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Course Sites..... www.CosmicScribbler.com/erau and Blackboard

Course Description

This course focuses on preparation of formal and informal technical reports, abstracts, resumes, and business correspondence. Major emphasis is placed on the analytical report and acquiring advanced writing skills. Prerequisite: Any course in the HU 140 series.

Texts & Technology

Your texts are available online or will be provided.

Recommended (optional): McNerny, D.Q. *Being Logical: A Guide to Good Thinking*. New York: Random House, 2005. ISBN-10: 0812971159, ISBN-13: 978-0812971156.

You need MS Word, Internet, printer access, and email. Check your ERAU email regularly.

Discipline-Specific Learning Outcomes

Upon successful completion of the course, you'll be able to:

- ♦ **Edit and compose as demonstrated by the following:**
 - With no text or references, you will recognize and correct at least 70% of diagnostic test items on technical usage, and grammar.
 - You will organize and draft outlines, definitions, descriptions, instructions, processes, business letters and memoranda in clear wording (clear syntax and unambiguous semantic selection).
 - For technical documents, you will compose headings, legends, and abstracts with few format and usage errors.
- ♦ **Create documents that exhibit the following features:**
 - The writing will include graphs and tables that communicate numeric data in clear visual format with unambiguous titles.
 - The writing will include detailed informal proposals that follow prescribed formats and that have no more than 5% errors of usage.
 - The writing will include resumes, letters of application, and other job-search correspondence that have no more than five percent errors of usage.
 - The writing should include a thoroughly documented, formal, evaluative report that is 2,000 words long and has no more than 10% errors of usage.
- ♦ **Present technical or career information orally via the following applications:**
 - You will adapt a proposal or a report for oral presentation, tune it to the needs of the anticipated audience, and deliver it with visual aids.
 - You will be able to recognize, describe and demonstrate effective job interview skills.

Course Policies

The course policies for Com 221H generally endeavor to emulate those of in workplace environment, as well as account for the nature of an educational experience that takes place both online and in the classroom. If you have special circumstances or needs, please let me know.

Attendance

- This class requires your active participation. Attendance is required at all scheduled electronic and face-to-face (F2F) meetings. (In the workplace, sometimes just showing up is part of the job.) You're considered present in an online class by posting each week by the due date--i.e.,

responding to that week's [blog](#) (or other activity based on the instructions). You are absent if you fail to post a substantive response by the due date.

- Four to five absences (combination of F2F and online) will affect your professionalism grade. If you anticipate four or more absences due to athletics or other university activities, notify me by email at the beginning of the semester so that we can make arrangements.
- Students who have missed six classes (F2F or online) will fail the course.
- All absences are considered equal. You may be sick or otherwise unable to attend class without documentation. There is no distinction between "excused" or "unexcused." Therefore, it's unnecessary to provide medical excuses or other documentation when you're absent. It is assumed that you would only miss class for good reason.
- You're considered absent if you're over 10 minutes late to a face-to-face class.
- If you are absent from class, you must still submit assignments when they are due to receive credit.

Technologies in the Classroom

Do not use phones, iPads, iPods, laptops, or other personal technologies in the classroom, as they are disruptive and unprofessional. If you are found using any such devices, you may be asked to leave the class and will receive no credit for attendance. These items may only be used when instructed for class activities.

Submitting Work/Late Work:

- All papers must be typed.
- Assignments are not accepted by email.
- Work must be submitted on time. Late work is poor practice in the workplace, a burden on both the student and instructor, and unfair to other students. Therefore, for the most part, no late work is accepted. If you have exceptional circumstances, please discuss them with me well before the assignment due date.
- You have several ways to compensate for missing work. You have:
 - **30-free-points** to compensate for missing work. Everyone gets these. You don't need to make up the assignment. If you don't miss any work, these points are extra credit.
 - The option to post an extra blog for **10-points**.
 - The **option** to replace a 50-point assignment grade (including a zero) with project that you propose based on your reading of the recommended text, McNerny's *Being Logical: A Guide to Good Thinking*, during the first nine weeks of the semester.

Academic Integrity: Violations include fraud and plagiarism.

