**FLORIDA INSTITUTE OF TECHNOLOGY**

Spring 2017

22551 COM 2223 06: Scientific and Technical Communication

MWF, 2:00 – 2:50, Building CRF 527

Instructor: Carol Ann Tillema

Office Hours: Building CRF, 311A Mondays, 11:00-12:00 PM and 4:00-6:00 PM

Email: [ctillema@fit.edu](mailto:ctillema@fit.edu) or Canvas

**PREREQUISITE:** COM 1102

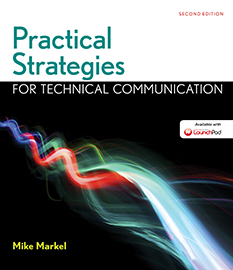
Because this is a writing-intensive course, presence in the class presupposes a certain level of writing ability, an expectation built into the departmental grading standards.

**INSTRUCTIONAL METHODS**: Lectures, discussions, computer applications, one-to-one tutoring and conferences, peer projects and responses, and audiovisual presentations

**REQUIRED SUPPLIES**: Paper, pens, stapler, notebook, flash drive or storage device or space, and binder or folder

**TEXTBOOKS**:

* *Practical Strategies for Technical Communication* (Second Edition)



* Recommended: dictionary, grammar and style reference materials, local or national daily

newspapers, and technical news websites, particularly science and technology sections

**COURSE DESCRIPTION**:

COM 2223, designed to help students develop communication skills that can be applied in diverse areas of specialization in scientific and technical professions, provides a broad introduction to documents that are commonly produced by professionals working in a variety of settings. Through a thorough study of business and professional terminology, students will be able to complete the kinds of practical communication projects often required in professions involving workplace communications. Emphasis will be placed on (1) the process of completing on-the-job writing assignments, (2) specific formats most often used, and (3) related communication tasks such as oral presentations and graphics.

**COURSE OBJECTIVES**:

1. Interpret, analyze, and evaluate materials
2. Promote familiarity with various types of professional technical documents
3. Write for varied audiences
4. Enhance critical thinking skills (interpretation, analysis, evaluation)
5. Increase professional abilities (effective oral and written communication skills)
6. Communicate persuasively with supporting evidence
7. Increase knowledge about the following topics of [Technical Communication](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%201%3A%20Introduction%20to%20Technical%20Communication&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100):
8. [Writing Correspondence](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%209%3A%20Writing%20Correspondence&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100), Job-Application Materials, [Proposals](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2011%3A%20Writing%20Proposals&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100), [Informational Reports](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2012%3A%20Writing%20Informational%20Reports&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100), [Recommendation Reports](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2013%3A%20Writing%20Recommendation%20Reports&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100), and [Definitions, Descriptions, and Instructions](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2014%3A%20Writing%20Definitions%2C%20Descriptions%2C%20and%20Instructions&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100)
9. [Ethical and Legal Obligations](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%202%3A%20Understanding%20Ethical%20and%20Legal%20Obligations&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100)
10. [Audience and Purpose](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%204%3A%20Analyzing%20Your%20Audience%20and%20Purpose&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100)
11. Documenting Sources
12. Editing and Proofreading Documents
13. [Researching Subject](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%205%3A%20Researching%20Your%20Subject&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100)
14. Library Resources
15. Individual and Collaborative Presentations, Oral and Written
16. [Designing Print and Online Documents](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%207%3A%20Designing%20Print%20and%20Online%20Documents&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) and [Creating Graphics](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%208%3A%20Creating%20Graphics&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100)

**CLASSROOM POLICIES**: Cell phones, iPods, laptop computers, and any other equipment must be turned off or placed on silent mode before entering class; earphones are not allowed in class. NO electronic devices should be used during the class period, unless specifically designated by the instructor. Profanity and disruptive or disrespectful behavior is unacceptable. Sleeping, constant chatting, and receiving messages in any form are causes for dismissal from class. Repeated disruptions will be reported to the disciplinary committee for review.

**ATTENDANCE**: Regular attendance is mandatory. In order to be successful in the course, students should attend every class meeting. Students are allowed three absences. The final grade will drop one full letter for each extra absence. If a student misses six class meetings, the student will automatically receive an F in the course and no further assignments or exam grades will be accepted.

Students are required to sign in at the start of each class period and are strongly urged to avoid absences. An absence is defined as not attending class, arriving in the classroom after the first ten minutes of class, or leaving the classroom prior to class dismissal.

Three tardies are allowed without grade penalty. For each tardy thereafter, three points will be taken off the final grade. Students are considered late if they arrive after class starts and absent if they arrive more than ten minutes late.

Students should communicate with the instructor concerning any absences or problems and notify the instructor by email at least one week prior to an intended religious observance that will conflict with class attendance.

