



Lakehead University
Faculty of Social Sciences and Humanities

REQUEST REPORT

Request Tracking Number: 2013-SOC-2855
Request Title: discontinue course

Request Effective Date: Fall 2014
Request Status: In Workflow
 Request can't be split

Request Contents

Type		Title
1.	Discontinued Course	Technical Writing I
2.	New Version of a Course	Technical Writing

Request History

Workflow Step	Workflow Action	User	Change Made	Comments	Date
Initiator	Approved	Cindy Haggerty	Yes	Submitted to workflow	11/11/2013
Dean and Faculty Council Review Stage	Approved	Gillian Siddall	No	Approved.	11/16/2013
Optional Dean-Engineering	Approved	David Barnett	No	approved	11/20/2013

Supporting Documents

File Name	Uploaded By	Upload Date	Size
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Supporting Documents Audit Trail

File Name	User	Date	Action
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Notes

Date	User	Note
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1.	Discontinued Course	English 1074 - Technical Writing I
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Course Details

English 1074 - Technical Writing I Start Term: Fall 2012 End Term: No Specified End Date
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<u>Course Details</u>
Code English 1074
Title Technical Writing I
Description Analytical studying for information, logic and techniques of expression. The student will be expected to study a variety of materials including prose, business communications, forms and journals in his field. Emphasis will be placed on the style necessary for technical communication. The awareness of the complexities of technical communication and the analytical skills developed through a study of various materials will be used to improve the student's technical writing abilities. Each student must possess a recommended dictionary.
End Term No Specified End Date
Institution Lakehead University
Faculty Faculty of Social Sciences and Humanities
CreditWeight 0.5
Rationale The Faculty of Engineering has removed this course as a requirement for students in the Common Year.
Requiredor Elective
Cross List
Offering 2-0; or 2-0
Prerequisites
Corequisites

Notes This course is restricted to Engineering students in the Common Year in Applied Science only. May not be used as the first-year prerequisite to courses in English at the second, third, or fourth year levels.
SpecialTopicDropdown
GradeSchemePF
EffectonEnrolmentINIT
EffectonEnrolmentOTHER
AdditionalTeachingSpace
EffectonTeachingLoads
EffectonServices
DirectinkindSupport

2.	New Version of a Course	English 1238 - Technical Writing
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Course Details

CURRENT VERSION	PROPOSED VERSION
English 1238 - Technical Writing II Start Term: Fall 2012 End Term: No Specified End Date	English 1238 - Technical Writing † Start Term: Fall 2012 2014 End Term: No Specified End Date

<u>Course Details</u>	
CURRENT VERSION	PROPOSED VERSION
Code English 1238	Code English 1238
Title Technical Writing II	Title Technical Writing †
Description Different aspects of technical writing. Emphasis will be placed on the skills required to prepare accurate definitions, classifications and physical descriptions; the proper use and construction of graphic aids; the use of evidence and the nature of argument; and the correct formats for technical letters and reports. Emphasis will be placed on the grammar, style, tone and attitude of technical writing.	Description Different aspects of technical writing. Emphasis will be placed on the skills required to prepare accurate definitions, classifications and physical descriptions; the proper use and construction of graphic aids; the use of evidence and the nature of argument; and the correct formats for technical letters and reports. Emphasis will be placed on the grammar, style, tone and attitude of technical writing.
End Term No Specified End Date	End Term No Specified End Date
Institution Lakehead University	Institution Lakehead University
Faculty Faculty of Social Sciences and Humanities	Faculty Faculty of Social Sciences and Humanities
CreditWeight 0.5	CreditWeight 0.5
Rationale	Rationale <i>Housekeeping resulting from the deletion of English 1074 Technical Writing I. Required course in all five Engineering degree programs.</i>
Requiredor Elective	Requiredor Elective
Cross List	Cross List
Offering 3-0; 0-0	Offering 3-0; 0-0
Prerequisites	Prerequisites
Corequisites	Corequisites

Notes This course is restricted to Engineering students only. May not be used as the first-year prerequisite to courses in English at the second, third, or fourth year levels.	Notes This course is restricted to Engineering students only. May not be used as the first-year prerequisite to courses in English at the second, third, or fourth year levels.
SpecialTopicDropdown	SpecialTopicDropdown
GradeSchemePF	GradeSchemePF
EffectonEnrolmentINIT	EffectonEnrolmentINIT
EffectonEnrolmentOTHER	EffectonEnrolmentOTHER
AdditionalTeachingSpace	AdditionalTeachingSpace
EffectonTeachingLoads	EffectonTeachingLoads
EffectonServices	EffectonServices
DirectinkindSupport	DirectinkindSupport