

COMM 1234 – Technical Writing Fundamentals

Teaching and Learning Plan – Winter 2016

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The following schedule is a projection of when material will be discussed in class, and the projects/evaluations used for grading purposes. This plan augments the Course Outline (found on Blackboard) and is subject to change based on class progress and need. Nothing replaces being in class, and this plan is only a guide as to our class activities, which is subject to change.

Textbook: free resource, available on Blackboard:

English Department. *The Technical Style Guide*. NCAAT. 2011.

Blackboard will be integral to the course and should be checked daily for supplemental readings/videos, posted assignments, vital announcements, and any/all class updates or changes.

Course evaluation structure:

Business/Workplace Communication	25%
Summary Writing (Activities & Memo Report)	25%
Job Application Package (Resume, Cover Letter, Post-Interview Letter)	25%
Tests, Exercises and/or Quizzes (TEQ's)	25%
TOTAL	100%

Week	Topic	Class Focus	Assigned Readings	Evaluation
(1) Jan. 11	Theme One: Technical Writing Basics	- Overview - Career Relevance - Challenges	p. 4-8	
(2) Jan 18	Grammar/Mechanics Review	- Sentence Structure - Punctuation	Link 1 Link 2	Exercise (5%)
(3) Jan 25	Audience/Purpose	- Analyzing Audiences - Determining Purpose - Adjusting Language	p. 1-4 & 9-14	
(4) Feb 1	Test	Test	Test	Test (10%)
(5) Feb 8	Theme Two: Business Communication Business Memos/Emails	- Building goodwill - Choosing a product - Direct vs Indirect strategies	p. 15-24	
(6) Feb 15	Business Letter Writing	- Business letter types - Exemplars	p. 21 & p. 25-29	Business Memo DUE @ beginning of class (10%)
(7) Feb 22	Business Letter Writing cont'd	- Appropriate Style - Content - Formatting	p. 30-33	Business Letter DUE @ 4:30pm Feb 26 in my mailbox (15%)
Feb 29		Reading Week		
(9) Mar 7	Theme Three: Summary Writing	Essential Information Flow & Clarity	Link 3 Link 4	Summary Activity (5%)
(10) Mar 14	Summary Report	Introduction to Report Writing Article Overview Content & Org.	p. 34-43	
(11) Mar 21	Summary Report	Formatting/Appearance Exemplars & Workshop	p. 53-99	
(12) Mar 28	Theme Four: Job Application Package	Skill Assessment/Display Posting Analysis Resume Types	Link 5 Link 6	Summary Report DUE @ beginning of class (20%)
(13) Apr 4	Job Application Package	Resumes cont'd Cover Letter & "You" View Post-Interview Letter	Link 7	
(14) Apr 11	Job Application Package	Review Job Package DUE		Job Package DUE @ beginning of class (25%)
Apr 18	Test	Test	Test	Test (10%)

COURSE PRACTICES FOR COMM 1234 – WINTER 2016

ATTENDANCE AND LATENESS

The college's practice is that attendance is the student's responsibility, in accordance with "Student Rights and Responsibilities." In addition, the following rules apply in COMM 1234:

1. If a student misses an in-class exercise, a grade of zero will be recorded. Accommodation MAY be made in case of sickness or other emergency if the student sends an email before or as soon as possible after the missed class and if acceptable documentation is provided. (Your success will be based on your ability to understand/apply course material, and complete all assignments as assigned, but I understand that life exists outside of this place – keep me in the loop!)
2. Unless permission is obtained from me in advance, marks will be deducted for late submissions (10% per day, including non-business days). No assignments will be accepted after other students' assignments have been graded and returned.

STUDENTS WITH DISABILITIES

The English/Communications Department adheres to the "College Practice for Students with Disabilities." If this applies to you, please identify your needs to the Centre for Students with Disabilities so that support services can be arranged. I will receive a letter of accommodation (LOA), but I won't act on it unless you approach me about your specific needs.

STUDENT ACADEMIC MISCONDUCT

Academic misconduct includes plagiarism and cheating of any kind. Students who commit such acts are subject to disciplinary action as described in the college academic practices. Academic misconduct is a serious offence, and includes ANY of the following 3 practices: 1) Submitting ANY work not your own, or not properly cited; 2) Submitting ANY work where the authenticity is not present (students submitting the same work); 3) Submitting ANY work that is not original (submitting previously completed work, or work for other classes).

GUIDELINES FOR SUCCESS (in a Technical Communications Classroom)

1. You're welcome to bring a computer, tablet, or phone to class, as long as you're using it for note taking or in-class exercises. Browsing Facebook or other social/entertainment sites is distracting to others, so please don't do it. Texting or accepting calls is obviously not okay either.
2. The college classroom should be considered a workplace environment. Professional behaviour, and work, is expected. Participate when comfortable, and be respectful of others, and the process.
3. Please email me or stop by my office if you have specific questions, or concerns about the course. Please allow up to 24-48 hrs for an email response, and consider me available 9am-5pm (work-day hours). Email me from you Niagara College email, not your personal email. Please include your name and your section.
4. I facilitate weekly writing skills drop-in sessions at the library, so you can find me there at the following times:
 - a. Monday: 10:30am-11:20am, 12:30pm-2:20pm
 - b. Tuesday: 5:30pm-6:20pm
 - c. Friday: 10:30am-11:20am, 12:30pm-1:20pm
5. If you attend and you focus on fulfilling the various professional and academic expectations, you will achieve a good grade in this course. More importantly, these skills will help you become a more self-aware communicator, and they will open up opportunities in your career. Have a great term!