

**Communications Studies (COMS) 363 - Lecture 03**  
**Professional and Technical Communication**  
**Fall 2010**  
**Monday 18:30 – 21:20 SA 145**

**Instructor:** Mr. Brian Hatton  
**Office Location:** SS 209  
**E-Mail:** bhatton@ucalgary.ca  
**Office Hours:** TBA

**Course Description**

This course is a study of the principles and techniques of technical communicating. We will be experimenting with the analysis of needs, and with different approaches to meeting them, ranging from the research phase, through outlining and drafting, and up to final layout and formatting principles. Collaboration with class-room colleagues will be crucial, as will regular attendance.

**Objectives of the Course**

Through analysis of selected technical documentation and directed practice, students will develop competence in the presentation of technical information for a variety of audiences, in a variety of situations, to achieve a variety of typical purposes.

**Internet and electronic communication device information**

I make no demands upon you in this regard.

**Textbooks and Readings:**

Markel, Michael H. *Technical Communication*. 9th Edition. Bedford/St. Martin's Press

**Assignments and Evaluation**

It is the student's responsibility to keep a copy of each submitted assignment.

Project Label	Target Date	Proportionate Value
An Instruction Project	27 Sep	10%
A Description Portfolio	18 Oct	15%
A Graphics/Layout Project	1 Nov	15%
A Portfolio of Interim Documents	15 Nov	20%
An Archivable Document	22 Nov	20%
Class Participation and In-Class Assignments*		10%
Final In-Class Project	6 Dec	10%

Note: Please hand in your assignments directly to me if possible. If it is not possible to do so, a daytime drop box is available in SS320; a date stamp is provided for your use. A night drop box may also become available for after-hours submission. Assignments will be removed the following morning, stamped with the previous day's date, and placed in my mailbox. Check with me in class for updates on this.

**Registrar-scheduled Final Examination:** No

### **Policy for Late Assignments**

Assignments submitted after the deadline may be penalized with the loss of a grade (e.g.: A- to B+) for each day late.

### **Freedom of Information and Protection of Privacy Act**

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). As one consequence, **students should identify themselves on all written work by placing their name on the front page and their ID number. Also you will be required to provide a piece of picture identification in order to pick up an assignment or look at a final exam from SS320 after classes have ended.**

For more information see also <http://www.ucalgary.ca/secretariat/privacy>.

### **Writing Skills Statement**

Faculty policy directs that all written assignments (including, although to a lesser extent, written exam responses) will be assessed at least partly on writing skills. For details see [www.comcul.ucalgary.ca/info](http://www.comcul.ucalgary.ca/info). Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc) but also general clarity and organization. Research must be properly documented.

If you need help with your writing, you may use the Writing Centre. Visit the website for more details: [www.efwr.ucalgary.ca](http://www.efwr.ucalgary.ca)

### **Grading System**

In this class, you will receive grades in the 4-point scale (2.7, 3.0, 3.3) *rather than* percentages. (Actually, your grades will be expressed in letters, as listed below, with an arithmetic conversion scale attached.) Sometimes you may receive grade points between letter grades (though not from me). 3.5 is the mathematical mid-point between a B+ (3.3) and an A- (3.7) and 3.15 is the mid-point between a B (3.0) and a B+ (3.3), etc. (obviously.)

The following grading system is used in the Department of Communication and Culture: (Revised, effective September 2008)

Letter Grade	Grading Scale	Grade Point Value (see <a href="#">U of C Calendar: Academic Standing</a> )
A+	96-100	4
A	90-95.99	4
A -	85-89.99	3.7
B+	80-84.99	3.3
B	75-79.99	3
B-	70-74.99	2.7
C+	65-69.99	2.3
C	60-64.99	2
C-	55-59.99	1.7
D+	53-54.99	1.3
D	50-52.99	1
F	0-49	0

## **Plagiarism**

Using any source whatsoever without clearly documenting it is a serious academic offense. Possible consequences include failure on the assignment, failure in the course and suspension or expulsion from the university.

You must document not only direct quotations but also paraphrases and ideas when they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This standard applies to all and any assignments submitted, including those using non-traditional formats, such as Web pages or visual media, and material taken from such sources.

Please consult your instructor or the Writing Centre (SS 106, [efwr.ucalgary.ca](http://efwr.ucalgary.ca)) if you have any questions regarding how to document sources.

## **Academic Misconduct**

For information on academic misconduct and the consequences thereof please see the current University of Calgary Calendar at the following link;  
<http://www.ucalgary.ca/pubs/calendar/current/k.html>

## **Additional Information**

\* Class Participation and In-Class Assignments will be based primarily on short projects assigned and completed in class (and/or between one class and the next), and graded within those parameters.

### **Students with Disabilities**

If you are a student with a disability who may require academic accommodation, it is your responsibility to register with the Disability Resource Centre (220-8237) and discuss your needs with your instructor no later than fourteen (14) days after the start of the course.

### **Students' Union**

For details about the current Students' Union contacts for the Faculty of Communication and Culture see [www.comcul.ucalgary.ca/su](http://www.comcul.ucalgary.ca/su)

### **Student Ombudsman**

For details on the Student Ombudsman's Office see <http://www.su.ucalgary.ca/services/student-services/student-rights.html>

### **Emergency Evacuation and Assembly points**

For information on the emergency evacuation procedures and the assembly points see <http://www.ucalgary.ca/emergencyplan/assemblypoints>

### **"SAFEWALK" Program -- 220-5333**

Campus Security will escort individuals day or night -- call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot booths.

### **Ethics**

Whenever you perform research with human participants (eg. surveys, interviews, observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research. For more information about your research ethics responsibilities, see

The Department of Communication and Culture Research Ethics site:  
<http://www.comcul.ucalgary.ca/ethics>

or the University of Calgary Research Ethics site:  
<http://www.ucalgary.ca/research/cfreh>

## **Schedule of Lectures and Readings**

To be developed in class.