[Kennesaw State University](http://kennesaw.edu/) | [College of Humanities and Social Sciences](http://chss.kennesaw.edu/)

[Department of Technical Communication and Interactive Design](http://chss.kennesaw.edu/tcid/)

TCOM 2010: Technical Writing Syllabus

# Meeting Times

This course takes place 100% online. We will not meet in class.

# Contact Information

## Ms. Tiffani Reardon

Email: [treardo2@kennesaw.edu](mailto:treardo2@kennesaw.edu)

Office: K-Campus SO 5007B

Phone: 470-578-7923

Office Hours: By appointment

I will answer emails to both [treardo2@kennesaw.edu](mailto:treardo2@kennesaw.edu) and through the D2L email function. However, responses will generally be faster when sent through the @kennesaw.edu email address. M-Th, you will receive a response within 24 hours, if not faster.

Grades and feedback will be posted within 2 weeks of the due date for major assignments and within 1 week of the due date for participation activities.

I will not discuss grades via email or phone. You must schedule an appointment to speak via Collaborate or in person to discuss grades.

**I will not respond to emails sent from non-KSU email addresses. Use your @students.kennesaw.edu email address.**

# Description

The course is an introduction to the organization, style, and mechanics of technical writing. It includes practice in writing such typical documents as technical descriptions, instructions, proposals, and recommendation reports. Emphasis is placed on incorporating rhetorical theory into planning, organizing, and writing reports; designing visual aids; and editing. Among other assignments, at least one complete technical report is required.

## Pre-requisites

Students must have earned a grade of "C" or higher in ENGL 1102 in order to be enrolled in TCOM 2010.

## Purpose

This course has two distinct purposes. First, the course serves as a required course in Area F for most majors in engineering, computer science, and the natural sciences, among other majors, at Kennesaw State University. Second, the course is a required course in Area F for the B.S. in Technical Communication major. In both cases, the course provides students with the rhetorical theory and with experience in planning and writing the types of documents that they will be asked to write in a professional environment.

# Objectives

By the end of this course, students will be able to do the following:

1. Write effective technical documents, including memos and emails, instructions, proposals, and technical reports.
2. Prepare and effectively use graphics in technical documents.
3. Apply principles of document design to various types of technical documents.
4. Demonstrate audience awareness in the organization, design, and style of documents.
5. Gather, record, and interpret research as a basis for a proposal, report, and/or presentation.
6. Develop and demonstrate effective presentation skills.
7. Apply the concepts of this course to your major and future careers.

# Materials

Reardon, T., Powell, T., Arnett, J., Race, C., & Logan, M. (2018). [*Sexy Technical Communication*](http://sexytechcom.com/). Online.

This textbook is **freely available online**. All chapter readings will be linked within the modules in this course.

# Evaluation

## Final Grade Criteria

|  |  |  |
| --- | --- | --- |
| Weight | Assignment/Category | Notes |
| 15% | Memo or Email Assignment | Individual Major Writing Assignment |
| 20% | Instructions and Usability Test | Individual Major Writing Assignment with Peer Evaluation |
| 15% | Proposal for Research | Group Major Writing Assignment with Presentation |
| 20% | Findings/Recommendation Report | Group Major Writing Assignment |
| 30% | Participation Activities | Weekly activities including all other graded activities within each weekly module. |

Please see the “Grades” tab in D2L for a full list of grades and to track your learning progress.

## Final Grade Breakdown

|  |  |
| --- | --- |
| Grade | Range |
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | 0-59% |

## Assignment Policies

Assignments will be accepted through the designated D2L assignment folder only. Assignments submitted

through email will not be accepted.

All assignments are automatically submitted through plagiarism detection software. University academic

integrity policies apply.

# Course Policies

## Attendance Policy

This course is 100% online. Therefore, attendance will not be recorded "officially." Attendance will be determined based on active participation in the online class and completion of assignments.

Non-attendance (or non-completion) does not constitute a withdrawal.

## Extensions and Late Work

Extensions are not permitted on any assignment.

Major assignments will receive a deduction of one letter grade per day late, including weekends. Participation activities and minor assignments will not be accepted late.

Technical reports will not be accepted late, as they are the "final" in this class.

## Course Technology and Technical Skills

To be successful in this course, you must have access to a computer equipped with the Internet access, Microsoft Office, and either the Google Chrome, Mozilla Firefox, or Safari browser. Internet Explorer is only acceptable as a last resort, as it can be unpredictable.

