CSCI303.01W Technical Communication for Computing Professionals

Professor: Thomas L. Brown
Conference Hours: Monday & Wednesday 1:00 pm + appointments
Office Phone: 903.886.5409
University Email Address: tom.brown@tamuc.edu
Preferred Form of Communication: email and
http://csci.website/csci303.html
Communication Response Time: next class day (or before)

COURSE INFORMATION

Laffra, Chris; Communication for Engineers (isbn 9798707037603)
Other Recommended Texts and materials:
A usb/flash drive to store files.

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 conference and journal publications; visual presentations for both technical and non-technical audiences; writing clean code with comments; collaborative software development; soft skills for IT job interviews; in-house technical reports, progress reports, and email messages; writing blog posts and wiki articles. Some of these communications/documents will be created as an individual requirement and some will be completed with a partner. Prerequisites: COSC 1437 with a grade of C or higher and Junior standing.

Student Learning Outcomes:*

0. Embrace working smart rather than working hard to increase the leverage of your activities.
1. Focus on high-leverage activities and apply effort over time to have a high impact.
2. Optimize for learning things you are excited about and let that motivate you to learn and grow.
3. Prioritize regularly to ensure time is spent on the right things.
4. Invest in iteration speed by following a practice of continuous deployment.
5. Measure what is to be improved and know the types of effort that are effective.
6. Validate ideas early and often to learn if the right things are getting done.
7. Improve project estimation skills to help make long term plans.
8. Balance quality with pragmatism to recognize what does and does not work for achieving goals.
9. Minimize operational burden by focusing on simplicity.
10. Invest in your teams growth with a high quality onboarding process and a positive culture.

* As measured by graded activities

TECHNOLOGY REQUIREMENTS

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.

COURSE REQUIREMENTS

Minimal Technical Skills: Students enrolling in this course should have mastered computer essentials including the use of a text editor, a graphical user interface and a common web browser. If a personal computer is to be used rather than a laboratory computer, it is expected that the student can download, install and configure software.

Instructional Methods: Csci 303 includes online (section 01W), in Person (section 01b), and team activity to communicate about software development.

Student Responsibilities or Tips for Success: It is expected that the student will access the website http://csci.website/csci303.html) for assignments and announcements, plus read textbook chapters, complete assigned exercises, and interact with partners.

GRADING AND ASSESSMENTS

The final grades in this course will be based upon the points earned on assigned activities. An average greater than or equal to 90 will earn the grade of "A", 80-89 a "B", 70-79 a "C" and so on. The student should follow
College policy to obtain a grade of "X".

COURSE PROCEDURES/POLICIES

Assigned Readings: The student is expected to read the text to prepare for discussions, practice exercises and graded activities. The student is also expected to access online course materials to obtain assignments and related material.

0. Participation: The student is expected to interact inPerson with partners and the professor. Regular participation should ensure that expectations are understood, and feedback received to assess progress.
1. Assignments: The student is expected to complete each graded activity on or before the time it is scheduled. Late penalties will be imposed for tardy assignment submissions. In some cases a makeup will be the grade for the next activity of the same type.
2. Intellectual Honesty: The discovery of plagiarism will result in a grade of zero on a particular graded activity. A subsequent breach of this department policy mandates a grade of "F" for the course.

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. See Student Guidebook.

TAMUC Attendance: For more information about the attendance policy please visit the university attendance webpage.

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 Undergraduate Academic Dishonesty statements.

ADA Statement: The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. If you have a disability requiring an accommodation, please contact the Office of Student Disability Resources and Services Texas A&M University-Commerce, Library, Room 162, phone 903.886.5150 or 5835; or email StudentDisabilityServices@tamuc.edudentDisabilityResourcesAndServices/

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
(http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) and/or consult your event organizer). 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.

The Pandemic Response:
A&M-Commerce may require the use of face-coverings in instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office

of Student's Rights and Responsibilities as a violation of the student Code of Conduct.

Students should not attend meetings when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

The Counseling Center at A&M-Commerce, 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.

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 they plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/13students/_undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

13.99.99.R0.10 Graduate Student Academic Dishonesty
https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/13students/_graduate/13.99.99.R0.10.pdf

CALENDAR

Week	Study Topic/Activity	Pages
1	An introduction to Csci 303 and Chapter 1 Prepare a formatted resume in plain text	1-12
2	Review Chapters 2 and 3: Outline and Branding Summarize an article on “Elevator Pitch” (half-page, in plain text)	13-33
3	Chapter 4: Interaction	35-56
4	Chapter 5: Emotions	57-78
5	Chapter 6: Documents Prepare an application cover letter (half-page, plain text)	79-106
6	Chapter 7: Tickets	107-120
7	Chapter 8: Code Prepare an acceptance letter (half-page, plain text)	121-142
8	Chapter 9: Emails	143-166
9	Chapter 10: Chats Summarize an article on “pair programming” (half-page, in plain text)	167-174
10	Chapters 11, 12: Reading and Writing	175-196
11	Chapter 13: Planning	197-206
12	Chapter 14: Meetings Summarize an article on “Clean Code” (half-page, in plain text”)	207-220
13	Chapter 15: Presenting	221-238
14	Chapters 16 and 17: Stakeholders, Interviewing Summarize an article on “Agile”” (half-page, in plain text”)	239-256
15	Chapter 18: Learning	257-262
16	Chapter 19: Growing Summarize an article on “Refactoring” (half-page, in plain text)	263-284
17	Final Exam for inPerson students (5/05; 1:15pm)	173-216