

JTC300 Section: 006 | Professional and Technical Communication | Fall 2016**9:00 a.m. — 9:50 a.m. Monday and Wednesday: TILT 221** (Friday Recitation Schedule Below)**Instructor:** Stephanie Train, B.A., M.F.A., M.Ed.**Email:** strain@rams.colostate.edu (or CANVAS)**Phone:** (970) 491-6310**Office on Campus:** Clark C-235A**Office Hours:** M, W, F 10:00—11:00 a.m.
or by appointment**Course Description**

With the advent of inexpensive computer technologies, communication has become more important than ever. In almost every job, success depends on the ability to present information clearly and effectively. JTC300 is a good first step in learning important communication skills. **The objective of this course** is to improve your ability to implement basic strategies of written, technical, and oral communication for specialized purposes, contexts, and media. JTC 300 will focus on the skills necessary to successfully enter and thrive in the professional workforce. Be sure to read through this syllabus before the next lecture. Consult it carefully in preparation for each lecture.

Good technical communication (along with an understanding of how specific objectives and audiences determine the choice of strategy, mode, and medium of written communication) can help the professional succeed. Professional communications also include the need for ethical considerations, collaboration, international communication and the increasing use of the Web and modern technological media. Students need to critically apply their knowledge of written communication techniques to compose effective documents and media (print and digital) and present their material in a professional and aesthetically pleasing manner.

Required Text*The Essentials of Technical Communication*, 2nd Ed. (2012)

By: E. Tebeaux and S. Dragga

ISBN: 978-0199890781

*You should also purchase or have a dictionary that is less than six years old and style book appropriate for your discipline, or, refer to online resources such as OWL Purdue:
owl.english.purdue.edu/owl/

Contacting Your Instructor

The best way to contact me is through CANVAS or through my email address listed above. Please confer with your recitation instructors on the best way to contact them.

RECITATION INFORMATION

Recitation is an important part of the JTC300 experience as it gives students time to interact with each other and their instructors in a more meaningful and productive manner. Recitations are held on each Friday. Please refer to your schedule to see what recitation “section” you are in. Your recitation instructors will be in charge of providing their students with information pertaining to relevant coursework topics, assistance with assignment instructions, and supplementing lecture material. They will also be in charge of grading assignments, quizzes, and tests for their recitation groups.

As you are all adults, I expect each of you to exhaust any and all communication needs with your recitation instructor before “escalating” any issues or problems to me as lead instructor. While I am happy to assist any student (even those not in my recitation group), “instructor shopping” is highly discouraged. Attendance will be taken during recitation as this is a required class component.

Participation: The recitation sessions require your input and participation during discussion. Recitations are conducted in smaller groups of approximately 24-25 students to promote an environment where students can participate in class discussions on issues related to technical and business communications.

Section	Instructor	Contact	Time	Classroom
R26	Train, Stephanie	strain@rams.colostate.edu	9:00—9:50	NATRS 112
R27	Raftery, Chris	chrisraf@gmail.com	9:00—9:50	GIFRD 312
R28	Boehm, Nick	ntboehm@rams.colostate.edu	9:00—9:50	NATRS 115
R29	Boehm, Nick	ntboehm@rams.colostate.edu	10:-00—10:50	NATRS 108
R30	Raftery, Chris	chrisraf@gmail.com	10:00—10:50	MRBSC 109

Attendance

To do well in the course, you will need to attend class regularly. Points will be earned and/or information given that will appear on tests at every lecture. All deadlines are absolute. Verified medical or official school excuses are the only exceptions. To be granted an extension, **you must notify your recitation instructor prior to the due date for your assignment.** Your recitation instructor may request documented proof of your personal emergency/illness to allow an extension.

Regular attendance is expected of all students (including recitations) and you are expected to arrive on time and not leave early. The course notes and slides ARE NOT available on Canvas. You have to attend class and take notes. If you miss class or part of a class, you will need to ask a classmate for copies of the notes.

Grading

Grades are based on two exams, various written and/or multimedia assignments, and course participation. Course participation includes points gained for engaging in discussion and contributing to partner and group activities during recitation sessions. Final grades will be assigned on an A to F scale. Please be aware that the Department of Journalism and Technical Communication uses the +/- system.

