

North Carolina Agricultural and Technical State University

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2021

### Introduction to Technical and Scientific Communication Theory

North Carolina Agricultural and Technical State University

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## **COURSE SYLLABUS**

College Name: Arts, Humanities and Social Sciences

Department Name: English

Course Name: Introduction to Technical and Scientific Communication Theory

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### **COURSE INFORMATION**

- Course Number/Section: 713
- Term:
- Semester Credit Hours: 3
- Times and Days:
- Class Location: Online

### **INSTRUCTOR CONTACT INFORMATION**

- Instructor:
- Office Location:
- Office Phone:
- Email Address:

*Faculty must notify students of the approximate time and method they can expect to receive an answer to all communications (e.g., email, phone, course messages). Excluding holidays, the response should be provided within 48 hours.*

*If there is a graduate teaching assistant assigned to work with this course, please include their names(s).*

### **STUDENT HOURS**

*These are times students may visit the professor without an appointment to request the assistance they need.*

*NOTE: Students are responsible for reading, understanding and following the syllabus.*

: AM ☐ / PM ☐ – : AM ☐ / PM ☐

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

### **COURSE PREREQUISITES**

## **COURSE DESCRIPTION**

In this course students are introduced to the history and theory of technical and professional communication as well as a variety of problem-solving strategies for technical scientific communication. The course also introduces students to principles of effective writing and includes practice in writing short reports, proposals, and other documents in technical and scientific fields. This course is designed to introduce students of technical and professional communication to some central works in the field, familiarize them with some of the prominent theorists, and present some of the notable theoretical approaches. Our inquiries will be grounded in application, with frequent references to the practice of technical and professional communication, and to the artifacts (manuals, online help, Web pages, Social media, and so forth) that technical and professional communicators produce on the job.

## **STUDENT LEARNING OBJECTIVES/OUTCOMES (SLO)**

*Learning outcomes should be specific, measurable and focused on the content knowledge the students are expected to master and not what the faculty will teach.*

*If the course is a General Education Course, the SLO should be listed and labeled as "General Education."*

- Connect theory and/or pedagogy and/or practice.
- Discuss the history of technical communication.
- Apply various problem solving theories and executes them to improve technical and professional communication experiences.
- Define the rhetorical perspectives affiliated with technical and professional communication

## **REQUIRED TEXTBOOKS AND MATERIALS**

*Any course-level subscriptions and tools linked in Blackboard Learn learning management system (LMS) should be listed here. The Blackboard LMS must have links to their student data privacy statement.*

### **REQUIRED TEXTS:**

*Central Works in Technical Communication* (2004) eds. Johndan Johnson-Eilola and Stuart A. Selber ISBN #019-515705-2 and additional supplemental .pdf readings provided on Bb.

### **REQUIRED MATERIALS:**

Video software for viewing assigned videos

## **SUGGESTED COURSE MATERIALS**

### **SUGGESTED READINGS/TEXTS:**

N/A

## SUGGESTED MATERIALS:

Reliable internet connection

## GRADING POLICY

### ASSIGNMENTS AND GRADING POLICY

94% and above	A		76% - 74%	C
93% - 90%	A-		73% - 70%	C-
89% - 87%	B+		69% - 67%	D+
86% - 84%	B		66% - 64%	D
83% - 80%	B-		63% - 60%	F
79% - 77%	C+			

**For GRADUATE COURSES:** See 2020-2021 Graduate Catalog p.38 for graduate grading scale and Non-Graded Courses

### GRADING ALLOCATION

Course grades are based on a weighted grading scale of 100%. The breakdown for the course is as follows: *[Faculty, please adjust according to your course.]*

Category	# of Activities	Percentage Grade Weight
Discussion Board		15%
Quizzes		15%
Reader Response Video assignments		40%
Final Project		30%
<b>Total</b>		<b>100%</b>

## COURSE POLICIES

### USE OF BLACKBOARD AS THE LEARNING MANAGEMENT SYSTEM

Blackboard is the primary online instructional and course communications platform. Students can access the course syllabus, assignments, grades, and learner support resources. Students are encouraged to protect their login credentials, complete a Blackboard orientation and log in daily to course.

