



COURSE: IT 303-01W Industrial Communications

CRN: 20445

COURSE SYLLABUS: Spring, 2014

PROFESSOR

David O. Anderson, PhD, CIH, CSP, QEP, CPEA – Assistant Professor

Office Location: AG/IT 213 B

Office Hours: By Appointment – preferred. M-Th 12-2

Office Phone: 903.886.5471

Office Fax: 903.886.5960

University Email Address: David.Anderson@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

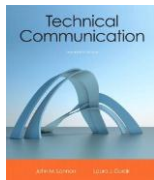
Textbooks Required:

TITLE: Technical Communication, Sixth Edition

AUTHOR: Rebecca Burnett

ISBN: 1-4130-0189-0 (Students' Edition)

PUBLISHER: Thomson Wadsworth



AND

STYLE/FORMAT REFERENCES

Publication Manual of the American Psychological Association (APA), 6th Edition.

[Required without exception].

SUGGESTED READINGS:

“Any current text related to the content of this course.”

COURSE DESCRIPTION:

This course is a study and application of technical writing documents, letters, manuals and reports. Emphasis is also placed on presentations, team building, employee training, interviewing, business etiquette and professionalism.

(**Note:** This course is 100 % on-line).

Student Learning Outcomes:

Upon satisfactory completion of the course, the learner should be able to:

1. Demonstrate how technical communications are critical in the workplace and to job success. (Part 1)
2. Prepare an analysis of cultural affects in managing workplace communication. (Part 2)
3. Construct, revise and edit documents, presentations, and visuals to make them more accessible, comprehensible, and usable. (Part 3)
4. Apply strategies that experienced writers use to create definitions, technical descriptions, and process explanations. (Part 4)
5. Prepare and compose correspondence using appropriate planning strategies, selecting appropriate content, and developing an appropriate organization of a document to make it legible, readable, and usable whether in oral communication, preparing correspondence, preparing proposals, reports, instructions or manuals. (Part 5)

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

All of the course and student performance objectives will be assessed using responses from briefing and other deliverable materials. The learners will be expected to articulate appropriate comments, observations, answers, or treatise concerning each of the course objectives, during discussions, the final executive briefing and the deliverable work(s).

In the workplace, you will be expected to produce documents that are clear, error-free, and visually effective. Your written products must also satisfy general requirements of the organization, be appropriate for a specific purpose, and meet the needs of the audiences for the communication. **Competencies will be measured by student written assignments.**

Grading

Evaluations of assignments will reflect these basic concerns and each deliverable will be graded in accord with the following criteria guidelines:

- a. Creative ability / originality (25%)
- b. Scientific thought / meets requirements including APA format (30%)
- c. Thoroughness (15%)
- d. Skill (15%)
- e. Clarity and format (15%)

Points for Grading Purposes

Assignment	Maximum Points
There are five (5) homework assignments, worth 100 points each. They are due no later than Friday night, at the end of Weeks 3,6, 9, 12, 15	
TOTAL	500

Grades will be determined by the following:

%	Total Points	Grade
90-100	450 - 500	A
80-89	400 - 449	B
70-79	350 - 399	C
60-69	300 - 349	D
< 60	< 300	F

It is critical that you read the course textbook thoroughly and review each week's materials. Responses to questions will require the student to conduct additional outside readings and research.

All references used in your responses must be properly documented (cited) using the **APA Publication Manual** as a guide.

TECHNOLOGY REQUIREMENTS

The student will need access to high-speed internet connection, with a modern computer (Windows XP or newer, MS Office, Internet Explorer (6.0, 7.0, or 8.0)). It is possible that lectures will be conducted via the web, using ClassLive Pro. If so, students will be given instructions as to how to access this program via the Drop box. Students also will need a microphone and speakers (preferable a headset) in order to hear and talk with the Professor.

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login in to eCollege, click on the “myCourses” tab, and then select the “Browser Test” link under Support Services.

ACCESS AND NAVIGATION

This course was developed and will be facilitated utilizing eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to <https://leo.tamuc.edu/>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu. For additional information on how to be a successful student, log in to **tamuc**; password **online**, and read the information provided.

Students will access and follow all course instructions found in the weekly content area; they will participate in ClassLive Pro sessions, as well as Discussion Boards, submit assignments via the Drop Box tab, and take the Final Exam.

COMMUNICATION AND SUPPORT

Information on how to contact your Professor is provided on the first page. Email is the preferred method of communication. Every effort will be made to respond to your email within 24 to 48 hours. If personal meetings are desired, an appointment must first be made and confirmed. No set office hours are in effect. The Professor will communicate with students via email and eCollege Announcements. All communications are expected to be of professional nature, with proper spelling and punctuation.

SUBMITTING ASSIGNMENTS

Protocol for Preparing Homework or Other Submittals

Submitted student work must be prepared using Microsoft Word, and PowerPoint; other word processing formats will not be accepted. Keep your electronic copies for future use in capstone or portfolio courses.

