

TC496 Summer 24 Syllabus Royston

Advanced Technical Communication

TC4960J S2

Dr. Royston

Class: Every Monday and Wednesday, 8:00-9:40

vc.feishu.cn/j/596724672

Office hour: Every Monday, 7-8am, and gladly by appointment other times

Meeting link: <http://vc.feishu.cn/j/279599660>

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Office hour: Wednesday 2-3pm, or by appointment if needed

Meeting link: vc.feishu.cn/j/225403531

Course Description

This course provides practical training in communication for the engineering disciplines. It is intended to directly support the JI students in their research and development work, as well as to prepare them for their senior capstone project. Key areas of focus will include:

- Technical project design through a problem-need-solution-validation framework
- Technical diagrams and data visualization, and their use in the reporting of results
- Technical abstracts, procedures, descriptions, definitions, and literature reviews
- Technical documents such as reports, manuals, proposals, and articles
- Paraphrasing, direct quotation, and citation formatting

Course Policies

Attendance: Attendance is mandatory. Students are expected to attend every class meeting, and to remain present for the entire class period. Attendance will be taken every class period. All

absences require written approval from UEO to be excused. A medically-related absence must involve an illness or injury.

In-Class Participation: Students will be expected to participate actively in class. In-class assignments will count for participation credit and will usually not be graded for content; they are meant to give you a chance to practice the writing skills I teach you, before you are graded on them for real in the homework. However, in order for it to count for credit, you must submit the assignment at the time that I ask for it, and I need to see that you have made efforts to get as far on the assignment as you could. *You must also be in attendance that day in order for your in-class assignments to count for participation credit.*

Assignments: Due dates, closing date, and grading criteria will be clearly specified for each assignment. It is your responsibility to check that an assignment has been successfully submitted through the Canvas system.

Points will be deducted if your assignment is submitted in a manner or format that does not follow the submission instructions. This strictness is intended to prepare you for professional life, where you must learn to follow the submission requirements of different journals, government agencies, and private/nonprofit institutions, or risk your manuscript being delayed or rejected.

Assignments submitted late without valid justification will be deducted by 10% during each 24-hour period the work is late. If you have an immediate emergency and will be unable to submit an assignment in a timely manner, you need to inform me as early as possible and before the deadline. If you wait until after the deadline passes to inform me, then I must deduct points. If you have an excused absence from class, you are still expected to submit homework by the posted deadlines, except in the case of illness or family emergency.

Honor code: **Your work for this class must be written entirely by you, and only by you. No one else, including ChatGPT or other smart apps, may contribute to its writing, editing, or proofreading.** Your work should also be written for a given assignment. This means that no previously-written work can be used, in whole or in part, even if you were the one who wrote it. This applies equally to graphics and all other work you do for the course. Please review the JI Undergraduate Student Handbook for further information:

“It is a violation of the Honor Code for students to submit, as their own, work that is not the result of their own labor and thoughts. This applies, in particular, to ideas, expressions or work obtained from other students as well as from books, the internet, and other sources. **The failure to properly credit ideas, expressions or work from others is considered plagiarism**”

Course Grading:

The grading scale is meant to simulate a workplace. When you submit work to your supervisor, the work is generally received in three ways: exceeds expectations, meets expectations, or does not meet expectations. Therefore, there are only three scores you can earn on any assignment:

- does not meet expectations (0%)
- meets expectations (roughly 80/85%)
- exceeds expectations (100%)

An assignment that receives a "does not meet expectations" assessment shows insufficient mastery or effort (or both) and therefore earns no points.

An assignment that earns an assessment of "competent" shows adequate effort and progress toward mastery.

An assignment that earns an "exceeds expectations" shows both impressive mastery and effort, and therefore earns the highest possible score on the assignment.

Note: You can revise TWO minor assignments for the opportunity to earn a higher grade. Revisions will be graded by the instructor. In order to submit a revised assignment, use the written feedback provided and resubmit to Canvas. You have one week from the time you receive your grade to revise and resubmit. (assignments available for revision include the final versions of the: email, abstract, methods with 1 visual, and/or the proposal).

Grade Distribution	Grade Scale
Your grade will be comprised of the following: <ol style="list-style-type: none">1. Participation/completion/formative assignments, generally 5 or 10-points each2. Summative assignments, generally 50-points each3. Two participation grades, 100 points total	96.67-100: A+ 93.33-96.66: A 90.00-93.32: A- 86.67-89.99: B+ 83.33-86.66: B 80.00-83.32: B-

Etc.

Week	Date	Topic	Homework	Notes
1	5/13	Introductions: Course policies, expectations, get to know each other, audience analysis, and effective email communication	<ol style="list-style-type: none"> 1. Read JLD “3 Principles” 2. Write an intro memo 3. Email me your memo using best practices discussed in class 	TA grades the memo; instructors grade the email.
	5/15	Problem needs solution analysis Project planning tools	<ol style="list-style-type: none"> 1. Problem, needs, solution draft 	TA grades the PNS draft
2	5/20	Intro to abstracts	<ol style="list-style-type: none"> 1. Complete draft of abstract 	TA grades abstract draft
	5/22	Peer review of abstract (participation grade taken) & Intro to methods		Instructor grades final abstract TA grades methods and 1 visual draft
3	5/27	Intro to methods cont. Best practices for creating visuals	<ol style="list-style-type: none"> 1. Final version of abstract due by 5/31 2. Write your methods and develop & include 1 effective visual 	Instructor grades final methods & visual TA grades draft lit review
	5/29	Peer review methods (participation grade taken) Intro to research and lit review	<ol style="list-style-type: none"> 1. Final version of methods with 1 visual due by UPDATE 2. Draft lit review due by UPDATE 	
4	6/3	Intro to technical definition		

	6/5	Document design and accessibility Intro to pitches	1. Draft of technical definition due by UPDATE 2. Outline of pitch due by UPDATE	TA grades the definition draft Instructor & TA grade the pitch
5	6/12	Pitches presentations (in small groups)	HOMEWORK BREAK!	
6	6/17	Intro to proposal	Draft of proposal due by UPDATE	TA grades the proposal draft
	6/19	Proposals cont.		
	6/24	Peer review of proposal (participation grade taken) Intro to the slide deck assignment	Final of proposal due UPDATE	Instructor grades the final proposal TA grades presentation draft
	6/26	Effective slide organization, design, and delivery	Draft of slide deck due by UPDATE	
8	7/1	Presentation evaluation Slide deck peer review	Final slide deck due by UPDATE	Instructor grades peer review Instructor & TA grade final slide deck TA grades peer responses
	7/3	Final Presentations: time to respond to your peers work–due at the end of class	HOMEWORK BREAK!	
9	7/8	Reflection	Reflection due TBA	Instructor grades reflection