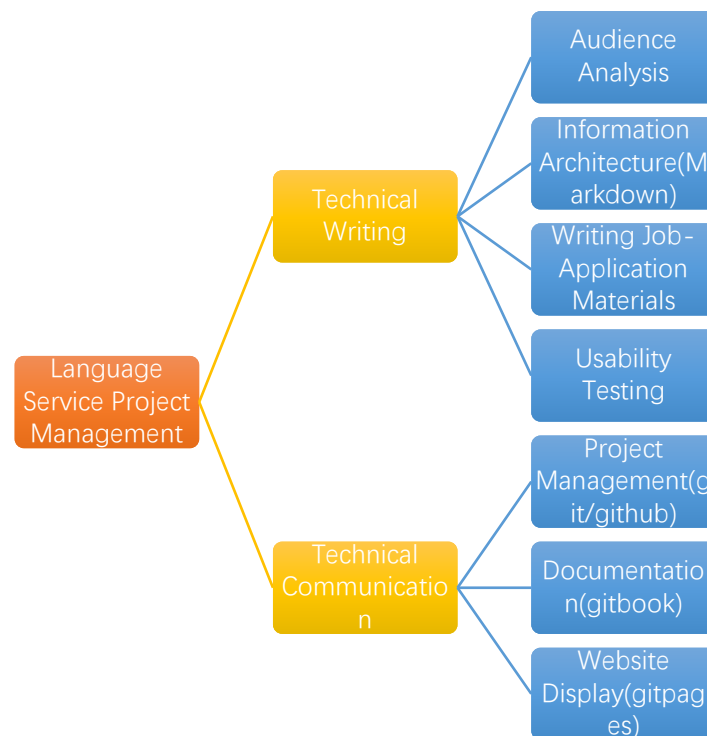# Syllabus for Language Project Management

1. Overview of the Course:

This course is designed to introduce students the concepts and tools to manage their written contents and translation projects in more scientific way.

The course largely falls into the discipline of Technical Communication. Among which, Technical Writing is an increasingly important skillset for the 21st century workforce. As new technologies rapidly evolve, many professions require talented individuals that do well with both technologies and humans. Many aspects of our life involve ever more complex and interactive communication. Technical writing facilitates such communication. This course introduces you to the concepts, principles, and practices of technical writing. Technical writers must be able to transform highly nuanced technical information into forms that non-expert audiences can utilize and enjoy. This is primarily a course for those majoring in Technical Communication, but it also holds considerable value for the general college graduate.

2. Benefits of the Course:

- Remember
  - Define the basic concepts of technical writing and technical communication
  - List the basic methods of audience analysis

- Outline the basic structure of Resume/CV
- List the basic methods of usability testing
- Describe the main functions of Markdown,Git,Github,Gitbook etc. in TC area
- Understand
  - Contrast the differences between technical writing and technical communication
  - Classify and compare the competency framework of technical writers.
  - Visualize the process of documentation development
  - Conclude the design elements of step-by-step instructions
- Apply
  - Practice Markdown language
  - Practice Git basic language
  - Practice Github flow
  - Practice Gitbook content management
- Analyze
  - Compare the pros and cons of different audience analysis methods
  - Differentiate the key points of different usability testing methods
  - Combine project management with Git-related software
- Evaluate
  - Identify the main concerns of target audiences
  - Appraise the design of documentation
  - Assess the best practice for certain job application.
- Create
  - Devise Resume/CV in markdown style
  - Design a tour guide based on audience analysis
  - Modulate flows of project management
  - Improve content management system
  - Devise a web-based instruction
  - Create a e-portfolio website

3. **Competency Cultivation**
   Upon successful completion, students acquire abilities of:
   a) **Target group analysis**
   b) **Project Management**
   c) **Information architecture**
   d) **Documentation Design**
   e) **Usability testing**
   f) **Job-application Creation**
   g) **Content Management**
   h) **Digital delivery**
   i) **Team work&Communication**
   j) **innovation**

4. Class Schedule

The Class Schedule

(This schedule is tentative and subject to change)

