EAST TEXAS A&M
U N I V E R S I T Y

CSCI 303.61E Technical Communication for Computer Professionals
COURSE SYLLABUS: Spring 2026

INSTRUCTOR INFORMATION

Instructor: Amy Hays M.S., Computer Science
Office Location: RELLIS ACB2 210
https://tamuc.zoom.us/j/92711096337?pwd=cS9UZllXb2xIc2V1dGtoNnArcDZ5UT09
Office Hours: Mondays and Wednesdays 10 am to 11:45 am
Other times by appointment only via email
University Email Address: amy.hays@etamu.edu
Preferred Form of Communication: For all emails, make sure the email the subject line reads: "CSCI 303.61E~~".
Communication Response Time: 48 hours

COURSE INFORMATION

Lecture: Meets 1/12/2026 through 5/5/2025, Finals week (4/30 – 5/5)
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 academic conference and journal publications; power point presentations for technical and non-technical audience; 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

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communications/documents will be created as an individual requirement and will be completed as a team project.

Prerequisites: COSC 1437 with a C or better and 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	20%
In Class Presentation of Report	10%
Technical Report	25%
Exams	25%
Participation	10%
Total	**100%**

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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Zoom Video Conferencing Tool

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 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/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

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

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
Jan 12	Course Intro and Communication Essentials	Ch 1
Jan 19	Clarify the Clutter and Audience Analysis	Ch 2 **1/19 – MLK Day**
Jan 26	Accessibility	Ch 3
Feb 2	Narrative	Ch 4
Feb 9	Notation and Visual Elements	Ch 5
Feb 16	Composition	Ch 6
Feb 23	Written Communication and Research Methods	Ch 7
Mar 2	Verbal and Non-Verbal Communication	Ch 8
Mar 9	**Spring Break**	
Mar 16	The Rhetoric Triangle and Argumentation	Ch 9 - **Midterm Exam**
Mar 23	Knowledge Management Principles	Ch 10
Mar 30	Knowledge and People	Ch 11 **4/3 – Reading Day**
Apr 6	Effective Practices	Ch 12
Apr 13	Communicating Remotely	Ch 13, 14, 15
Apr 20	Technical Report Presentations using power point	Presentations
Apr 27	Technical Report Presentations using power point (Monday)	Presentations **4/28 - Last day of class**
Apr 30 – May 5	Final exam Week **Due 5/4 at 11:59 pm**	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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