Item	Total Points
Writing Comparison Paper	25
Intercultural Assignment	25
Resume/Job Platform Assignment	75
Proposal	50
Technical Manual	75
Midterm Exam	100
Peer Workshop (Rough Draft)	100
Oral Presentation	100
Final Technical Report	200
Final Exam	150
Participation/Recitation	100
TOTAL POINTS	1000

Grading Scale

A+	990-1000
A	910-989
A-	900-909
B+	890-899
B	810-889
B-	800-809
C+	790-799
C	710-789
C-	700-709
D	600-699
F	599 and Below

SUBMITTING ASSIGNMENTS

This course requires use of the **Colorado State University CANVAS system.** The syllabus, weekly schedule, and assignments will be posted and uploaded here. Please familiarize yourself with Canvas and log into the class website often. You will need your CSU eID and password to log in.

CSU Canvas Website (Includes Canvas HELP search field): <http://info.canvas.colostate.edu/login.aspx>

When uploading your required assignments for the course, please do not make a habit out of submitting work at the last second. Check Canvas regularly for deadlines and announcements. If you are having technical issues with Canvas, I will accept assignments through email as long as they are received before the due date/time.

When writing your assignments, you are expected to communicate in a professional manner. Please do not turn in assignments in the 1st person perspective. For example:

Incorrect: "I am proposing a voting awareness campaign for college students this November."

Correct: "This proposal focuses on improving voting awareness among students this November."

Writing should be as clear and concise as possible, efficient and succinct.

Academic Integrity Policy

This course will adhere to the Academic Integrity Policy of the Colorado State University General Catalog (Page 7) and the Student Conduct Code.

Academic Integrity:

<http://catalog.colostate.edu/general-catalog/policies/students-responsibilities/#academic-integrity>

<http://tilt.colostate.edu/integrity/>

Colorado State University Student Conduct Code:

<http://www.conflictresolution.colostate.edu/conduct-code#conduct>

Behavior

All communication in this course should be professional and respectful. Lecture & Recitation discussions can be a great source of learning about communication issues through the thoughts and experiences of classmates. You are expected to be respectful and courteous in all of your communications in this class. Improper messages may result in points lost and other disciplinary action. As this is political seasons, I am sure you will all exercise great mindfulness.

Academic Misconduct

Students are expected to adhere to academic integrity guidelines and policies in the Student Responsibilities section of the General Catalog. University policies pertaining to cheating, plagiarism or unauthorized possession of materials will be strictly enforced. Any student found responsible for having engaged in academic dishonesty will be subject to an academic penalty and/or University disciplinary action. Academic dishonesty could result in losing credit for the assignment or exam and/or failing the course.

A word on plagiarism. Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment. Examples include a submission of purchased research papers as one's own work; paraphrasing and/or quoting material without properly documenting the source. It can also include copying some or all of another student's (or former student's paper). It can even involve copying all or part of a paper you wrote for another class and presented it as original work for this class. If you have any questions about how to properly attribute or cite paraphrased or quoted material, please feel free to contact me or your recitation instructors for clarification.

Of course, academic integrity means more than just avoiding plagiarism. It also involves doing your own reading and studying. It includes regular class attendance, careful consideration of all class materials, and engagement with the class and your fellow students. Academic integrity lies at the core of our common goal: to create an intellectually honest and rigorous community.

Student E-mail. Most of our communication comes via 'Announcements' on Canvas. Whenever you check into Canvas, if we have posted an announcement, you'll be able to access it. Check Canvas regularly. Students should also set the preferences on their Canvas account so that e-mails from JTC300 are forwarded directly to the e-mail account they specify for receiving university-related mail (we might use email for a very important time sensitive announcement). Students are responsible for keeping the university informed of their current e-mail address, to assure that their e-mail box accepts mail from Colorado State, to make sure their e-mail box does not exceed capacity, and for checking for messages on a regular basis. If you use spam blocker software, be sure you set your mail program to accept messages from colostate.edu.

Incompletes: A student may request an Incomplete in the course if s/he is incapable of completing all exams and assignments due to documented significant circumstances outside his/her control. A request for an incomplete must be submitted in writing to an instructor by the end of Week 13. This request and supporting documentation will be reviewed. If an incomplete is granted, a student will retain any scores for exams/assignments s/he acquired in the semester the incomplete was given. Poor performance in the course is not a valid reason to request an incomplete.

ONE FINAL NOTE: Pokemon Go is prohibited in the classroom, both during lecture and recitation. If I catch you, I will waste all of your pokeballs. I will get rid of all your revives and potions, and I will transfer your most powerful and rare Pokemon into candy. If I can't play, you can't play. *Note:* Because students rarely read an entire syllabus.... If you are reading this now, come find me and show me your highest CP Pokemon for 3 extra credit points (or email me a screen shot). If you are not playing Pokemon and did read this, find a random picture of a Pokemon online that you like and show me that. Deadline for this extra credit opportunity is August 26th.