

COM 421-001 Fall 2007 Illinois Institute of Technology

Technical Communication Internet Course

Instructor: Christopher Lam

Email: lamchri@iit.edu

Office Hours: Tuesday 3:30 pm to 5:00 pm
Thursday 3:30 pm to 5:00 pm
Or by appointment

Location: Siegel Hall Room 201

Text

Reporting Technical Information, 11th Edition; by Houp, Pearsall, Tebeaux & Dragga

Course Objectives

Students will learn:

1. To demonstrate knowledge of and familiarity with the nature of technical communication and the qualities of technical style.
2. To demonstrate a knowledge of writing various types of correspondence & reports.
3. To interact collaboratively with other students to complete various course assignments.
4. To organize and deliver effective presentations according to the nature of the material and the identified audience need.
5. To use appropriate report formatting and graphics in required business documents.
6. To demonstrate an understanding of computer technology by using hardware and software to complete various course assignments.

Late Work Policy

1. Assignments will be accepted late. However, one grade level will be deducted each day an assignment is late.
2. If there are extenuating circumstances, you can speak with me directly and discuss a solution.

Course Schedule and Assignments--Fall 2007

Date	Date	Activities	Items Due & Post to Blackboard
Thurs. 23-Aug.	Week 1	Review Video 1 and skim Ch. 1 – Overview of Technical Writing & Ch. 13 – Creating Reports for Any Occasion; Review Syllabus.	
Tues. 28-Aug.	Week 2	Review Video and Read Ch. 12 – Planning Correspondence; Read Assignment #1: Correspondence Writing on Blackboard >Assignments.	Read & respond to Ch. 12 – Planning Correspondence; Exercise #1 – types of technical writing.
Thurs. 30-Aug.	Week 2	Review Video and Read Ch. 3 – Writing for Your Readers and Ch. 8 – Designing & Formatting Documents.	Read & respond to Ch. 3 – Writing for Your Readers & Ch. 8 – Designing & Formatting Documents; Exercise #2 – Correspondence.
Tues. 04-Sept.	Week 3	Review Video and Read Ch. 5 – Writing Ethically.	First draft of Assignment #1 ; read & respond to Ch. 5 - Writing Ethically; Exercise #3 - writing for your readers exercise & Exercise #4 - designing & formatting documents.
Thurs. 06-Sept.	Week 3	Review Video and Read Ch. 2 – Composing; Correspondence writings returned to you with my comments.	Read and respond to Ch. 2 – Composing; Exercise #5.1 or 5.2 - Ethics.
Tues. 11-Sept.	Week 4	Review Video and Read Ch. 14 – Recommendation Report & Ch. 15 – Empirical Report; Read Assignment #2: Analytical Report on Blackboard > Assignments; Review discovery questions & brainstorming ideas.	Read and respond to Ch. 14 – Recommendation Report & read and respond to Ch. 15 – Empirical Report; Exercise #6 – composing; Assignment #1: Correspondence Writing Due.
Thurs. 13-Sept.	Week 4	Review Video and Read Ch. 7 – Gathering information.	Read & respond to Ch. 7 – Gathering information Exercise #7 – brainstorming / discovery.
Tues. 18-Sept.	Week 5	Review Video and Read Ch. 4 – Achieving a Readable Style.	Read & respond to Ch. 4 – Achieving a Readable Style.
Thurs. 20-Sept.	Week 5	Ch. 9 – Creating & Managing Text.	Read & respond Ch. 9 – Creating & Managing Text; Exercise #8 on readable style; Assignment #2: Outline.
Tues. 25-Sept.	Week 6	Review Video and Read Ch. 10 – Development of Main Elements of Reports.	Read & respond Ch. 10 – Development of Main Elements of Reports; Exercise #9 - creating & managing text.
Thurs. 27-Sept.	Week 6	Review Video and Read Ch. 6 – International Readers.	Read & respond to Ch. 6 – International Readers; Assignment #2: First Draft ; Exercise #10 - main elements exercise.

