



**EAST TEXAS A&M**  
UNIVERSITY

**CSCI 303.61E Technical Communication for  
Computer Professionals**  
COURSE SYLLABUS: Spring 2025

**INSTRUCTOR INFORMATION**

<b>Instructor:</b>	Amy Hays M.S., Computer Science
<b>Office Location:</b>	RELLIS ACB2 210
	<a href="https://tamuc.zoom.us/j/92711096337?pwd=cS9UZlIXb2xl2V1dGtoNnArcDZ5UT09">https://tamuc.zoom.us/j/92711096337?pwd=cS9UZlIXb2xl2V1dGtoNnArcDZ5UT09</a>
<b>Office Hours:</b>	Mondays, Tuesdays, and Wednesdays 10 am to 11:45 am Other times by appointment only via email
<b>University Email Address:</b>	amy.hays@tamuc.edu
<b>Preferred Form of Communication:</b>	For all emails, make sure the email the subject line reads: "CSCI 303.61E~~".
<b>Communication Response Time:</b>	48 hours

**COURSE INFORMATION**

**Lecture:** Meets 1/13/2025 through 5/9/2025, Finals week (5/1 – 5/6)  
Mon, Wed, 12:00 p.m. - 1:15 p.m.  
Campus: RELLIS Building: ACB2 Room: 314

**Class Textbook:** Communication Patterns, Jacqui Read, O'Reilly Media, Inc, 2023.,  
<https://learning.oreilly.com/library/view/communication-patterns/9781098140533/>

**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

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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:

- 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 instruction for the course. Please go to myLeo and find D2L in Apps. All course materials will be found in D2L.

### **Student Responsibilities or Tips for Success in the Course**

#### **Submitting Assignments:**

Unless special instructions are provided, assignments are *NOT* to be posted on any discussion board. Your completed work must be placed in the appropriate *Assignment Submission section* in D2L Online. **DO NOT EMAIL ME ANY ASSIGNMENTS AS THEY WILL BE DELETED.** Please follow the rules for naming and posting assignments.

#### **Cheating on Exams and assignments**

Students who share information about answers on the exams and assignments or receive assistance from external sources during the exam or for an assignment will receive a zero grade for the exam/assignment.

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**Plagiarism is not permitted in this course** and will result in a zero grade for the assignment and or failure in the course. Plagiarism occurs when a writer [1] copies verbatim from an author without quotation or attempts to disguise the act by selective omissions or alterations; [2] paraphrases from an author without naming the source in the text of the paper or providing a list of references at the end; [3] turns in a paper written by somebody else. As a point of academic integrity (see below), you are required to submit original material of your own creation. Plagiarism of any material is a serious offense and, if established with sufficient evidence, can result in failure of the course or dismissal from the university.

## 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:

**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%
<b>Total</b>	<b>100%</b>

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by East Texas A&M University 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:

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[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

## **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](mailto: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 ETAMU 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**

#### **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

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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.

## **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.

## **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>

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>

### **ETAMU 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 East Texas A&M University 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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

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## [Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

## **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:

### **Office of Student Disability Resources and Services**

East Texas A&M University

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

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

## **Nondiscrimination Notice**

East Texas A&M University 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 East Texas A&M University 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 East Texas A&M 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](#)

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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 East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **East Texas A&M Supports Students' Mental Health**

The Counseling Center at East Texas A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **AI use policy [Draft 2, May 25, 2023]**

**East Texas A&M University 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.**

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## 13.99.99.R0.03 Undergraduate Academic Dishonesty

## 13.99.99.R0.10 Graduate Student Academic Dishonesty

### COURSE OUTLINE / CALENDAR

WEEK	CONTENT	READING
<b>Visual Communication</b>		
Jan 13	Course Introduction, Writing a Formal Email and an interoffice memo, and Communication Essentials	Ch 1
Jan 20	Clarify the Clutter	Ch 2 <b>Jan 20 – MLK Holiday</b>
Jan 27	Accessibility	Ch 3
Feb 3	Narrative	Ch 4
Feb 10	Notation	Ch 5
Feb 17	Composition	Ch 6
<b>Multi-Modal Communication</b>		
Feb 24	Written Communication ( <b>Midterm Exam</b> )	Ch 7
Mar 3	Verbal and Non-Verbal, The Rhetoric Triangle	Ch 8, 9
Mar 10	<b>Spring Break</b>	
<b>Communication Knowledge</b>		
Mar 17	<b>Midterm</b>	
Mar 24	Knowledge Management Principles	Ch 10
Mar 31	Knowledge and People	Ch 11
Apr 7	Effective Practices	Ch 12
Apr 14	Communicating Remotely	Ch 13, 14, 15 <b>4/18 Reading Day - No class</b>
Apr 21	Technical Report Presentations using power point	Presentations
Apr 28	Technical Report Presentations using power point (Monday)	29 <sup>th</sup> Last day of class
May 1 – May 6	Final exam Week <b>Due 5/5 at 11:59 pm</b>	Final exam

*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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