In the workplace, you are expected to produce documents that are clear, error-free, and visually effective in communicating your message. Your work products must also satisfy general requirements of the organization, be appropriate for a specific purpose, and meet the needs of the audiences for the communication. Evaluations of your student work products will reflect these same basic concerns. Neat, professional appearing submittals, which are well organized, communicate your thoughts well, and contain technically correct information will receive higher scores.

Put your name on the top of your submitted work product. Many submitted documents do not have a student's name or other needed identifiers. These submittals will not be graded.

You will receive a failing grade for each assignment that does not have the following information at the top of each uploaded submittal; 1) your name, 2) the chapter homework number, and 3) the course name and number.

Use spell-check and grammar-check before submitting your work product.

Required file naming convention: All uploaded files for this course **MUST** use the following file naming convention. Uploaded files that do not meet this file naming convention **Will Not Be Graded**. E-mail not using the course naming convention will not be returned.

Convention: LastName,Initial(s)-CourseNumber-SubmittalName/Number,Extension
Examples: **Mouse, M.-IT-303-01W-HW01.doc**
(No Spaces Use Dashes)

STUDENT SUPPORT

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours per day, seven days per week:

1. **Chat Support:** Click on "*Live Support*" on the tool bar within your course to chat with an eCollege representative
2. **Phone:** 1-866-656-5511 (toll free) to speak with an eCollege Technical Support Representative
3. **Email:** helpdesk@online.tamu-c.org
4. **Help:** Click on the "*Help*" button on the toolbar for information regarding working with eCollege (i.e., "how to submit to the drop box, etc.")

COURSE AND UNIVERSITY PROCEDURES/POLICIES
--

Course Specific Procedures:

Statement of Ethical and Professional Conduct:

Students enrolled in this course are expected to follow the highest level of ethical and professional behavior at all times. Each student will be expected to maintain legal, ethical and moral principles, practice professionalism and civility throughout this course of study

Actionable Conduct:

The following actions on the part of the student will bring sanction against that student:

- **Dishonest Conduct:** Seeking to obtain unfair advantage by stealing, purchasing or receiving copies of course related assignments, projects, examinations.

Intentionally preventing others from completing their course related work.
The falsifying of records in order to gain admission or in order to complete an academic program of study.

The purchase of course related work from any outside or external source.

- **Cheating:** The unauthorized use or copying of another's work and reporting or representing it as your own.
- **Plagiarism:** Using or copying someone else's words, ideas and/or work without citations and the giving of proper credit (reference).
- **Collusion:** Acting with others to perpetrate any of the above actions regardless of your personal gain.

Sanctions:

Faculty, guided by a clearly delineated policy in the course syllabus, will be the arbiter for all in-class violations.

All violations will be reported to the Department Head of Engineering & Technology to assure equity and to provide appropriate counsel. In addition, the Department Head will maintain departmental records of violations by students. Sanctions beyond those imposed on the student by the course faculty member will be in the hands of the Department Head and the Dean. Potentially, for any repeated violations, a student could receive permanent expulsion from **Texas A&M University-Commerce**. Administrators, faculty and students are guided by the course syllabus, current undergraduate and/or graduate catalogs of the University, University Rules & Procedures, and **The Student's Guidebook**.

Students will always be afforded due process and review as appropriate under University policy.

As an official university student enrolled in this academic course, you will be held accountable for your actions in this course. This *Academic Honesty Policy* is in effect for the duration of this course of study and all enrolled students are expected to abide by the stated policy.

1. If you **cannot accept** this *Academic Honesty Policy* you must notify your Professor immediately by email and **also officially withdraw from this course of study.**
2. If you choose to remain in this course you are hereby accepting and agreeing to abide by this *Academic Honesty Policy*. **No further action on your part is required.**

Plagiarism represents disregard for academic standards and is against University policy. Plagiarized work will result in failure of the course and further administrative sanctions according to University policy. Guidelines for properly quoting and citing someone else's works can be found in a variety of handbooks and online resources.

University Specific Procedures:

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other

things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

Late Submittals

Late work is not accepted.

Incompletes are not available. A student may drop a course by logging into their myLeo account and clicking on the hyperlink labeled "Drop a class" from the choices found.

COURSE OUTLINE / CALENDAR

	Dates
1st Official Day of Class	01-13-14
Review objectives, syllabus, etc. Become familiar with MyLeo and e-College software. Begin reading required chapters.	Week 1
Part 01 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 10:00 pm, CT, 01-31-14	Week 3
Part 02 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 10:00 pm, CT, 02-21-14	Week 6
Part 03 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 10:00 pm, CT, 03-21-14	Week 9
Part 04 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 10:00 pm, CT, 04-11-14	Week 12
Part 05 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 9:00 pm, CT, 05-02-14	Week 15

Even though every effort has been made to produce an error-free syllabus, including due dates and assignments, the Professor reserves the right to edit or modify the syllabus at any time. All materials, including syllabus, notes, etc. are copyrighted by the Professor. Revised 4 December 2013.