Date	Date	Activities	Items Due & Post to Blackboard
Tues. 02-Oct.	Week 7	Review Ch. 8 – Designing and Formatting Documents review.	Assignment #2: keep working; Exercise #11 - international readers.
Thurs. 04-Oct.	Week 7	Review Video and Read Ch. 11 – Creating Tables & Figures.	Read & respond to Ch. 11 – Creating Tables & Figures; Exercise #12 – design & formatting.
Tues. 09-Oct.	Week 8	Review Ch. 4 – Achieving a Readable Style.	Assignment #2: Draft returned ; Exercise #13 – figure & graphic.
Thurs. 11-Oct.	Week 8	Review Video and Read Ch. 18 – Writing Collaboratively; Assignment #2 returned with my comments.	Read & respond to Ch. 18 – Writing Collaboratively; Exercise #14 - readable style.
Tues. 16-Oct.	Week 9	Review Video and Read Ch. 16 – Writing Proposals & Progress Reports; Review Assignment #3: Proposal on Blackboard > Assignments.	Assignment #2 Due ; Read & respond to Ch. 16 – Writing Proposals & Progress Reports; Exercise #15 - collaborative writing.
Thurs. 18-Oct.	Week 9	Fall Break	
Tues. 23-Oct.	Week 10	Review Video and Read Meeting Etiquette Material on Blackboard.	Review Meeting Etiquette Materials on Blackboard; Exercise #16 – proposal report.
Thurs. 25-Oct.	Week 10	Review Video.	Exercise #17 - mock meeting.
Tues. 30-Oct.	Week 11	Review Video and Read Project Mgt. Material; Group work on proposal.	Exercise #18 – proposal report.
Thurs. 01-Nov.	Week 11	Review Video and Read Ch. 19 – Preparing Oral Reports.	Read & Respond to Ch. 19 – Preparing Oral Reports; Assignment #3: Outline; Exercise #19 - project management workshop.
Tues. 6-Nov.	Week 12	Review Video.	Assignment #3: First Draft ; Exercise #20 – progress report.
Thurs. 8-Nov.	Week 12	Review Video and Read Ch. 20: Strategies & Communications of Job Search; Assignment #3 returned with my comments; group work.	Read & Respond to Ch. 20: Strategies & Communications of Job Search; Exercise #21 - oral presentation.
Tues. 13-Nov.	Week 13	Review of Assignment #4: Reference Manual on Blackboard > Assignments.	Assignment #3: Proposal & Presentations due ; Exercise #22 - job search.

Date	Date	Activities	Items Due & Post to Blackboard
Thurs. 15-Nov.	Week 13	Review Video and Read Ch. 17: Formulating Instructions Procedures, and Policies.	Read & respond to Ch. 17: Formulating Instructions Procedures, and Policies.
Tues. 20-Nov.	Week 14	Review Video & Usability Testing Material on Blackboard	Exercise #23 - instruction / procedure design.
Thurs. 22-Nov.	Week 14	Review Video & Ch. 19: Preparing Oral Reports.	Assignment #4: Outline ; Exercise # 24 - Technical Manual Usability Testing.
Tues. 27-Nov.	Week 15	Review Video & Ch. 20 - Job Search.	Assignment #4: First Draft , bring 4 copies.
Thurs. 29-Nov.	Week 15	Review Video; Assignment #4 returned to you with my comments.	Exercise #25 - job search.
Tues. 04-Dec.	Week 16	Review Video & Assignment # 4 continue working...	
Thurs. 06-Dec.	Week 16		Assignment #4 & Presentation Due
Finals Week	Week 17	No Class	

Scorecard

	Points	Your Grade
Formal Assignments:		
Correspondence Reporting	10	
Analytical - Recommendation Report	20	
Group Proposal Report & Presentation	15	
Instruction / Procedural Report & Presentation	15	
In-class Work:		
Exercises	15	
Read & Respond	10	
Assignment Outlines & Drafts	15	
Total Points:	100	

Grading Key: A = 90-100; B = 80-89; C = 70-79; D = 60-69.

Important:

• **For Formal Assignments:**

- All drafts of formal assignments must be in MS Word or PDF.
- All assignments are located on Blackboard > Assignments.
- All final assignments must be submitted to Blackboard > Assignments under the appropriate assignment.
- Outlines and drafts must be submitted to Blackboard > Assignments under the appropriate outline or draft.
- Late final drafts need to be discussed with the instructor.

• **For Exercises:**

- Exercises are located on Blackboard > Assignments > Exercises for Internet Students.
- Completed exercises should be submitted to Blackboard > Assignments > Exercises for Internet Students under the appropriate exercise.

• **For Read & Respond:**

- Read & Respond assignments must be in response to specific questions presented on Blackboard > Assignments > Read & Respond.
 - Only 5 questions need to be answered per chapter and submitted to Blackboard > Assignments > Read & Respond.
- **Participation points** account for 40% of your grade, and will be awarded based on assignment outlines and drafts, read & respond and exercises all posted to Blackboard.