You must also possess basic computer skills including the ability to navigate the Internet using your chosen browser, use basic Microsoft Word and PowerPoint functions, access D2L and your KSU email, and send and receive email using each. For training on [KSUMail](http://uits.kennesaw.edu/ksumail/) and [Office 365](http://uits.kennesaw.edu/office365/), please refer to the UITS websites.

## Netiquette

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats. [Netiquette guidelines](https://softchalkcloud.com/lesson/serve/TuDnUfmV9R1FsO/html).

## Disability Policy and Services

Students requesting accommodation for disabilities must first register with [Student Disability Services](http://sds.kennesaw.edu/). Student Disability Services (SDS) is the first contact for students with disabilities to arrange accommodations and locate campus and community resources. To access accommodations, students must first connect with SDS and provide the appropriate documentation as outlined by the Board of Regents of the University System of Georgia. Documentation submitted to SDS remains confidential within SDS and is not shared with third parties without written permission from the student. SDS assists in identifying appropriate accommodations and it is the student’s responsibility to submit notice of accommodations to instructors and campus departments as needed. Student Disability Services will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. **Accommodations are not retroactive**, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations. [Contact SDS](http://sds.kennesaw.edu/contact.php).

# Institutional Policies

## Federal, BOR, & KSU Course Syllabus Policies

Information contained in the links below constitutes the Federal, BOR, and KSU course syllabus policies. These policies are updated on the Academic Affairs Website annually.

[Federal, BOR, & KSU Policies](http://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php)

[Student Resources](http://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php)

## Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement. See also [KSU Student Code of Conduct](https://web.kennesaw.edu/scai/content/ksu-student-code-conduct).

## Electronic Communication

The University provides all KSU students with an "official" email account with the address

"students.kennesaw.edu" or "kennesaw.view.usg.edu" (in D2L). As a result of federal laws protecting

educational information and other data, this is the sole email account you should use to communicate with

your instructor or other University officials.

# Additional Items

## Technical Support

For issues with technical difficulties, please contact the Student Help Desk at 470-578-3555 or email them

at [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu).

## The Writing Center

Whether you're a business major working on a proposal, a graduate student writing your dissertation, or an engineering student composing a report, your writing will be judged by instructors now and by potential employers later. The KSU Writing Center is here to support your development as a writer so that you become a more articulate and fluent communicator at the university and beyond. [The Writing Center](http://writingcenter.kennesaw.edu/).

## Disclaimer

This syllabus is subject to change as the need arises.

# Course Schedule

|  |  |  |
| --- | --- | --- |
| When | Topic | Stuff that’s Due |
| Week 1 | Module 1: Introduction | Introductions |
| Week 2 | Module 2: Ethics & Plagiarism | Ethics Activity  Plagiarism Quiz |
| Week 3 | Module 3: Professional Correspondence | Resume Critique |
| Week 4 | Module 4: Audience, Grammar, & Revision | Audience Analysis Activity |
| Week 5 | Module 5: Instructions, Definitions, & Descriptions | Memo Assignment (Major)  Description Activity |
| Week 6 | Module 6: Clarity & Design |  |
| Week 7 | Module 7: Graphics, Legal, & Usability Testing |  |
| Week 8 | Module 8: Organization & Moving Forward | Instructions & Usability Test (Major)  Mid-Semester Course Evaluation (Optional)  Organization Activity  Proposal Group Selection  Proposal Topic Submission |
| Week 9 | Module 9: Written Proposals & More Graphics | Proposal Pre-Writing Activity |
| Week 10 | Module 10: Oral Presentations |  |
| Week 11 | Module 11: Proposal Presentation Week | Proposal (Written & Presentation) (Major)  Constructive Feedback on Another Group’s Presentation |
| Week 12 | Module 12: Spring Break |  |
| Week 13 | Module 13: Conducting Research | Research Activity |
| Week 14 | Module 14: Reports | Progress Report Memo Activity |
| Week 15 | Module 15: Rough Draft Peer Reviews | Rough Draft Posted for Peer Review  Conduct Peer Review on Two Groups (Not Your Own) |
| Week 16 | Module 16: Final Deadlines | Technical Report (Major)  Proposal & Report Group Evaluations  Reflection Letter  Course Evaluations |

## Important Dates

Last day to withdraw without academic penalty: February 27