**Note:** Uploading assignments through Blackboard presents a challenge for Chromebook users in locating the files for submission. If you use a Chromebook, please be sure you also have access to a Mac computer or Windows computer so you can fully participate in your Blackboard class. For more information about student computer recommendations, please visit <https://hub.ncat.edu/administration/its/computer-recommendations.php>.

## MAKE-UP EXAMS

*Offered under exigent circumstances, and only with University-approved documentation: “Sickness (verification needed); death of relative (immediate family); participation in an approved university related activity; acting in the capacity of a university representative (band, choir, sports, related travel, etc.); extraordinary circumstances including court appearances, family emergency.” These are given in accordance with University policy.*

<https://www.ncat.edu/provost/academic-affairs/bulletins/index.php>

**For GRADUATE STUDENTS: See 2020-2021 Graduate Catalog p. 54**  
**EXTRA CREDIT**

*Extra credit is not offered.*

### Timely Submission of Work

*All assignments are due on the dates indicated in your syllabus or agreed upon in class, so taking notes and being clear about what is expected will be important. Due dates will be posted on Blackboard, but YOU SHOULD TAKE THE LEAD IN BEING RESPONSIBLE FOR NOTING AND MEETING DUE DATES. Please note that all due date times reflect Eastern Standard Time (EST).*

**Assignments must be submitted as required in the assignment’s instructions. Please do not assume that assignments will be accepted under other circumstances or conditions. For example, if you are asked to upload something to Blackboard, that is the only way the assignment will be accepted; if I ask for a typed hard copy submitted in class, that is the only way the assignment will be accepted. Plan your work accordingly.**

## LATE WORK

*No—I do not accept late work. The only exception falls under the “make up” category and requires University-approved documentation. See above.*

## SPECIAL ASSIGNMENTS

N/A

**For GRADUATE STUDENTS: FAILING TO MEET COURSE REQUIREMENTS (Graduate Catalog p.40)**

**For GRADUATE STUDENTS: CLASS ATTENDANCE (see 2020-2021 Graduate Catalog p. 54-55)**

Students are expected to attend class and participate on a regular basis in order to successfully achieve course learning outcomes and meet federal financial aid requirements ([34 CFR 668.22](#)). Class attendance in online courses is defined as active participation in academically-related course activities. Active participation may consist of course interactions with the content, classmates, and/or the instructor. Examples of academically-related course activities include, but are not limited to:

- Completing and submitting assignments, quizzes, exams, and other activities within Blackboard or through Blackboard (3rd-party products).
- Participating in course-related synchronous online chats, discussions, or meeting platforms such as Blackboard Collaborate in which participation is tracked.

## CLASSROOM CITIZENSHIP

Courtesy, civility and respect must be the hallmark of your interactions.

## COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

North Carolina A&T State University (N.C. A&T) is committed to following the requirements of the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act.

If you need an academic accommodation based on the impact of a disability, you must initiate the request with the Office of Accessibility Resources (OARS) and provide documentation in accordance with the Documentation Guidelines at N.C. A&T. Once documentation is received, it will be reviewed. Once approved, you must attend a comprehensive meeting to receive appropriate and reasonable accommodations. If you are a student registered with OARS, you must complete the Accommodation Request Form to have accommodations sent to faculty.

OARS is located in Murphy Hall, Suite 01 and can be reached at 336-334-7765, or by email at [accessibilityresources@ncat.edu](mailto:accessibilityresources@ncat.edu). Additional information and forms can be found on the internet at <https://www.ncat.edu/provost/academic-affairs/accessibility-resources/index.php>.

**Please note:** Accommodations are not retroactive and begin once the Disability Verification Form is provided to faculty.

## TITLE IX

North Carolina A&T State University is committed to providing a safe learning environment for all students—free of all forms of discrimination and harassment. Sexual misconduct and relationship violence in any form are inconsistent with the university’s mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered “Responsible Employees” and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator. If you or someone you know has been impacted by sexual harassment, sexual assault, dating or domestic violence, or stalking, please visit the Title IX website to access information about university support and resources <https://www.ncat.edu/legal/title-ix/index.php>. If you would like to speak with someone confidentially, please contact the Counseling Services at 336-334-7727 or the Student Health Center at 336-334-7880.

