

ADM 5100 Advanced Technical Communication

Instructor: XXXX

Office: XXXX

Texts: *The Business Writer's Handbook*, 12th edition, by Alred, Brusaw, and Oliu
Tools of Titans, by Tim Ferriss
APA handbook (2020 updates)

COURSE DESCRIPTION

This course explores the principles and practices of writing material particular to science, technology, and specialized professions. Writing assignments incorporate a variety of the following strategies: expanded definitions, technical descriptions, process explanations, instructional pamphlets, laboratory reports, proposals, writing for the web, communicating with international audiences, and managing effective presentations.

Upon completion of the course, students should be able to effectively write various types of technical documents, adapt rhetorical forms to technical communications, and provide constructive feedback regarding written communication in collaborative and leadership settings. Completion of this course requires a grade of C (2.0) or better. This course also fulfills the GVAR requirement.

COURSE LEARNING OUTCOMES

GVAR Goals

Goal G-1: Students will demonstrate college-level reading skills.

Outcome G-1: Students will evaluate how effectively a writer's rhetorical choices (e.g., bias, rhetorical modes, organization, diction, etc.) and logic meet the needs of a particular rhetorical context.

Goal G-2: Students will demonstrate college-level writing skills.

Outcome G-2A: Students will create effective thesis statements for various types of writing tasks.

Outcome G-2B: Students will effectively use discourse-appropriate prose.

Outcome G-2C: Students will use logical reasoning, at the appropriate level, to develop and organize ideas.

Goal G-3: Students will demonstrate college-level research skills.

Outcome G-3A: Students will find and evaluate diverse, reputable sources for a specific writing task.

Outcome G-3B: Students will effectively and correctly use summary, paraphrase, and direct quotes to synthesize sources.

COURSE REQUIREMENTS

Writing Assignments—900 points total

Detailed instructions for each of the assignments are in the weekly modules in Canvas. If you should have any questions or need additional clarification, please do not hesitate to contact me by cell phone or email. The deadlines for the assignments are clearly listed on the Course Schedule below and also noted within the assignment submission links in Canvas. Assignments should be submitted as attachments to Canvas by midnight of the date listed. Some assignments must also be submitted to Turnitin.com.

LATE ASSIGNMENTS WILL NOT BE ACCEPTED FOR FULL CREDIT.

You can always work ahead and submit assignments before the due date, but I will provide feedback on your work either through Canvas's features or Turnitin's GradeMark features. With each graded assignment, I will tell you where to find my feedback. If you are ever unable to view or access your graded assignments, please let me know immediately.

Please remember that problems with internet service providers are **not** excuses for submitting late work. If you are experiencing problems with your internet service, please contact me **before** the assignment is due to discuss other options.

Discussion Participation Requirement—100 points total

There are five discussion prompts in Canvas, and these prompts will generally correspond to the assignments we are working on. You must post one response to each question/prompt to receive the participation credit. You are welcome and encouraged to post more often by responding to posts by other students in the course, but your own initial discussion post must be submitted before the scheduled due date. Posts submitted after the due date will not receive credit, and discussions will "lock" in Canvas to prohibit late posting.

NOTE: To receive credit, your posts must be **substantial** and **original**, adding to the discussion, not simply agreeing with or repeating another student's response. Please read the prompts closely to ensure that your post is complete. Some of the discussion prompts will not allow you to view other student responses until you have submitted one yourself. For the ones that are open, please read other students' responses first to ensure that you are offering a new example or perspective and your post is not repetitive.

Course Procedures

This is a lecture-discussion course. We will use Canvas as the communication channel of our class. I will use the email addresses recorded in myCSUB to correspond with individual students, and I'll post Announcements in Canvas to correspond with the entire class. You are encouraged to contact me by cell phone or email at any time for assistance. Both are clearly noted at the top of this syllabus and within our Canvas course. I will use Canvas's grade center to record your credit for completing weekly assignments and discussion participation.

Turnitin.com

Turnitin.com is a tool to help you recognize and avoid plagiarism. Shortly after you submit your paper to this online program, you can access a color-coded originality report with details about your use of sources in your paper. Because this site does not detect problems with paraphrasing that is improperly cited, you should use this site only as a guide. Also remember that it is finding "matches" within its database, so properly punctuated and cited quotes will likely be matches, and that is not plagiarism. The goal is NOT to get a 0% match result. The goal is to make sure that all of your matches are intentional and properly quoted and cited.

To use turnitin.com, you will need to create a "user profile" with the following information:

Class ID—XXXX
Enrollment Key—XXXX

After your profile is created, you can log onto and use this site.

COURSE SCHEDULE – August 24 to October 16

Deadlines are listed below:

Week One

08/30: Introduction to course and registration with course components (Canvas and Turnitin.com)
[Habits of Mind Assignment due](#)
[Grit Factor Discussion due](#)

Week Two

09/06: [APA Source Reference Assignment due](#)
[Plagiarism Awareness Assignment due](#)

Week Three

09/13: [International Audiences Assignment due](#)
[Proposal Email and Memo due](#)

Week Four

09/20: [Visuals Assignment due](#)
[Visuals Discussion due](#)

Week Five

09/27: [Formal Proposal due](#)
[Tools of Titans Discussion due](#)

Week Six

10/04: [Tools of Titans Profile due](#)
[Instructional Strategies Discussion due](#)

Week Seven

10/11: [Instructional Pamphlet due](#)

Week Eight

10/16: [Resignation Letter due](#)
[Finale Discussion due](#)

* [Assignments in blue font](#) must be submitted to BOTH Canvas and Turnitin.

All others must be completed only within Canvas.

ASSIGNMENT POINT BREAKDOWN

ASSIGNMENT	DUE DATE	POINTS POSSIBLE	POINTS EARNED
Habits of Mind Assignment	08/30/20	50	
APA Source Reference Assignment	09/06/20	50	
Plagiarism Awareness Assignment	09/06/20	50	
International Audiences Assignment	09/13/20	100	
Proposal Email and Memo	09/13/20	100	
Visuals Assignment	09/20/20	75	
Formal Proposal	09/27/20	200	
Tools of Titans Profile	10/04/20	100	
Instructional Pamphlet	10/11/20	100	
Resignation Letter	10/16/20	75	
Course Discussion Participation	throughout the term (20 pts each)	100	
Total Points		1,000	

UNIVERSITY POLICIES

Plagiarism/Academic Honesty Policy

“The principles of truth and integrity are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing will protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and without giving unauthorized assistance.”

For a complete state on the University's policy on academic honesty, go to www.CSUB.edu and search “Academic Integrity.”

Support Services for Students

To request academic accommodations due to a disability, you should contact the Office of Services for Students with Disabilities (SSD) as soon as possible. This office is located in SA 140, and they may be reached at 661-654-3360 (voice) or 661-654-6288 (TDD). If you have an accommodations letter from the SSD Office documenting a disability, you should present it to me as soon as possible so we can discuss the specific accommodations you need for this class.

At times, school, work, and/or our personal lives can become overwhelming and difficult to handle. CSUB's Counseling Center is available to you with skilled and experienced counselors to guide you through the challenges of daily life. Contact 654-3366 for an appointment.