Technical Communication: (3) (A.A.). Course Description: Prerequisite: ENC 1101 with a grade of "C" or better. This course meets the 6000 word Gordon Rule requirement. This is a basic course in communication, both written and oral, for anyone who must convey specific information accurately and clearly. Representative aspects of technical communication encountered in industry and business are covered.

Text and Materials:
* Getting the Picture.
* digital media storage device
* Pen, pencil, notebook each class period

Course Performance Standards:
1. Demonstrate skill and confidence in oral and written communication.
2. Demonstrate an ability to compile and assess accurate information.
3. Compose communication instruments used in business and industry, including letters, memoranda, e-mail, proposals, and formal as well as informal reports.
4. Present technical information in oral assignments and/or presentations.
5. Design and organize formal reports that follow acceptable business and industry guidelines.
6. Compose writing assignments in clear, logical, coherent, Standard English prose.
7. Demonstrate an ability to assess different audiences and write for a specific audience.
8. Demonstrate the ability to use technical vocabulary and scientific background in a coherent fashion.
9. Compose and deliver assignments that are well formatted and appropriately illustrated.
10. Fulfill in part the writing requirements as mandated by SBE 6A-10.30.
11. Demonstrate skills that are required for the CLAST.
12. Demonstrate expertise in working with others in team approach to technical writing.
13. Demonstrate an awareness of methodology in producing technical documents

Attendance and on-time Policy: In order to provide for emergency situations, I permit three hours of absence without a specific penalty for the absence, itself (you will, however, be penalized for work missed during that class period—Note that in-class work cannot be made up). Also note that I do not distinguish between “excused” and “unexcused” absences. All absences are simply absences, so please do not present doctor’s excuses, notes from your parents, or other attempts to “excuse” the absence. Violation of Attendance: Specifically, for each class you miss after three hours of absence, you will lose one full letter grade from your semester average. On-time Policy: Two late arrivals or “early-leaves” constitute one absence.

Gordon Rule: This course meets the Florida State Board of Education Rule Number 6A-10.30. In accordance with this rule, students will complete six semester hours of English and six semester hours of additional coursework in which the student must demonstrate college-level writing skills. The SCF Division of Arts and Letters & Social and Behavioral Sciences requires a minimum of 6,000 words in each of these Gordon Rule courses. A grade of C or better is required for credit in Gordon Rule classes.

Course Assignments: This course is based on the types of technical communication you will encounter in business environments. As such, we do not write composition course style essays; instead, we will complete approximately 8-10 technically precise projects (some to be completed in class; some to be completed as homework assignments; most to be completed via Angel) that are each worth 25 points. Bear in mind that this is subject to change based on class progress. You will also complete two major interrelated projects—a proposal and a presentation of that proposal—that are significantly more involved, and therefore, are worth more points (100 and 50 pts respectively), for a total of 350-400 semester points. Grading: percentages=letter; 100-90=A; 89-80=B; 79-70=C; 65-69=D; Below 65%=F

Note also that turning in course assignments will require your use of the Angel course delivery system. We will discuss the process of logging in and utilizing Angel in great detail.

Withdrawal Policy: In accordance with the State College of Florida policy, as stated in the college catalog, students may withdraw from any course, or all courses, without academic penalty, by the withdrawal deadline listed in the State College of
Florida academic calendar. This semester, the withdrawal date is March 24. Students should take responsibility to initiate the withdrawal procedure but are strongly encouraged to talk with their instructors before taking any withdrawal action. In addition, students should note that faculty may also withdraw students for violating policies, procedures or conditions of the class, as outlined in individual class syllabi, and such action could affect financial aid eligibility.

**Policy Regarding Plagiarism:** Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism. For our class, **Plagiarism will result in automatic failure of the course!**

**Standards of Conduct:** Students are expected to abide by all Student Handbook & Planner guidelines. Please note “My Expectations” below.

**Additional Information:** Diligence, time management, promptness, and courtesy will go very far in this course. Please be aware, however, that as much as I appreciate hard work and effort, as a communications course I must also grade the product of the course, your writing. For written assignments, I expect you to use great care in PROOFREADING your work. I will not be your editor; I mark SOME of your errors, but you are responsible for proper grammar, language usage, word choice, and logical and complete thought development.

**My Expectations:** As you enter this classroom, I expect that you have a basic understanding of grammar rules and have mastered the focus and structure of the basic essay in ENC 1101. You will carry into the assignments for this course a sense of organization and hierarchy you learned in ENC 1101.

I also expect that you will behave in a mature, respectful manner. Examples of behavior I do not tolerate includes, but is not limited to: balancing a checkbook, applying makeup, or doing other homework during class; putting your head down on the desk; using unnecessary profanity for shock value; making slurs against individuals or groups; creating generally disruptive outbursts; making strange noises; and throwing things. I will deal with these on an as-needed basis. In the past, violations of these simple rules of courtesy have resulted in the student’s removal from the classroom, the student’s being reported to the Academic Affairs Officer, and in more modest cases, have caused students to lose grade points in the classroom. Additionally, refrain from wearing pungent colognes and perfumes, as allergic reactions may necessitate your dismissal (see attendance policy).

**Cell Phone Etiquette:** Turn all cell phones to silent or off (not to vibrate), and do not text or answer your phone during class! If I am aware of your cell phone, I reserve the right to deduct five points from your overall grade.

**Hybrid/Blended Course Portion:** You are required to check Angel every Tuesday and Thursday. There, you will find, in announcements, specific instructions for that week’s assignment(s). You will find instructions under “announcements” and assignments under “

**IMPORTANT NOTES:**

1. Failure to complete any assignment will result in failure of the course.
2. Of course, there will be NO late assignments.
3. There will be no make-up quizzes or tests.
4. Assignments are due upon entering the classroom or by the assigned due date.
5. This is a hybrid course (½ traditional and ½ via Angel). You are aware that technology is an integral portion of this course. You are familiar with Angel and Microsoft Word and attachments, etc., and realize that technology glitches are not an excuse for late assignments or posts. You realize that the due date is not the only day you have to turn work in, that you have weekly assignments and thus have one full week to complete these assignments. You are aware that the ONLY way an assignment will be accepted late is if the entire course management system crashes and no one in the course is able to access it by the due date. By remaining a student in this course, you have agreed to the terms of this contract, this syllabus.