**GRADING AND ASSIGNMENTS**:

Submissions will be graded on content, format, organization, grammar, and mechanics. For in-class assignments, students must use a pen and write on every other line. All homework and lab assignments must be printed out in Times New Roman 12 and double-spaced.

All work must be submitted in hard copy form on due dates. Homework will not be accepted through the instructor’s mailbox or by email unless special arrangements have been made. Assignments submitted late will receive a maximum grade of 70%. Any work not turned in by the following class will receive a 0% unless otherwise arranged with the instructor. Homework and class work that is missed due to an absence may be made up with the instructor’s permission if the student communicates by email or makes arrangements beforehand. If a student is absent, he or she must email the instructor immediately in order to be prepared for the next class. In-class assignments, quizzes, and exams cannot be made up without an official medical excuse.

For extra credit, students may post links of up to seven science and/or technology news articles published during this semester. News topics can include health, medicine, Information Technology (IT) products and software (excluding cell phone/smartphone brands and marketing), aeronautics, space exploration and discovery, and scientific and technological inventions and innovations. Students must post a link to the article on the class page. The link must be accompanied by a brief summary of the article as well as personal assessments of how the current event furthers research or innovation in its respective field. Once approved by the instructor, the extra credit points will be applied at the end of the semester to the class exams, up to a total of seven points.

**COURSE GRADING**:

10% Individual Presentations

35% Team Project

30% Exercises

10% Individual Writing Assignments

10% In-Class Group Assignments and Exercises

5% Attendance/Participation

100% Total

**GRADING SCALE**:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

59 and below = F

Grade evaluation will be based on the following criteria:

A The writing has an adequate introduction and conclusion and an explicit, effective thesis. The work contains very few errors in grammar, punctuation, and mechanics and is worth reading. It addresses an important issue, informs readers of new information, presents old ideas in an innovative manner, and treats the subject with an effectively clever or humorous manner.

B The writing has an adequate introduction and conclusion and an explicit, effective thesis, which is developed logically and adequately. The work may contain some errors.

C The writing has an adequate introduction and conclusion and a functional thesis. The paper is organized but lacks adequate development. The work contains too many errors in grammar, punctuation, and mechanics.

D The writing lacks an adequate introduction and conclusion and may lack a functional thesis. The paper lacks organization, and the thesis is not developed adequately. The work contains too many errors in grammar, punctuation, and mechanics.

F The writing lacks an adequate introduction and conclusion and lacks a functional thesis. The paper is not organized or developed adequately. The work contains excessive errors.

**PLAGIARISM**:

Any form of academic dishonesty will result in an F for this course. Students are responsible for knowing all Florida Tech academic dishonesty policies. Students must correctly quote, paraphrase, and summarize another’s words or ideas by proper referencing or documenting through use of in-text citations and a Works Cited page, both following MLA format. Plagiarism is the presentation of another’s words, ideas, and/or structures as if they were original. This includes failure to document sources, failure to acknowledge sources, failure to use quotation marks appropriately, copying, poor paraphrasing, and submitting work from the Internet as if original.

Plagiarism and cheating will not be tolerated. A student caught plagiarizing will be dealt with according to the college’s discipline policies outlined in the Student Handbook and will earn an F in the course. It is the student’s responsibility to read and comprehend the department’s guidelines on the university’s website.

**ACADEMIC SUPPORT CENTER (ASC**):

The Academic Support Center coordinates disability services with the support of Counseling and Psychological Services (CAPS) to assist students with disabilities at Florida Tech. The faculty and administration also strive to ensure that students with disabilities participate in all aspects of university life and have the best opportunity to succeed personally and academically. The ASC’s faculty writing consultants are available in the Evans Library Pavilion (P-133) to give students additional help with the process of writing, a free and confidential service. An appointment can be made by calling 674-8009 or by emailing ASC@fit.edu.

ASC Hours: Mon.-Fri.: 9:00 a.m. – 7:00 p.m.

**WRITER’S DEN**:

The Writers’ Den offers a place for students to work with peer tutors to improve their writing skills, develop writing assignments, and revise and edit drafts of papers. Hours will be posted each semester.

See the calendar for session times in Crawford 311A and/or in the Evans Library 309.

http://cpla.fit.edu/sac/writers-guide/

**Title IX Information**

The federal law prohibiting sex discrimination in educational institutions is Title IX of the Educational Amendments Act of 1972. Title IX prohibits discrimination on the basis of sex under any education program or activity operated by an institution receiving or benefiting from federal financial assistance. Sexual harassment, which includes sexual violence, is a form of sex discrimination. To report a violation, please contact the Director of Security at 321-674-8111.

Please note that your professor is required to report any incidences to the Director of Security or to the Title IX Coordinator (321-674-8700).  For confidential reporting, please contact CAPS at 321-674-8050.

