



COURSE OUTLINE

Course No. COMM 225
Credit Hours 3
Date: 2007-2008
To be updated: Fall 2009

Course Name: Technical Writing
Class Hours 3 Lab Hours 0
Prepared by: Carolyn Tripp
Approved by: Ellen Sostarich, Dean, Arts and Sciences

PREREQUISITES:

Successful completion of Communications II (COMM 122).

COURSE DESCRIPTION:

This course involves organizing and presenting written data with an emphasis on clear, precise, objective thinking and writing as demonstrated through a series of written documents. Assignments will include audience analysis, purpose, and format appropriate for letters, memos, reports, and other documents used in technical areas.

This course includes and evaluates the Success Skills “Communicates Effectively” and “Maintains Professional Skills and Attitudes”.

COURSE OUTCOMES:

Upon completion of this course, you will be able to:

1. Research data for technical reporting
2. Properly format technical documents, observing proper use of heading, white space, sectioning, numbering, and illustrations; and properly present bibliographical documentation.
3. Identify appropriate language and behaviors for the written and oral delivery of technical data for specific audiences.
4. Construct entry-level, professional quality written products that are both pleasing to the eye and accurate in meeting the needs of the reader/user.

This course covers Success Skills: Communicates Effectively, Demonstrates Learning and Critical Thinking, Maintains Professional Skills and Attitudes, Community, Cultural and Global Awareness, and Maintains a Code of Ethics.

COURSE MATERIALS:

TEXTS: May include some or all of the following. Check with the instructor before purchase. Online students will not purchase a text; all materials are online

- Technical Communications Skills, ABLE 31
- Technical Communications Applications: On the Job Assignments, Able 29
- The Portable Technical Writer, Murdick and Bloemker, Houghton Mifflin, 2001, ISBN: 0-395-98633-8

The following, minimum hardware configurations will be necessary for you to access all course materials online:

Minimum PC Configuration:

Pentium processor
16 MB RAM
500 MB hard disk space
15" color monitor
28.8 Kpbs modem
500 MB hard disk space
Windows 95
CD ROM also highly recommended

Minimum Mac Configuration:

120 Mhz. Power PC
16 MB RAM
500 MB hard disk space
15" color monitor
28.8 Kpbs modem
Macintosh OS 7.5 or later
15" color monitor
CD ROM also highly recommended

You should also have the following, minimum software packages:

- Netscape Navigator/Communicator 4.7 or higher. This can be downloaded for free from [Netscape](#).
- Internet Explorer 5 or higher. This can be downloaded for free from [Microsoft](#)
- Word processing software
- E-mail software (included in most browsers such as Netscape)

SAFETY PRACTICES:

When using computers follow all manufacturer recommendations. If using labs at Hocking College comply with all rules and regulations.

TOPICAL OUTLINE:

TOPIC #1: **Audience.** You will rewrite a passage of technical writing so that it can be understood by a general reader.

TOPIC #2: **Electronic Communication.** You will communicate electronically with professionals.

TOPIC #3: **Memos.** You will write a memos that use proper memo format and focus on purpose and audience.

TOPIC #4: **Letters.** You will write letters that follow proper letter format and focus on purpose and audience.

TOPIC #5: Collaborative Writing. You will work with other students to create some form of technical writing for the workplace. This could take the form of a web page, pamphlet, PowerPoint presentation, or newsletter.

TOPIC #6: Directions. You will write directions for a procedure or process in a technical area.

TOPIC #7: Visuals. You will study the basics of providing visuals for readers and choose visuals for the final report that are artfully prepared and useful.

TOPIC #8: Research: You will conduct primary and secondary research and provide correct written documentation.

TOPIC #9: Abstracts/Summaries. You will learn the skills for writing abstracts/summaries for secondary sources and for your own work.

TOPIC #10: Reports. You will explore the purposes for different types of reports then choose a topic that requires technical research and prepare a properly researched report.

USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES

The use of cell phones during classes and labs is a disrespectful distraction to your instructor and other classmates. *Please turn your cell phone and other electronic devices off while you are in class/lab.* In emergency situations, please discuss limited use of a cell phone with your instructor prior to the class during which you would like to use your cell phone.

STUDENT INSURANCE/COVERAGE

Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

DISABILITIES NOTICE

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center , Office of Disability Services in JL 249 regarding accommodations.

