



**IT 303 - Industrial Communications
Course Syllabus: Spring 2016
Web Based Course**

Instructor: Annette Taggart, MBA, CPA

Office Location: Ag/IT 241

Contact Information:

Preferred: annette.taggart@tamuc.edu

Alternate: (Email me FIRST!) 903-886-5653

Office Hours: By appointment

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s): **Technical Communication Today 5th Edition**
Richard Johnson-Sheehan
Required - MyLab w/ebook: ISBN 9780321988133

(Print copy also available - ISBN 9780321907981)

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:

1. Demonstrate how technical communications are critical in the workplace and to job success.
2. Prepare an analysis of cultural effects in managing workplace communication.
3. Construct, revise and edit documents, presentations, and visuals to make them more accessible, comprehensible, and usable.
4. Apply strategies that experienced writers use to create definitions, technical descriptions, and process explanations.
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, written correspondence, proposals, reports, instructions or manuals.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Each student will be required to turn in 4 Assignments (Modules 1 - 4), the Final Module 5, and 15 Discussion Boards. The assignments and discussion boards will coincide with the material covered in the text. Further details will be in given with each of the assignments within eCollege.

Grading

Assignments (Modules 1 – 4)	100 pts.
Discussion Boards	150 pts.
Final Module 5	50 pts.
Total points possible for semester	300 pts.

269 ~ 300 points = A
239 ~ 268 points = B
209 ~ 238 points = C
180 ~ 208 points = D
< 180 points = F

LATE WORK: Late work **WILL NOT** be accepted.

TECHNOLOGY REQUIREMENTS

The following technologies will be required for this course. Internet access / connection – high speed recommended. Basic ability to use a personal computer required to use eCollege and MyLab for the e-textbook.

ACCESS AND NAVIGATION

Access to the internet will be required to complete and submit assignments, communicate with professor, and access grading. These applications are available at the Texas A&M University–Commerce computer labs if the student does not have access from home.

COMMUNICATION AND SUPPORT

Interaction with Instructor:

This is an online course; therefore, expect most communication to be online as well. The instructor will correspond with students via university email (your “leo” mail) and via announcements and assignments in eCollege. Students are required to check “Leo” mail daily.

The instructor may be contacted via email at annette.taggart@tamuc.edu. The instructor will make every effort to respond to emails within 24 to 48 hours Monday-Friday, provided the correspondence follows the requirements listed below.

All emails from students must include:

- **Course name and section in the subject line (IT 303.01W or IT 303.02W)**
- **Student name and CWID in the body of the email.**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation).**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Texas A&M University-Commerce will not condone plagiarism in any form. Plagiarism represents disregard for academic standards and is strictly against University policy. Plagiarized work can result in a "0" on a given assignment(s) or an "F" for the course as well as further administrative sanctions permitted under University policy. You may discuss course work and other course materials with fellow students (except during tests), but it is inappropriate to have another student do your course work or provide you with any portion of it.

Guidelines for properly quoting someone else's writings and the proper citing of sources can be found in the APA Publication Manual. If you do not understand the term "plagiarism", or if you have difficulty summarizing or documenting sources, contact your professor for assistance.

University Specific Procedures:

ADA Statement - 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*).

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. Students must contribute appropriately to the class, and must maintain a professional level of respect when interacting with other students and the instructor. In extreme cases where professional conduct is not observed, the instructor reserves the right to **administratively drop** a student from the class with a final grade of 'F'.

COURSE OUTLINE / CALENDAR**

DATE	TOPIC/ ASSIGNMENT
Week 1	First official day of class. Review objectives, syllabus, etc. Become familiar with MyLeo, eCollege, and MyLab for textbook. Module 1 Chapter 1 Discussion Board Due by January 24 th 11:59 pm Central Time
Week 2	Chapter 2 Discussion Board Due by January 31 st 11:59 pm Central Time Module 1 Assignment Due by January 31 st 11:59 pm Central Time
Week 3	Module 2 Chapter 5 Discussion Board Due by February 7 th 11:59 pm Central Time
Week 4	Chapter 6 Discussion Board Due by February 14 th 11:59 pm Central Time
Week 5	Chapter 7 Discussion Board Due by February 21 th 11:59 pm Central Time
Week 6	Chapter 8 Discussion Board Due by February 28 th 11:59 pm Central Time
Week 7	Chapter 9 Discussion Board Due by March 6 th 11:59 pm Central Time
Week 8	Chapter 10 Discussion Board Due by March 13 th 11:59 pm Central Time Module 2 Assignment Due by March 13 th 11:59 pm Central Time
Week 9	<i>Spring Break No Class</i>
Week 10	Module 3 Chapter 13 Discussion Board Due by March 27 th 11:59 pm Central Time Module 3 Assignment Due March 27 th 11:59 pm Central Time
Week 11	Module 4 Chapter 15 Discussion Board Due by April 3 rd 11:59 pm Central Time
Week 12	Chapter 16 Discussion Board Due by April 10 th 11:59 pm Central Time
Week 13	Chapter 17 Discussion Board Due by April 17 th 11:59 pm Central Time
Week 14	Chapter 18 Discussion Board Due by April 24 th 11:59 pm Central Time
Week 15	Chapter 19 Discussion Board Due by May 1 st 11:59 pm Central Time Module 4 Assignment Due by May 1 st 11:59 pm Central Time
Week 16	Module 5 Chapter 20 Discussion Board Due by May 8 th 11:59 pm Central Time Module 5 Assignment (Final Project) Due by May 8 th 11:59 pm Central Time

**THE INSTRUCTOR RESERVES THE RIGHT TO MODIFY DUE DATES AS NECESSARY DURING THE SEMESTER.