- Fraud includes submitting substantially similar assignments to fulfill a requirement in more than one course without permission.
- Plagiarizing means to steal or pass off someone else's words, images, or ideas as one's own. You'll submit some work to SafeAssign.

Incidents will be reported to the HU/SS department chair, and may be reported to the Dean of Students for additional action, including suspension or dismissal from the university. Sanctions for academic integrity violations may include failing the assignment or course.

General Education Learning Outcomes

Upon completion, students will be able to:

- Construct effective written documents for technical and non-technical audiences
- Communicate ideas in non-written form, such as through oral presentations and visual media
- Conduct and report research accurately and in accordance with professional standards
- Recognize the importance of ethical responsibility both professionally and socially
- Use technology to organize and manipulate information to communicate ideas and concepts

Coursework & Grades

General grading criteria is as follows:

General Grading Rubric	
A 100 – 90%	An A-project is one that might lead to a promotion in the workplace. It reflects the author's careful consideration of audience and purpose. It demonstrates strict adherence to the assignment instructions. It is complete, presented in an appropriate and engaging style, arranged logically, memorable, and visually appealing. It is visually cohesive and balanced. It introduces and credits sources properly. It avoids visual or textual clichés. It contains no superfluous material - every element has a purpose. It reflects a relatively sophisticated assimilation of class discussions and readings. Text contains few mechanical errors and no run-on sentences or fragments.
B 89 – 80%	A B-project satisfies most or all of the requirements but may contain a small number of minor errors that can be easily corrected. It would be considered acceptable in the workplace. It too is professional and reflects consideration of audience and purpose. It may contain some gratuitous visual or textual elements but still conveys a unified message overall. It reflects assimilation of class discussion and readings.
C 79 – 70%	A C-project is competent, though it would possibly be returned for revision in the workplace. It is generally average in terms of the major criteria listed above. It may have some mechanical errors.
D 69 – 60%	D work is weak. It would probably get the writer into a bad situation in the workplace. It falls below average in terms of one or more of the major criteria. It would be returned for extensive revision in the workplace.
F 59% or below	F work fails to adequately meet the criteria of the assignment, either in terms of the project parameters or quality of work. A consistent pattern of this level of production would probably get a person reprimanded or fired in the workplace.

Your final grade will consist of the following activities. Any activity not given a specific point value will count towards your professionalism grade. The schedule and specific instructions can be accessed through the course site on Blackboard, or you can access the information directly at: www.CosmicScribbler.com/erau.

Activity	Brief Description	Points
Assignment 1 Planning/outlining	Memo - Review the course schedule, assignments, and projects, and write a memo outlining a preliminary plan for the semester.	50
Assignment 2 Research proposal	Presentation with visual aid - Do an oral presentation with a digital visual aid proposing your topic for your analytical report, along with an annotated bibliography.	50
Assignment 3 Charts/graphs	Visual - Create an original chart or graph for your analytical report.	50
Assignment 4 Draft report	Report Draft - Submit the draft of the body text of the report with the references page (no other front or back matter).	50
Assignment 5 Findings/conclusion	Presentation - Present the conclusion and findings of your analytical report to the class using a low-tech visual aid.	50
Weekly postings	Blog Postings - Post a response each week (when noted), totaling 10 responses, worth 10 points each. You have 11 opportunities to post. You can skip a posting or receive extra credit for responding to all of them. These postings also give you credit for attendance.	100
Project 1 Career development	Resume and cover letter - Identify a job opening that interests you and prepare a resume and cover letter for that position.	100
Project 2 Analytical report	Analytical report - This project is an HU/SS Department requirement. You will write an analytical report of at least 2,000 words of body text. You must receive at least 70% on this project to pass the course.	250
Project 3 Collaborative project	Collaborative project - With a partner or group up to 3 students, propose and create a project of your choice about communication ethics OR social media. This could be an article, report, white paper, web page, proposal, employee handbook section, YouTube video, brochure, or other type of production.	100
Professionalism	Professionalism - This includes being on time and prepared for class; participating in discussions and activities both online and in the classroom; reading quizzes; having required texts in class; not using cell phones, laptops, text messaging, or music players during class, avoiding excessive absences; and being respectful of others.	200
Total possible points		1000