

syllabus

Tim Zuellig, Instructor

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Required For This Section:

1. *Technical Communication, 12th Ed.*
John M. Lannon

- Computer with Internet access and word-processing software – preferably *Microsoft Word* – capable of **saving files in .rtf format**.

COURSE DESCRIPTION

EN113 is a course designed to develop your writing and communication abilities in a technical field and/or in a corporate office environment. While the specific emphasis of the coursework will vary depending on the needs of the group, the primary goals are to improve your general level of writing in a technical environment, and to increase your familiarity with technical formats for writing and presenting data both in written form, and in an oral presentation format.

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MY PHILOSOPHY OF PROFESSIONAL COMMUNICATION

One of the single most important maxims I try to teach all students regardless of which class I am teaching, and regardless of age, education, or experience, is that *if you cannot communicate effectively, you will not excel or advance in your career*. I know of no other way to state it more clearly: Clear, precise, effective communication, whether delivered via written (printed) format, electronic format (email, websites, text messages), oral format (speeches, presentations, phone conversations), or visual format (graphics, video, animation, charts, graphs, PowerPoint, or any other strictly visual communication), is your key to success in the workplace. If you are not an effective communicator, all of your innovations, creative thinking, problem-solving capabilities, sales abilities, artistic skills — any and all of these — will be for naught. If you can't communicate what is inside you, then you are living in a vacuum, and cannot advance in your career above the lower levels of any organization.

That being said, let's become effective communicators!

GRADING

1000 points total, broken down in the following manner:

120 total points for Discussion Board Posts (8 @ 15 pts each)

75 total points for your Resume and Cover Letter

25 total points Writing in the Workplace Memo

100 total points for Technical Description Document

100 total points for Instructions/Procedures Technical Document

300 total points for your Major Term Project, which includes three different items:

1. Your proposal for the research paper (50 pts)
2. A progress report at the project half-way point (50 pts)
3. A Major Analytical Report (200 pts)

160 total points for your Oral Presentation, in which you will present the results of your Analytical Report

120 total points for class participation, peer group editing, and attendance.

Grading scale

GRADE	POINTS
A	950 – 1000
A-	900 – 949
B+	870 – 899
B	830 – 869
B-	800 – 829
C+	770 – 799
C	730 – 769
C-	700 – 729
D+	670 – 699
D	630 – 669
D-	600 – 629
F	599 and below

ATTENDANCE POLICY and OTHER POLICIES THAT WILL AFFECT YOUR GRADE

ABSENCES

All students are required to attend all classes. In a work environment, you are expected to show up to work, and to show up on time. Attendance at class is no different. There are consequences for failure to attend the scheduled classes, which are outlined as follows:

- 1 unexcused absence = lowering of final grade by one half a letter grade
- 2 unexcused absence = lowering of one letter grade
- 3 unexcused absences = failure of course

TARDINESS/LATENESS

If you are more than 15 minutes late for class, it will be considered an absence. “Tardiness” is defined as arriving five minutes after class starts or leaving more than five minutes before the end of class. Three unexcused late arrivals or departures counts as one missed class. If you arrive after I have taken roll, it is your responsibility to make sure I have not marked you as absent.

LATE WORK

Late work is not accepted. If you absolutely *must* miss class on the day an assignment is due, it is your responsibility to assure your assignment is delivered to me by the beginning of class. The same is true for group work: it is your responsibility to communicate to your team members that you *must* miss class, and have your portion of the group work turned in to your group by the beginning of the class period. Late work will be regarded as not completed, and will result in your loss of all points for that particular assignment.

STUDENT EXPECTATIONS

- All cell phones and pagers must be turned off during class – including vibrate mode – unless prearranged/discussed for use in emergency situations.
- Attendance and participation in all class projects, critiques and discussions is mandatory and will all be considered factors in your final grade.
- Professionalism regarding class discussion and project development should always be observed and executed.

STUDENT HONOR CODE

My policy on plagiarism is that plagiarism occurs when you “knowingly copy another’s work or ideas and call them your own and/or have not given proper credit or citation.” This policy covers copying sections or entire papers from printed or electronic sources as well as handing in papers written by students for other classes or purchasing academic papers. Plagiarism and cheating not only are dishonest, they cheat you out of learning — the prime reason you are here. For more information, visit <http://www.svsu.edu/academicintegrity/student-honor-code.html>.

