

Syllabus for ENG-2020

Technical Communication

Course Description

This course is designed to develop skills that enable students to practice basic information design principles for producing effective technical communication, including rhetorical and audience analysis as well as common workplace genres and technical communication tools. In particular, this course teaches students how to successfully articulate and communicate necessary information through explicit and concise writing. The ethical and legal considerations of technical communication are addressed. Oral communication forms an important component of this course as well.

Topics

- Types of technical documents
- Oral presentations
- Document design
- Processes and guidelines in technical writing
- Structuring information

Course Objectives

After completing this course, you should be able to:

- CO 1** Apply strategies for creating well-written, clear, and concise communications within a variety of professional contexts.
- CO 2** Differentiate between types of technical documents.

- CO 3** Evaluate ethical and legal considerations within various fields of technical communication.
- CO 4** Demonstrate effective document design for different audiences.
- CO 5** Identify intended audiences in the creation and delivery of communication messages.
- CO 6** Develop strategies for structuring information to improve audience understanding in various communication contexts.
- CO 7** Demonstrate proficiency in oral presentation using an online recording platform.

Study Materials

You will need the following materials to complete your coursework. Some course materials may be free, open source, or available from other providers. You can access free or open-source materials by clicking the links provided below or in the module details documents. Please visit the following website to purchase course materials:

[University's textbook supplier](#).

Required Textbook

- Tijerina, T., Powell, T., Arnett, J., Logan, M., & Race, C. [Open technical communication](#) (4th ed.). Affordable Learning Georgia. Licensed under [CC BY 4.0](#).

Course Structure

Technical Communication is a 3-credit, online course consisting of 6 modules. Modules include an overview, topics, learning objectives, study materials, and activities. Module titles are listed below.

- **Module 1: Forms of Technical Communication**
Course objectives covered in this module: CO 1, CO 2, CO 6
- **Module 2: Ethics in Technical Communication**
Course objectives covered in this module: CO 3, CO 5, CO 6
- **Module 3: Design Principles in Technical Communication**
Course objectives covered in this module: CO 2, CO 3, CO 4, CO 5, CO 6
- **Module 4: Processes and Guidelines in Technical Writing**
Course objectives covered in this module: CO 1, CO 4, CO 5, CO 6
- **Module 5: Usability**
Course objectives covered in this module: CO 3, CO 4, CO 6, CO 7
- **Module 6: Editing**
Course objectives covered in this module: CO 1, CO 3

Assessment Methods

You are required to participate in the following for formal work in the course:

- Write online discussion forum posts
- Complete application exercises
- Complete written assignments
- Complete peer reviews
- Finish a final project

See below for details.

Consult the Course Calendar for due dates.

Promoting Originality

One or more of your course activities may utilize a tool designed to promote original

work and evaluate your submissions for plagiarism. More information about this tool is available in [this Plagiarism Detection Tool Google document](#).

Discussion Forums

You are required to complete **5** discussion forums. The discussion forums are on a variety of topics based on the course modules. Your challenge is to immerse yourself in the topics and perspectives presented in the course. You will want to be able to comment on the discussion topics with authority. You are encouraged to make notes on your own thoughts about the various concepts and issues and consider possible issues and outcomes. Your posts should be to the point and include sufficient technical detail for others to respond. You should present your opinions, but justify them with facts and proper sources.

Application Exercises

You are required to complete **7** application exercises. The application exercises are on a variety of topics associated with the course modules. For all application exercises, present the final version as a real document.

The following information should appear on a separate cover sheet:

- Your name
- Course number
- Section number
- Application exercise number
- Your mentor's name
- Any other supportive or explanatory material

Written Assignments

You are required to complete **3** written assignments. The written assignments are on a variety of topics associated with the course modules.

Peer Reviews

You are required to complete **3** peer reviews based on guided prompts. The peer reviews provide you with the opportunity to read your classmates' work, provide feedback, and receive feedback on your own work.

Note: Late submissions will not be accepted for these activities.

Final Project

For your final project, you have the opportunity to create technical communication in the form of an original website. While your website is not a proposal in the formal sense, you will need to identify and propose a project. Using a website platform of your choice, you will create an authentic website that will be used outside of the course (e.g., for a club or organization), or a website for a fictional audience (e.g., writing the manual for a video game you might want to create or for a fictional business you would like to see that does not yet exist).

