**Memorandum**

To: Hope Dalton, Instructor JMP 2610 MSU Denver

From: Erik Sundblad, Computer Science Undergraduate MSU Denver

Date: June 17, 2022

Subject: Syllabus overview, and example of Technical writing by Software Engineers

The syllabus for JMP 2610 covers all requirement details of the course. The location “Online” and semester “Summer” are outlined. The instructor is introduced and contact information is provided. A Course description outlines the learning goals of the course and defines the prerequisites. The Required Materials section details the course textbook (Strategies for Technical Communication) and software requirements. Citation Guidelines are provided, and both MLA and APA are acceptable. Lastly, a schedule of course events is listed with corresponding hyperlinks to event pages.

I inquired Professor of Computer Science Dr. Feng Jiang, about the types of documents she was expected to produce. She informed me in order from most to least frequent types: Email, Presentation Overview, Development Cycle outlines, and Formal Research Papers. All require varying levels of format requirements. Each is an example of Technical writing. This writing she said was as crucial as the code you write as a Software Engineer.