**HOCKING COLLEGE
EVALUATION OF THE STUDENT**

COURSE NO. Comm 225

COURSE NAME. Technical Writing

DATE PREPARED. 2008-2009

INSTRUCTOR. Carolyn Tripp

APPROVED BY. Ellen Sostrarich, Dean of
Arts and Sciences

Technical writing assists you in exploring written communication within your own professional context. We will discuss how written communication mediates human and technology interactions, empowering you to design the most effective methods for carrying out your organizational goals and objectives. This course focuses on practical application of theories and principles. You will use an audience-centered approach to communicate and interpret specialized information for your readers' uses.

We are all teachers and learners in this course. Evaluation will be a joint process at times including you, other students in the course, and me. We will all make mistakes that are a part of learning. You will make them and so will I. Through these we gain insight into our individual potential and growth.

SPECIFIC FACTORS

EXAMINATIONS AND QUIZZES: Evaluation for this course will be S/U (Satisfactory/Unsatisfactory) on some requirements and points on others. All work must be completed satisfactorily to receive a grade for the course.

Six hundred points are available. These are earned as follows:

Electronic communication and webpage		S/U
Evaluation Two	100 points	
Evaluation Three	100 points	
Evaluation Four	100 points	
Evaluation Five	100 points	
Evaluation Six	S/U	
Evaluation Seven	100 points	
Evaluation Eight	S/U	
Evaluation Nine	200 points	
 Total	 700 points	

PROJECTS/HOMEWORK: A variety of activities will be part of project and work offline. These are outlined above. Specific requirements will be given for each exercise in the online material.

ATTENDANCE: You are **required** to follow the schedule for completing work activities, responding to classmates and the instructor, and engaging in class online discussions.

WHY ATTENDANCE IS CRITICAL: Besides the loss of information and practice which results from absence and tardiness, absences create more work for the instructor, and tardiness is a discourtesy. Part of your college experience is to prepare you for the world of work. On the job, attendance and promptness may be taken into consideration for promotions. In some jobs, attendance and promptness are so critical that a single infraction can be cause for dismissal or severe penalty. For example, a criminal justice employee can be held in contempt of court or may jeopardize the outcome of a case if s/he is late or absent from court. An officer can be suspended or discharged if the offense is critical enough. Even an absence as a result of an emergency may mean the rescheduling of a case, which results in additional court costs.

There may be a one-letter grade penalty for work that is completed late. If you know in advance that you will be gone or busy during the due date, arrange with your instructor to complete the work early.

CLASS PARTICIPATION: Class will be more interesting and more profitable if you take an active role in your education. Participating is essential in an online course. Much of the class will involve discussions and writing collaboration via the computer. You will be given clear expectations for responding to your classmates and completing projects. I will be monitoring all discussions and will review all projects thoroughly and making determinations as to level of commitment to the learning process.

EXTRA PROJECTS: Not available for this course.

GRADING SCALE:

96-100 % = A
92-95% = A-
88-91% = B+
84-87% = B
80-83% = B-
76-79% = C+
73-76% = C
69-72% = C-
65-68% = D+

61-64%= D
60% or below = F

Using all of the preceding factors, you should constantly be aware of your potential final grade in the course. Your grade is constantly being calculated for you under the "Student Profile" section of the WebCT home page. You are welcome and encouraged to initiate discussion with me regarding your progress or other aspects of this course.

POLICY REGARDING HONESTY:

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the **Success Skill** "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
 3. Improperly acquiring knowledge of the contents of an exam,
 4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
 6. Obtaining academic material through stealing or other unauthorized means,
 7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive an “F” for that assignment. Any subsequent incident will result in an F for the class. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. **The Office of Campus Judiciaries will conduct a judicial proceeding with the accused student, resulting in a finding of “In Violation” or “Not In Violation” of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *Judicial consequences*, in demonstrating a pattern of behavior on the part of the student.**

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Code of Conduct* found on the Hocking College website (www.hocking.edu).

FINAL GRADE CALCULATION: Final letter grades are determined by having all S/U items done satisfactorily which means at 80% or better and by the points earned. Percentage of the points earned determine the final letter grade. Use the scale below.

Percentage of seven hundred points:

96-100 %	= A
92-95%	= A-
88-91%	= B+
84-87%	= B
80-83%	= B-
76-79%	= C+
73-76%	= C
69-72%	= C-
65-68%	= D+
61-64%	= D
60% or below	= F

Academic Grade Appeals Process

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate.

Student Grievance Due Process Procedures

Due process procedures for the College are located in the current *Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

Disabilities Services

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.