Grading and Evaluation

Your grade in the course will be determined as follows:

- **5 online discussions** are worth **15% of your final grade.**
- **7 application exercises** are worth **20% of your final grade.**
- **3 written assignments** are worth **15% of your final grade.**
- **3 peer reviews** are worth **20% of your final grade.**
- The **final project** is worth **30% of your final grade.**
 - **Part 1: Proposal** is worth **5% of your final grade.**
 - **Part 2: Design theme** is required, but not graded.
 - **Part 3: Presentation** is worth **10% of your final grade.**
 - **Part 4: Website** is worth **15% of your final grade.**

All activities will receive a numerical grade of 0–100. You will receive a score of 0 for any work not submitted. Your final grade in the course will be a letter grade. Letter grade equivalents for numerical grades are as follows:

- **A is 93 to 100**
- **A minus is 90 to 92**
- **B plus is 88 to 89**
- **B is 83 to 87**
- **B minus is 80 to 82**
- **C plus is 78 to 79**
- **C is 73 to 77**
- **C minus is 70 to 72**
- **D is 60 to 69**
- **F is any grade below a 60**

To receive credit for the course, you must earn a letter grade of C or better (for an area of study course) or D or better (for a course not in your area of study), based on the weighted average of all assigned course work (e.g., exams, assignments, discussion postings).

Strategies for Success

First Steps to Success

To succeed in this course, take the following first steps:

- Read carefully the entire syllabus, making sure that all aspects of the course are clear to you and that you have all the materials required for the course.
- Take time to read the entire Student Handbook. The Handbook answers many questions about how to proceed through the course, how to schedule exams, and how to get the most from your educational experience at Thomas Edison State University.
- Familiarize yourself with the learning management systems environment—how to navigate it and what the various course areas contain. If you know what to expect as you navigate the course, you can better pace yourself and complete the work on time.

- If you are not familiar with web-based learning, be sure to review the processes for posting responses online and submitting assignments before class begins.

Study Tips

Consider the following study tips for success:

- To stay on track throughout the course, begin each week by consulting the Course Calendar. The Course Calendar provides an overview of the course and indicates due dates for submitting assignments, posting discussions, and submitting the final project.
- Check Announcements regularly for new course information.

Using AI Ethically: A Guide for TESU Students

TESU's [Academic Code of Conduct](#) permits student AI use in support of their writing and research process—not as a replacement for original writing.

Document AI use with an acknowledgment statement at the end of each assignment, noting the tools and prompts used. Cite any AI-generated content on the References page.

Please review [Using AI Ethically: A Guide for TESU Students](#) for more detailed information.

Commitment to Diversity, Equity, and Inclusion

Thomas Edison State University recognizes, values, and relies upon the diversity of our community. We strive to provide equitable, inclusive learning experiences that embrace our students' backgrounds, identities, experiences, abilities, and expertise.

Accessibility and Accommodations

Thomas Edison State University adheres to the Americans with Disabilities Act (ADA, 1990 and ADAAA, 2008) and Section 504 of the Rehabilitation Act of 1973.

The Office of Student Accessibility Services (OSAS) oversees requests for academic accommodations related to disabilities, including:

- A student who is pregnant, postpartum, or parenting a newborn who is not the birth parent [as covered under NJSA18A].
- Students requesting academic accommodation for a short-term or temporary illness.
- TESU students requesting academic accommodation for an injury.

Information can be found on the [Office of Student Accessibility Services webpage](#).

Questions can be sent to ADA@tesu.edu.

Academic Policies

Familiarize yourself with all administrative and academic policies, including those related to the following list, to ensure success in all your academic endeavors and coursework at Thomas Edison State University:

- Academic integrity
- Course late submissions
- Extensions for the course
- Grading policies

For more, see:

- [University-wide policies](#)
- [Undergraduate academic policies](#)
- [Undergraduate course policies](#)
- [Graduate academic policies](#)
- [Graduate course policies](#)

- [Nursing student policies](#)
- [Nursing graduate student policies](#)
- [International student policies](#)
- [Academic code of conduct](#)