## TECHNICAL SUPPORT

If you experience any problems with your N.C. A&T account, you may call Client Technology Services (formerly Aggie Tech Support and Help Desk) at 336-334-7195, or visit <https://hub.ncat.edu/administration/its/dept/ats/index.php>.

## FIELD TRIP POLICIES / OFF-CAMPUS INSTRUCTION AND COURSE ACTIVITIES

*If applicable:*

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and university policies and procedures regarding travel and risk-related activities. Information

regarding these rules and regulations may be found at <https://www.ncat.edu/campus-life/student-affairs/index.php>.

## **STUDENT HANDBOOK**

<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

## **STUDENT TRAVEL PROCEDURES AND STUDENT TRAVEL ACTIVITY WAIVER**

[https://hub.ncat.edu/administration/student-affairs/staff-resources/studen\\_activity\\_travel\\_waiver.pdf](https://hub.ncat.edu/administration/student-affairs/staff-resources/studen_activity_travel_waiver.pdf)

## **OTHER POLICIES** (e.g., Copyright Guidelines, Confidentiality, etc.)

### **STUDENT HANDBOOK**

<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

[Graduate Catalog](#)

### **SEXUAL MISCONDUCT POLICY**

<https://www.ncat.edu/legal/title-ix/sexual-harassment-and-misconduct-policies/index.php>

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

<https://www.ncat.edu/registrar/ferpa.php>

### **STUDENT COMPLAINT PROCEDURES**

<https://www.ncat.edu/current-students/student-complaint-form.php>

### **STUDENT CONDUCT AND DISCIPLINE**

North Carolina A&T State University has rules and regulations that govern student conduct and discipline meant to ensure the orderly and efficient conduct of the educational enterprise. It is the responsibility of each student to be knowledgeable about these rules and regulations.

Please consult the following about specific policies such as academic dishonesty, cell phones, change of grade, disability services, disruptive behavior, general class attendance, grade appeal, incomplete grades, make up work, student grievance procedures, withdrawal, etc.:

- Undergraduate Bulletin  
<https://www.ncat.edu/provost/academic-affairs/bulletins/index.php>
- Graduate Catalog  
<https://www.ncat.edu/tgc/graduate-catalog/index.php>
- Student Handbook  
<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

## ACADEMIC DISHONESTY POLICY

Academic dishonesty includes but is not limited to the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty;
2. Plagiarism (unauthorized use of another's words or ideas as one's own), which includes but is not limited to submitting exams, theses, reports, drawings, laboratory notes or other materials as one's own work when such work has been prepared by or copied from another person;
3. Unauthorized possession of exams or reserved library materials; destroying or hiding source, library or laboratory materials or experiments or any other similar actions;
4. Unauthorized changing of grades, or marking on an exam or in an instructor's grade book or such change of any grade record;
5. Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct;
6. Hacking into a computer and gaining access to a test or answer key prior to the test being given. N.C. A&T reserves the right to search the emails and computers of any student suspected of such computer hacking if a police report of the suspected hacking was submitted prior to the search; and
7. Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of a student's level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action.

In instances where a student has clearly been identified as having committed an act of academic dishonesty, an instructor may take appropriate disciplinary action, including a loss of credit for an assignment, exam or project; or awarding a grade of "F" for the course, **subject to review and endorsement by the chairperson and dean.**

**For GRADUATE STUDENTS: Reference for academic dishonesty – 2021-2021 Graduate Catalog, p.59**

**For GRADUATE STUDENTS: STUDENT RELIGIOUS OBSERVANCE (see Graduate Catalog, p.55)**

## ASSIGNMENTS AND ACADEMIC CALENDAR

*Unit 1: Histories*

*Unit 2: Philosophies and Theories*

*Unit 3: Rhetorical Perspectives*

*Unit 4: Ethical & Power Issues*

*Unit 5: Research Methods*

Include topics, reading assignments, due dates, exam dates, withdrawal dates, pre-registration and registration dates, all holidays and convocations.\*

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
Unit I/Week of	Introductions	Identify components of technical communication history	Introduction discussion forum



