- How does your understanding of the appeals assist you in developing a formal proposal for consideration by others?
- How will research and documentation in a report allow you to present a valid report and gain the approval of your audience?

Required Textbook:

Reep, Diana C. Technical Writing: Principles, Strategies, and Readings, 8th ed., Longman, 2011.

- <u>Always</u> bring your textbook to class!
- ISBN-13: 978-0-205-72150-4
- ISBN-10: 0-205-72150-0

Supplemental Materials:

• A notebook and flash drive

Course Expectations:

• You will have numerous written assignments as outlined in the grading weights section of the syllabus, on the Course Calendar, and on Blackboard.

College Classroom Decorum:

Although the college classroom welcomes student participation, simple courtesy dictates that students should:

- Not monopolize the class, but let everyone have a chance to give input.
- Allow one person at a time to speak.
- Respect each student's opinions.
- Agree to disagree without being disagreeable.
- Stay on topic.
- Avoid "side conversations" with fellow students.
- If late, enter the room quickly and quietly and take the first available seat not explaining the tardiness or asking the instructor or other students what he/she has missed. Ask those questions after class.
- Only covered drinks are allowed in class, no other food.

Cell Phones and Other Electronic Devices

- **TURN OFF your cell phone while you are in class**. Put it away and out of sight. If you expect an emergency call, set your phone to vibrate. Should you receive an emergency call while in class, quietly exit the classroom before taking the call.
- Text messaging in class is prohibited.
- Students may use laptops or tablets with keyboards to take notes during class lectures. Students who use these devices for any other purpose (e.g., email or any other activity not directly related to lecture note-taking) will lose the privilege of electronic access for the remainder of the semester and may put this privilege at risk for the entire class.
- Students who use cell phones or other electronic devices, at any time while a quiz is being administered, will receive an "F" grade on that quiz.

Grades will be assigned according to the following department scale:

A =	100 – 94
A- =	93 - 90
B+ =	89 – 87
B =	86 - 84
B- =	83 - 80
C+ =	79–77
C =	76-74
C- =	73-70
D+ =	69-67
D =	66 - 64
D- =	63—60
F =	59 or Below

Available Support Services

Tutoring, The Writing Center, Available Academic Services: The Academic Success Center Room 100 offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just College Composition. For more information and to view the tutoring schedules view here: http://www.nashuacc.edu/student-services/academic-success-center

<u>Classroom Accommodations</u>: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities

Title IX Statement: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528_or lgonzalez@ccsnh.edu for support and assistance.

Additional information including resources can be found at: New Hampshire Coalition Against Domestic and Sexual Violence: http://www.nhcadsv.org/Catchment%20map(1).pdf

Department Policies

Students are expected to attend all their regularly scheduled classes, laboratory periods, and other academic exercises. Should an absence from regularly scheduled academic exercise be unavoidable (beyond a student's control), it will be the student's responsibility to communicate with the professor, preferably beforehand, concerning the absence. Documentation of said absence may be required by the professor.

Students

College Policies

<u>AF Policy</u>: If a student misses more than the number of hours the course meets during a twoweek period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an "AF" grade sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

<u>Credit Hour Guidelines</u> 1. 2 Jan. 24 Writing with others.

In class, we will read "Technical Documentation and Legal Liability" on p. 453 and work in collaborative groups on a *Research Proposal* from p. 46, #4 (Code of Ethics

5	Feb.	12	Diction.	Read the following two articles available on	3, 4, 5
			Collaborative work continues.	Blackboard: "Revising and Editing: Refining Your Documents" and "How to	
				Design a Document	
				Revision History Template."	
5	Feb.	14	Sentence structure.	Rough draft of <i>fact sheet</i> due at the beginning of	3, 4, 5
			Brief collaborative	class. Bring two copies to	
			team discussion.	class: one to submit to the instructor and one to refer	
				to during team discussion.	

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8	March	5	Definition.	Read Chapter 8. Complete 1, the <i>definitions</i> exercises on page 191, #1 - 4 and submit them at the start of class	4
				class.	

			March 26 is the last day to drop with a grade of "W" from full semester courses.		
10	March	28	Instruction Report presentations.	<i>Instruction Report</i> due at the beginning of class. Groups will present their	

				Remember that the email, itself, is part of your communication.	
13	April	16	Groups will edit and revise their <i>Feasibility</i> <i>Report</i> .	<i>Feasibility Report</i> draft due.	2, 3, 4, 5
13	April	18	Feasibility Report presentations.	<i>Feasibility Report</i> final version due.	2, 3, 4, 5
14	April	23	Effective tone in correspondence. Organizing letters, memos, and emails.	Read Chapter 14.	2, 4
14	April	25	Business meeting etiquette.	Read Chapter 15 and p. 478 – 479. Email a brief <i>Memo</i> to report the effort you and your team put forth on the <i>Feasibility Report</i> . Remember that the email, itself, is part of your communication.	2, 4
15	April	30	Peer edits of personal resumes. Course wrap-up. April 27 is the last day to withdraw with a grade of "WP/WF" from full semester courses.	Read the following articles in Part 2 of your textbook: "Eleven Commandments for Business Meeting Etiquette" (478 – 479); and "The Buck Stops Here" (471 – 472). Bring in three copies of your draft of a <i>personal</i> <i>resume</i> for peer editing.	3