



## TRM 316 / ISAT 366 – Applications of Technical Information

<b>Instructor:</b> Andrew Aken
<b>Office:</b> College of Applied Sciences and Arts – ASA 117
<b>Office Hours:</b> Monday 12:30 – 5:15 p.m.
<b>E-Mail:</b> <a href="mailto:ajaken@siu.edu">ajaken@siu.edu</a>
<b>Website:</b> <a href="http://siu.globaleyes.com/2008-Fall/TRM316/">http://siu.globaleyes.com/2008-Fall/TRM316/</a>
<b>Class Time:</b> Section 2 M 6:00 – 8:50 p.m. ASA 0112c

### Course Description:

This course will increase students' abilities in communicating various types of workplace documents common to technical disciplines. Oral presentations will use computerized presentation software. The course is designed to meet the writing portion of the college's Communication-Across-the-Curriculum initiative.

### Prerequisites:

Junior standing and English 101; restricted to ASA majors or consent of School.

### Required Textbooks:

Markel, M. (2007) Technical Communication (8<sup>th</sup> ed.). New York, NY: Bedford/St. Martin's Press (ISBN: 0-312-44197-5)

Website: <http://bedfordstmartins.com/techcomm>

### Objectives:

Upon successful completion of the course, the student should learn:

1. Fundamental concepts and principles of technical communication essential in writing effective technical documents and making effective oral presentations.
2. How to build team skills through the construction of team projects.
3. How to utilize computer software programs that facilitate the written communication process and understand how to integrate disparate items into one document.
4. Various methods of literature search, including gathering information through interviews, questionnaires, surveys, computer networks, and other resource materials.
5. Strategies, techniques, and skills that will enable them to design various types of technical documents for a variety of audiences and purposes.

### Disability Support:

If you have a disability that impedes participation in this course, please contact Disability Support Services at 618-453-5738 or [DSSsiu@siu.edu](mailto:DSSsiu@siu.edu)

**Course Policies:**

1. **Class Attendance and Preparation Policy:** Class attendance and preparation are strongly suggested. The instructor reserves the right to cancel any lecture or have a pop quiz when the majority of the class is unprepared or the attendance falls below 66% of the class enrollment. Course requirements will not be reduced to compensate for such cancellations. There will be many assignments and quizzes which must be completed during class time. Late submissions of these assignments will not be accepted without an excused absence. All excused absences must be documented and approved **IN ADVANCE** (when applicable) and **IN WRITING** through the instructor prior to each and every missed class period. Failure to accomplish this will result in a grade of 0 (zero) for any missed assignments, quizzes, or exams (whether scheduled or not).
2. **Academic Dishonesty Policy:** Any student who is found cheating during an examination or assists another student in cheating during an examination will automatically fail the course. The case may also be forwarded to the appropriate administrators for university action. Any student caught cheating or helping a student cheat on any assignment will automatically receive a 0 on that assignment. Multiple infractions will result in automatic failure of the course and may result in additional disciplinary action.

Academic Dishonesty has occurred:

- When a student turns in work created by someone else and represents it as his or her own work.
- When a student permits someone else to turn in his or her work and represent it as his or her own work.
- When a student copies work from another student.
- When a student copies answers from another student on a quiz, exam, or test.
- When a student uses notes or materials of any kind during a quiz, exam, or test (unless it is announced by the instructor as "open notes" or "open book").
- When a student deliberately changes parts of computer work in an attempt to disguise the origin.
- When two or more students collaborate on a project that is supposed to be completed individually.
- Gaining access to prior exams or answers.

**Beware:** All assignments are individual assignments unless otherwise noted.

3. **Assignment Submissions:** For all electronic forms of assignments, you must upload them through the class' website.
4. **Grade Appeals Policy:** It is the student's responsibility to keep all graded materials that have been returned. The instructor's grades will be assumed to be accurate unless you can prove otherwise. Any student wishing to appeal a grade must submit a WRITTEN appeal indicating a complete explanation of why the student feels they deserve a different grade. Verbal grade appeals will not be accepted.

Course Grades	
Assignment	Points
Personal Profile	25
The Name Game	25
Technical Description	25
Instructions	50
Business Correspondence	50
Resume'	25
Recommendation Report (group project)	100
Group Presentation	50
Total:	350

Grading Scale	
>= 90.0%	A
80.0–89.99%	B
70.0–79.99%	C
60.0–69.99%	D
< 60.0%	F

\* Actual number of assignments and quizzes may vary

## Class Website

The main page for the website is located at <http://siu.globaleyes.com>. From there, you can click on the Classes tab and select the appropriate class from the current semester list. Once the student information has been entered into the class website, you will be able to access your grades and student-specific information by clicking on the Login button on the top left corner of the page. Your logon ID will normally be your first initial concatenated to your last name in all lower case (e.g. aaken). Your initial password will be the same as your logon ID (this can be modified once you have logged in). If you experience any problems with accessing the class website, please notify me at [ajaken@siu.edu](mailto:ajaken@siu.edu).

## Tentative Schedule:

Date	Topics	Assignments
<b>18 Aug 08</b>	Course Introduction	
<b>25 Aug 08</b>	Appendix A: Skimming Sources & Taking Notes Appendix B: Documenting Sources – APA Style Appendix C: Editing & Proofing Documents	
<b>1 Sep 08</b>	<b>Labor Day</b>	
<b>8 Sep 08</b>	Ch 1: Defining Technical Communication Ch 3: Understanding the Writing Process	Personal Profile: Due 15 Sep
<b>15 Sep 08</b>	Ch 2: Understanding Ethical & Legal Considerations	Playing the Name Game: Due 22 Sep
<b>22 Sep 08</b>	Ch 5: Analyzing Your Audience Ch 7: Organizing Your Information Ch 8: Communicating Persuasively	
<b>29 Sep 08</b>	Ch 9: Definitions and Descriptions Ch 11: Writing Effective Sentences Ch 12: Designing the Document Ch 13: Creating Graphics	Technical Description: Due 6 Oct
<b>6 Oct 08</b>	Ch 14: Business Correspondence	Business Correspondence: Due 13 Oct
<b>13 Oct 08</b>	Ch 15: Preparing Job Application Materials	Resume': Due 20 Oct
<b>20 Oct 08</b>	Ch 19: Writing Instructions & Manuals	Instructions: Due 27 Oct
<b>27 Oct 08</b>	Ch 4: Writing Collaboratively Ch 17: Writing Informal Reports	Recommendation Report: Due 17 Nov
<b>3 Nov 08</b>	Ch 6: Researching Your Subject Ch 18: Writing Formal Reports	
<b>10 Nov 08</b>	Work on Recommendation Report	
<b>17 Nov 08</b>	Ch 21: Oral Presentations	
<b>24 Nov 08</b>	<b>Thanksgiving Break</b>	
<b>1 Dec 08</b>	Oral Presentations of Recommendation Report	
<b>8-12 Dec 08</b>	<b>Finals Week</b>	

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT website at [www.bert.siu.edu](http://www.bert.siu.edu), Department of Public Safety's website at [www.dps.siu.edu](http://www.dps.siu.edu) (disaster drop down) and in Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and **stay with your instructor during an evacuation or sheltering emergency**. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.