



**IT 303 - Industrial Communications
Course Syllabus: Summer I, 2016
Web Based Course**

Instructor: Misty Lair

Office Location: Ag/IT 232

Contact Information:

Preferred: misty.lair@tamuc.edu

Office Hours: By appointment

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s): **Technical Communication Today 5th Edition**
Richard Johnson-Sheehan

Purchase options:

From VitalSource (e-textbook) – ISBN 9780133852196

<https://www.vitalsource.com/referral?term=9780133852196>

(approx.. \$60 - this is the least expensive option)

From TAMU-C Bookstore (loose-leaf text) - ISBN 9780321996657

(approx. \$100)

Other retailers - Hard copy available – ISBN 9780321907981

(prices vary)

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 – 5)	500 pts.
Discussion Boards	<u>150 pts.</u>
Total points possible for semester	650 pts.

- 582 – 650 points = A
- 517 – 581 points = B
- 452 – 516 points = C
- 387 – 451 points = D
- 0 – 386 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 e-textbook, if purchased by that method).

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 misty.lair@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)**
- **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
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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'.