POLICY ON DISCRIMINATION

Students with disabilities who seek accommodations must make their request by Contacting the Office of Disability Services located at Curtis 112, or call 964-7000. All accommodations must be approved by The Office of Disability Services.

INSTRUCTOR DISCLAIMER

I reserve the right to change the syllabus and the assignments at any time to meet the needs of a particular class.

YOUR SEMESTER BREAKS IN A NUTSHELL

January 7 Start of Semester

March 5 – 11: Spring Break (NO CLASSES)

April 27 11 p.m. Friday End of Winter Semester

COURSE OUTCOMES & OBJECTIVES

Delta College's English Division has stated Outcomes and Objectives for a student completing ENG113. The complete text and descriptions for this course's outcomes and objectives can be found by visiting <https://public.delta.edu/catalog/Pages/CourseDetail.aspx?CourseID=40349>

The Outcomes and Objectives, as stated on the web page listed above, are as follows:

1. Explain the general administrative operations of a business.

Objectives:

- Appreciate the trust relationship between businesses and clients.
- Produce a resumé which demonstrates past experience, education, and community and professional involvement.
- Prepare for a professional interview process.

2. Demonstrate the ability to produce professional correspondence and documents.

Objectives:

- Properly lay out a business letter.
- Properly lay out a memo.
- Properly lay out reports.
- Identify the differences between general grammar rules and the guidelines which are specific to professional writing in business and industry.
- Analyze an audience.

3. Analyze work situations, in writing or group discussion.

Objectives:

- Demonstrate the critical thinking skills required of a professional.
- Demonstrate the group process skills required of a professional.

4. Demonstrate the basic speaking skills required of a professional.

Objectives:

- Prepare a written version of an oral presentation.
- Give extended oral explanations of work done.
- Provide mature oral explanations of professional problem solving.
- Work at a mature level in small (interpersonal) groups, particularly to solve problems.

5. Select, design and construct graphic aids accurately and appropriately for use in written documents or oral presentations.

Objectives:

- Identify purpose and audience.
- Identify proper use of the following, in written reports, in oral reports, and in electronic messages:
 - Tables
 - Charts
 - Graphs
 - Illustration
 - Computer Graphics

6. Write clear and effective memos, letters, and reports, in which you...

- Request assistance.
- Provide information.
- Provide instruction.
- Register a complaint.
- Respond to a complaint.
- Report an incident.
- Report progress of work done.
- Report completion of work done.
- Provide details of an investigation.
- Provide the results of an evaluation.
- Provide recommendations.
- Describe a process.
- Describe a mechanism.
- Abstract an article or report.

7. Produce and write a researched technical report.

Objectives:

- Demonstrate familiarity with professional journals.
- Demonstrate an understanding of the interview process.
- Demonstrate familiarity with professional and academic formats for long, formal written reports.

8. Demonstrate general familiarity with communication technology.

Objectives:

- Identify current types of audio-visual equipment and explain their use.
- Demonstrate general familiarity with a computer word processing system.

9. Demonstrate professional conduct.

Objectives:

- Identify appropriate ethical behavior.
- Identify professional liability concerns.
- Identify the importance of networking, teamwork, and workplace cooperation.

OTHER POLICIES THAT WILL AFFECT YOUR GRADE

LATE WORK

Late work is not accepted. Late work will be regarded as not completed, and will result in your loss of all points for that particular assignment. If you know ahead of time that you will be missing class the day an assignment is due, you must make arrangements to hand in the work ahead of time.

POLICY ON ACADEMIC INTEGRITY, PLAGIARISM AND CHEATING

My policy on plagiarism is that plagiarism occurs when you “knowingly copy another’s work or ideas and call them your own and/or have not given proper credit or citation,” and this policy covers copying sections or entire papers from printed or electronic sources as well as handing in papers written by students for other classes or purchasing academic papers. Plagiarism and cheating not only are dishonest but cheat you out of learning — the prime reason you are here. For more information on SVSU’s policy on plagiarism, please visit (and read) [Plagiarism is a serious offence, and even one violation will result in a failing grade for the course.](#)

POLICY ON DISCRIMINATION

Delta College complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act (ADA) of 1990. If you have a disability and need accommodation for equal access to education and services at Delta, please contact the Office of Disability Services at (989) 686-9330 (office is D102).

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