**Course Schedule**

**The following is a tentative schedule of events for the course and will be followed as closely as possible. Adjustments to the schedule may be made throughout the semester to coincide with students’ needs, but the instructor will notify students if alterations must be made.**

**Week 1**

Jan. 9 Introductions

Writing Diagnostic

Jan. 11 Syllabus Discussion/ Course Objectives

Jan. 13 Grammar Diagnostic

\*Last day to register or add a class

**Week 2**

Jan. 16 Martin Luther King Jr. Day (NO CLASSES)

Jan. 18 [Chapter 1: Introduction to Technical Communication](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%201%3A%20Introduction%20to%20Technical%20Communication&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (2-16)

Jan. 20 [Chapter 2: Understanding Ethical and Legal Obligations](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%202%3A%20Understanding%20Ethical%20and%20Legal%20Obligations&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (17-33)

\*Last day to drop a class with full tuition refund and without receiving a grade of W

**Week 3**

Jan. 23 Documenting Your Sources (450-84)

Jan. 25 Editing and Proofreading Your Documents (485-504)

Jan. 27 Exercises and Teamwork

**Week 4**

Jan. 30 [Chapter 15: Making Oral Presentations](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2015%3A%20Making%20Oral%20Presentations&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (424-47)

Feb. 1 Library Resources

Feb. 3 Library Resources

**Week 5**

Feb. 6 Individual Presentations

Feb. 8 Individual Presentations

Feb. 10 Individual Presentations

**Week 6**

Feb. 13 [Chapter 3: Writing Collaboratively](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%203%3A%20Writing%20Collaboratively&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (34-52)

Feb. 15 [Chapter 4: Analyzing Your Audience and Purpose](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%204%3A%20Analyzing%20Your%20Audience%20and%20Purpose&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (54-78)

Feb. 17 Exercises and Teamwork

\*Last day to withdraw from a class with a final grade of W

**Week 7**

Feb. 20 President’s Day (NO CLASSES)

Feb. 22 [Chapter 5: Researching Your Subject](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%205%3A%20Researching%20Your%20Subject&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (79-107)

Feb. 24 Exercises and Teamwork

**Week 8**

Feb. 27 [Chapter 6: Writing for Your Readers](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%206%3A%20Writing%20for%20Your%20Readers&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (108-56)

Mar. 1 Audiovisual Presentation

Mar. 3 Exercises and Teamwork

**Week 9**

Mar. 6 Spring Break (NO CLASSES)

Mar. 8 Spring Break (NO CLASSES)

Mar. 10 Spring Break (NO CLASSES)

**Week 10**

Mar. 13 [Chapter 7: Designing Print and Online Documents](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%207%3A%20Designing%20Print%20and%20Online%20Documents&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (158-96)

Mar. 15 [Chapter 8: Creating Graphics](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%208%3A%20Creating%20Graphics&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (197-238)

Mar. 17 Exercises and Teamwork

\*[Last day to withdraw from a class with a final grade of W](https://events.fit.edu/MasterCalendar/EventDetails.aspx?data=hHr80o3M7J6%2FilDFN8GcH7x9pm5kCzCKJ%2F6JT6hzmd5YTvVmyA0x2tvXHplUOkgT)

**Week 11**

Mar. 20 [Chapter 9: Writing Correspondence](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%209%3A%20Writing%20Correspondence&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (240-64)

Mar. 22[Chapter 10: Writing Job-Application Materials](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2010%3A%20Writing%20Job-Application%20Materials&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (265-91)

Mar. 24 Exercises and Teamwork

**Week 12**

Mar. 27 [Chapter 11: Writing Proposals](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2011%3A%20Writing%20Proposals&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (292-317)

Mar. 29 [Chapter 12: Writing Informational Reports](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2012%3A%20Writing%20Informational%20Reports&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (318-39)

Mar. 31 Exercises and Teamwork

**Week 13**

Apr. 3 [Chapter 13: Writing Recommendation Reports](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2013%3A%20Writing%20Recommendation%20Reports&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (340-85)

Apr. 5 [Chapter 14: Writing Definitions, Descriptions, and Instructions](http://www.macmillanhighered.com/launchpad/ps2e/3837685/BrowseMoreResourcesWidget/ResourcesResults?ExactPhrase=Chapter%2014%3A%20Writing%20Definitions%2C%20Descriptions%2C%20and%20Instructions&MetaIncludeFields=meta-topics%2Fmeta-topic&Start=0&Rows=100) (386-423)

Apr. 7 Exercises and Teamwork

**Week 14**

Apr. 10 Team Projects Presentations

Apr. 12 Team Projects Presentations

Apr. 14 Team Projects Presentations

**Week 15**

Apr. 17 Consultations and Exercises

Apr. 19 Consultations and Exercises

Apr. 21 Consultations and Exercises

**Week 16**

Apr. 24 Review

Apr. 26 Last Day of Classes

Apr. 28 NO CLASSES (STUDY DAY)

**Week 17**

May 4 Thursday FINAL EXAM 1:00 - 3:00 PM