

Syllabus

CSCI 303.1W – Technical Communication for Computer Professionals

Texas A&M University Commerce
Fall 2024

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Office Hours: by Zoom or by appointment

There are many ways to reach me. We can use Zoom online. Also Email is an easy way to ask questions but is not productive as Zoom communication. I usually respond to emails within 48 business hours.

Meeting Time and Place,

Web Based Class.

Recommended Text Books

Laplante, Phillip A. “Technical Writing: A Practical Guide for Engineers and Scientists (What Every Engineer Should Know)”, CRC Press, 2012. (ISBN: 9781466503090). Free online copy available through the TAMUC Library using the following [link](#).

<https://www.docdroid.net/bKWibUQ/the-effective-engineer-how-to-leverage-your-efforts-in-software-engineering-to-make-a-disproportionate-and-meaningful-impact-pdf>

Prerequisite

Junior/Senior standing Only.

Course Description

CSCI 303 is a study of specialized communications for computing professionals. The course will introduce you to different reading and writing techniques about a variety of subjects that target professional audience. Types of communications that will be examined will include formal research papers, reference styles such as ACM & IEEE journals, research presentations; resumes, research summaries; technical reports, tutorials, and email messages. The course is built around assignments and projects designed to help you develop the fundamental skills of technical writing with an emphasis on real-world problem solving.

Course Outcomes

Upon completion of the course, students will be able to:

- Use appropriate rhetorical processes and strategies for audience, purpose and type of task.
- Communicate effectively in a professional context. ○ Employ appropriate mechanics, usage, grammar and spelling conventions.
- Find, analyze, evaluate, summarize and synthesize appropriate source material from both print and electronic environments. ○ Select appropriate, credible sources to support the claims, findings or recommendations made in technical documents.
- Describe concepts from source material using images and figures.
- Use tools commonly employed by computer science professionals to draft, revise, edit and share or publish technical documents.

Assignments

There will be several homework assignments. The purpose of the homework is to reinforce the important concepts covered in class. All assignments and the technical project should be done individually. Make sure to start early on the assignments and the project so that you have time to get help if there is a need to.

Grading

Short Assignments	30%
Discussions	30%
Final Project	40%

They will be graded based on the following:

- meet requirements of assignment
- have good organization and straight to the point
- demonstrate good form of writing, and minimal spelling and grammatical mistakes - on-time (late submission is subject to penalty)

Letter grades will be determined using a standard percentage of points scale:

Letter Grade	Cut-off Score
A	90%
B	80%
C	70%
D	60%
F	Below 60%

Effective communication and doing all your assignment work will help the borderline cases. Check your grades often. Any score may be disputed up to seven (7) days after the score is posted. After 7 days, the score remains as-is.

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 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

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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 the requirement to complete all course work in a timely and satisfactory manner. 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>

Minimal Technical Skills Needed

- Knowledge of English grammar structure and writing skills.
- Proficiency in programming.
- Must be familiar with MS Office tools (Word, Excel, PowerPoint).

Methods of Instruction

This syllabus contains an overview of what will be covered in class; for specific information, students are referred to the class web page maintained on D2L course management system. The course web page will contain lectures, assignment information and supporting material. Information on D2L will be updated frequently so it is a good idea to check it regularly. Assignments are posted on D2L and should be submitted through D2L.

Late Submissions Policy

All work submitted electronically must be submitted by midnight of the due date. Late work will be deducted 10% for each day past the due date. Assignment will not be accepted after three days from the due date.

Tips for Success in the Course

- Read all assigned textbook and supplemental materials. - Check D2L at least once a day.
- Read the textbook before and after every lecture, and use the provided materials and videos as guidelines for your self-study.
- Make use of the Weekly Zoom office hours.
- Start your homework assignments early.
- Do your own work. Please do not copy other's work.
- Contact the instructor if you have difficulties in lecture material and the assignments.

Make-up Policy

No individual make-up test will be permitted except in the case of a formal institutional excuse. There will be no makeup for assignments.

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.

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/registrar/documents/studentGuidebook.pdf> Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette <http://www.albion.com/netiquette/corerules.html> **Academic Honesty**

"All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct). It is the policy of the University, that no form of plagiarism or cheating will be tolerated. Plagiarism is defined as the deliberate use of another's work and claiming it as one's own. This means ideas as well as text or code, whether paraphrased or presented verbatim (word-for-word). Cheating is defined as obtaining unauthorized assistance on any assignment. Proper citation of sources must always be utilized thoroughly and accurately. If you are caught sharing or using other people's work in this class, you will receive a 0 grade and a warning on the first instance. A subsequent instance will result in receiving an F grade for the course, and possible disciplinary proceedings. If you are unclear about what constitutes academic dishonesty, ask.

Special Needs

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 162

Phone (903) 886-5150 or (903) 886-5835 Fax
(903) 468-8148

Email: StudentDisabilityServices@tamuc.edu

Website: Office of Student Disability Resources and Services

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.