



**CSCI 303.61E Technical Communication for
Computer Professionals**
COURSE SYLLABUS: Fall 2023

INSTRUCTOR INFORMATION

Instructor:	Amy Hays M.S., Computer Science
Office Location:	RELLIS TBA
	https://tamuc.zoom.us/j/92711096337?pwd=cS9UZlIXb2xlc2V1dGtoNnArcDZ5UT09
Office Hours:	TBA Other times by appointment only via email
University Email Address:	amy.hays@tamuc.edu
Preferred Form of Communication:	For all emails, make sure the email the subject line reads: "COSC 303.61E~~".
Communication Response Time:	48 hours

COURSE INFORMATION

Lecture: Mon and Wed 12:00 pm - 1:15 pm. In-person at **TBA**.

Class Textbook: None Required. Material from the internet will be assigned as needed.

Course Description

The course will consist of a study of formal and informal communications for computing professionals. Types of communications that will be examined will include formal research papers for publication in ACM, IEEE, and other journals, and conference proceedings; power point presentations for conferences and informal presentations to management; software manuals; in house technical reports, progress reports, and email messages. Some of these communications/documents will be created as an individual requirement and more formal presentations such as research papers for journals and conference proceedings, power point presentations for a conference, and manuals will be completed as a team project. Prerequisites: Junior standing.

Student Learning Outcomes

After taking this course, students should be able to:

The syllabus/schedule are subject to change.

- 1) adapt rhetorical processes and strategies for audience, purpose, and type of task.
- 2) organize and produce texts that meet the demands of specific genres, purposes, audiences, and stances.
- 3) employ appropriate mechanics, usage, grammar, and spelling conventions.
- 4) find, analyze, evaluate, summarize, and synthesize appropriate source material from both print and electronic environments.
- 5) present focused, logical arguments that support a thesis.
- 6) use reliable and varied evidence to support claims, incorporate ideas from sources appropriately, and acknowledge and document the work of others appropriately.
- 7) use electronic environments to draft, revise, edit and share or publish texts.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Knowledge of English grammar structure and writing skills.

Instructional Methods

D2L and lecture will be the method of presentation for the entire course. Please go to myLeo and find D2L in Apps. All course materials will be found in D2L.

Student Responsibilities

It is the students' responsibility to keep up with the schedule. Makeup work (exams, quizzes, discussions, or assignments) will only be permitted in cases of emergency with proper documentation, or prior rescheduling. To reschedule contact me before the due date with a valid reason and suggested make-up dates will be given.

Please feel free to contact me and come to office hours to ask questions and get clarifications or assistance.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assessments

Your Final Grade Distribution is as follows:

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Assessment Percent of Final Grade:

Submission of Required Assignments (not assigned a letter grade)	10%
Writing Assignments	30%
In Class Presentation of Report	10%
Technical Report	30%
Midterm Exam	10%
Participation	10%
Total	100%

Assignments not assigned a letter grade but must be submitted; 10% of grade. Technical Report Drafts 1-4 and a required outline for week 1; feedback will be provided for the Report Drafts, but no letter grade will be assigned. Each must be submitted on time to get part of 10% of semester grade.

There will be writing assignments, and exams. These methods will be used to assess learning objectives (LO) and related level of learning.

All writing will be graded on *content as well as proper grammar and syntax*. Format your work according to ACM template provided, single-spacing texts, and configuring 1-inch margins. Always revise and polish your work carefully before submitting it.

Specific instructions for all assignments are located on D2L. They must be submitted on their respective due dates and times as .doc, or .docx. After completing each assignment, go to the Dropbox and upload the file.

When appropriate, only include images and figures that support the message of your document. Images and figures must be introduced in the text before they appear. Moreover, each image or figure should be named (e.g., Figure 1, Image 1, Table 1, Equation 1, etc.) as well as include a descriptive caption and a source. If you created the image or figure yourself, list the source as "Author."

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

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ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse late work. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

You should do your own work on exams and assignments. Copying another student's work is not acceptable. Any indication of cheating or plagiarism on an exam/assignment will result in an automatic 0 (zero) for the exam/assignment for all students involved. Yet, based on cheating and plagiarism activity in any section of the class, the instructor holds the right to give the grade of F to the identified student(s) for the section. Regarding codes in assignments, you may be required to explain the code you submitted. In case of discursive explanation, the instructor holds the right to lower your grade. No makeup exams or assignments unless documents explaining the emergency are provided.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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Late Policies

Credit will be given for ONLY those exams, quizzes, and assignments turned in no later than the deadline as announced by the instructor of this class unless prior arrangement has been made with the instructor.

Late assignments can gain partial credit upon the following policy. As per University requirements, assignments submitted within 7 days after the deadline can receive up to 20% deduction, assignments submitted between 8-14 days after the deadline can receive up to 50% deduction.

- **No assignments will be accepted two weeks after the assigned due date.**
- **No assignment will be accepted after the term end day.**
- Exceptions to this policy will only be made in extraordinary circumstances. Please let me know your circumstances.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

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<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

AI use in Course

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

AI use is NOT allowed in this course.

Students with Disabilities-- ADA Statement

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:

Student Disability Services

Texas A&M University-Commerce
Waters Library - Room 162
Phone (903) 886-5150
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

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Website: <https://www.tamuc.edu/student-disability-services>

Nondiscrimination Notice

Texas A&M University-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.

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COURSE OUTLINE / CALENDAR

WEEK OF	CONTENT
Aug 21	Course Introduction, Read, analyze, and create outline of the provided technical report
Aug 28	Writing a Formal Email and an interoffice memo
Sep 4	Submit an outline for your technical report, including references
Sep 11	Writing a resume
Sep 18	Submit Draft 1 of technical report
Sep 25	Writing a cover letter
Oct 2	Submit Draft 2 of technical report
Oct 9	Midterm Exam
Oct 16	Submit Draft 3 of technical report
Oct 23	Writing a Progress report about technical report
Oct 30	Submit Draft 4 of technical report
Nov 6	Creating a power point for technical report
Nov 13	Thanksgiving Break
Nov 20	Submit Final technical report
Nov 27	Technical Report Presentations using power point
Dec 4	Technical Report Presentations using power point

Note: The right to modify the presentation order of materials is reserved. Course progress will be based on feedback and suggestions from students. We would cover the course materials, so if we slow in some topics, we must accelerate elsewhere.

HAVE A HAPPY AND SUCCESSFUL SESSION

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