授课章节内容摘要	学时	作业
Unit 1: Project Management: The Introduction to TC	2	
Unit 2: Project Management: The Process of TW	2	Think about the AI Threat
Unit 3: Translation Project: The Project Management of TW	2	
Unit 3: Translation Project: The Practice of TW: User Research	2	Design a Persona
Unit 3: Translation Project: Organize, Design and Revise the documents	2	Practice of TC
Unit 3: Translation Project: VC Design and Translation	2	Design and Translation a VC
Unit 4: Interpretation Project: Markdown	2	Use MD to write a blog
Unit 4: Video Project: Visual Studio Code	2	Use VS to write MD
Unit 5: Video Translation Project: Introduction to Git and Github	2	
Unit 5: Video Translation Project: Github and Project Management	2	
Unit 5: Video Translation Project: Github and Project Management	2	Use github to control a project
Unit 6: Media Translation Project: blog management: jekyll	2	
Unit 6: Media Translation Project: blog management	2	
Unit 6: Media Translation Project: blog management	2	Create a blog
Unit 6: Media Translation Project: blog showcase	2	
Unit 7: Language Service Industry: The Trend	2	
Unit 7: Language Service Industry: The Future	2	Presentation

5. **Requirements:**

● **Attendance and participation**

Project Management is a rigorous and hands-on course. Active participation is crucial to your success in this course. You are expected to participate in class discussions, exercises, team work, and presentations. Participation is graded. You may receive a low grade for participation even if you attend classes most of the time. For instance, if you do not participate in team work actively, you may receive a lower participation grade. You are allowed **a maximum of three excused absences** without penalty. Un-excused absences may lead to a reduced or zero grade for the course. If you cannot attend a class, contact me in advance.

● **Team work**

This course has several team projects. Each team will have a team leader in charge of overseeing project progress, coordinating team activities, and submitting the project. The team leader should maintain a record of members' contributions. Often, group members work on different parts of a project; therefore, the team leader must make sure that members understand their tasks. The team leader will coordinate a final round of "put-together," achieving consistency in language, formatting, and style. The projects you submit should not simply be a collection of members' pieces that aren't coherent. Each project is one whole piece of work.
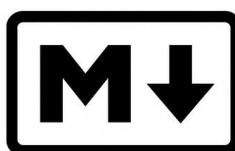
In general, members of a team receive the same grade for their collaboratively produced projects. However, if a member does not adequately contribute to the projects, he/she will receive a lower grade. Those who contribute more than they should may receive a higher grade.
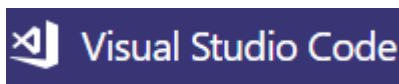
● **Technology use in class**

Please turn off electronic devices that aren't used in class. Our lab provides computers but I require you to bring your own laptop so you can work on your own platform.

Software and online resources may include but does not limit on following:

Reference books links: https://pan.baidu.com/s/1jLg836Iuz9jlBwK0HyI_rg

Note: You'd better dig into these software and online resources before class. And these tools may require your knowledge about HTML,CSS etc. which you shall learn in the other class. But anyway, curiosity drives you to advance.

6. Academic Integrity:

Academic misconduct will not be tolerated. It includes, but is not limited to, cheating on an exam, copying others' work as your own, using the same paper for more than one class, and fabricating or inventing sources. Academic misconducts will result in a zero on the assignment and a failing grade in the course. Serious cases will be reported to the school and recorded in your transcript.

7. Course Evaluation:

1. Attendance & Participation (20%)
The attendance is mandatory and essential to the successful fulfillment of this course. An absence without prior approval by the instructor will lose points.
Students should participate in all the team works on and off the class which also will be evaluated.

2. Technical Writing Practice (15%)
Teams of students shall design a technical document following the development procedure.

3. Resume and cover letter(CV) (15%)
Students shall follow principles to design and revise their own resume and cover letter.

4. Final Exam--- Blog website and Guide&Report (50%)
- At the end of the semester, groups should **set up a blog with their own individual domain and upload the resumes of your groups.** (20 %)
  Aspects to cover:
  - Website Architecture
  - Website Layout
  - Website Features
- Groups of Students shall write **the correspondent guide online** to instruct others the steps of setting up this blog. (20%)
  Aspects to cover:
  - Audience Awareness
  - Computer Skills
  - Document and web-site design
  - Writing Clarity

- Groups of Students shall give **oral presentations** to articulate the project. (20%)
  Aspects to cover:
  - Tone and language
  - Elements of successful oral presentation delivery

- Design and utilization of visual aids for oral presentations
- Writing Collaboration