Due: Reading Quiz 5</p>
June 1	<p>Presentation Skills</p> <p>Required Readings: Silyn-Roberts, Heather. "A Presentation to a Small Group" in <i>Writing For Science and Engineering</i>. 2nd edition. London: Elsevier Ltd., 2013, 251-254.</p> <p>Session Topics:</p> <ul style="list-style-type: none"> • Team Profile Presentations
June 3	<p>Prototyping Documentation</p> <p>Required Readings: Harris, Paul. "Prototyping". <i>Basics Design 08: Design Thinking</i>. London: Thames & Hudson, 2010, 134-144.</p> <p>Warfel, Todd Z. "Paper and Other Analog Methods". <i>Prototyping: A Practitioner's Guide</i>. NY: Rosenfeld Media, 2009, 108-136.</p> <p>Session Topics:</p> <ul style="list-style-type: none"> • Rapid Iterative Design • Ideation Documentation Strategies <p>Assignments Due: Reading Quiz 6</p>
June 8	<p>Discourse in Practice</p> <p>Required Reading: Doyle, Margaret. "Introduction to the A-Z of Non-Sexist Language" in <i>The Feminist Critique of Language: A Reader</i>. London & NY: Routledge, 1998, 149-154.</p> <p>Orwell, George. "Politics and the English Language" in <i>Politics and the English Language</i>. Oxford: Oxford City Press, 2009, 5-22.</p> <p>Rattansi, Ali. "New Racisms" in <i>Racism: A Very Short Introduction</i>. Oxford: Oxford University Press, 2001, 86-113.</p> <p>Session Topics:</p> <ul style="list-style-type: none"> • Social Justice Issues in Discourse • Non-discriminatory writing Discourse Analysis
June 10	Oral Presentations

June 15	Oral Presentations
June 17	Final Exam