The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
Unit I/Week of	Histories	Identify components of technical communication history	Read Histories intro & Ch 1 "The Rise of Technical Writing Instruction in America" - Robert J. Connors/ quiz on assigned readings & weekly discussion forum
Unit I/Week of	Histories	Identify components of technical communication history	Read Ch 2 "History, Rhetoric & Humanism" - Russell Ritter/ "Integrating the Histories of Race & Technology (.pdf) / quiz on assigned readings & weekly discussion forum
Unit I/Week of	Histories	Identify components of technical communication history	Read Ch 3 "Gender, Technology & the History of Tech Comm" - Katherine T. Durack/ Read "The Matter of Race in Histories of American Technology" - Rebecca Herzig (.pdf) / weekly discussion forum; Submit the Unit reader response video.
Unit II/Week of	Rhetorical Perspectives	Examine the rhetorical perspectives affiliated with technical and professional communication	Read Rhetorical Perspectives Intro & Ch 4 "A Humanistic Rationale for Tech Writing" - Carolyn R. Miller/ Humanistic Technical Writing Blog post - <a href="https://mindfultechnics.com/humanistic-technical-writing/">https://mindfultechnics.com/humanistic-technical-writing/</a> quiz on assigned readings & weekly discussion forum

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
Unit II/Week of	Rhetorical Perspectives	Examine the rhetorical perspectives affiliated with technical and professional communication	Read Ch 5 - "Understanding the Writing Context in Orgs" - Linda Driskill/quiz on assigned readings & weekly discussion forum
Unit II/Week of	Rhetorical Perspectives	Examine the rhetorical perspectives affiliated with technical and professional communication	Read Ch. 7 - "Audience Involved: Toward a Participatory Model of Writing - Robert R. Johnson/weekly discussion forum; Submit the Unit reader response video.
Unit III/Week of	Philosophies & Theories	Recognize various technical communication philosophies and theories	Read Philosophies & Theories intro/ Read ch 9 - "The Social Perspective & Professional Communication" - Charlotte Thralls & Nancy R. Blyler/Watch "Responding to the STC's Nine Areas of Competency in Technical Communication" video by Pearson North America/quiz on assigned readings & weekly discussion forum

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
Unit III/Week of	Philosophies & Theories	Recognize various technical communication philosophies and theories	Read Ch. 11 "The Technical Communicator as Author" - Jennifer D. Slack, David J. Miller & Jeffrey Doak/"Oppression" chapter from Tech Communication After the Social Justice Turn (.pdf) /No quiz this week/Complete weekly discussion forum
Unit III/Week of	Philosophies & Theories	Recognize various technical communication philosophies and theories	Read ch. 10 "Feminist Theory & the Redefinition of Tech Communication" - Mary M. Lay/ Watch "Community Class: Maternal Health and the History of Eugenics in NC" - Dr. Kimberly Harper/NC History Museum presentation /weekly discussion forum; Submit the Unit reader response video.
Unit IV/Week of	Ethical & Power Issues	Discuss the different types of work associated with technical and professional communication	Read Ethical & Power Issues intro; Read ch 14 "Political-Ethical Implications of Defining Technical Communication as a Practice" - Dale L. Sullivan; "Positionality" chapter from Tech Communication After the Social Justice Turn (.pdf) / No quiz/Complete weekly discussion forum

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
Unit IV/Week of	Ethical & Power Issues	Discuss the different types of work associated with technical and professional communication	Read ch 15 - "Teaching Discourse & Reproducing Culture" - Carl G. Herndl/ "History of the National Society of Black Engineers" - Jerry Good (.pdf)/ quiz on assigned readings & weekly discussion forum
Unit IV/Week of	Ethical & Power Issues	Discuss the different types of work associated with technical and professional communication	Read ch 16 - "Ideology and the Map" - Ben F. Barton & Marthalee S. Barton/Dove commercial Business Insider video( <a href="https://www.youtube.com/watch?v=zklrbVycAeM">https://www.youtube.com/watch?v=zklrbVycAeM</a> )/ Read: <a href="https://www.pagecentertraining.psu.edu/public-relations-ethics/introduction-to-diversity-and-public-relations/lesson-2-how-to-reach-diverse-stakeholders/reaching-diverse-stakeholders-externally/">https://www.pagecentertraining.psu.edu/public-relations-ethics/introduction-to-diversity-and-public-relations/lesson-2-how-to-reach-diverse-stakeholders/reaching-diverse-stakeholders-externally/</a> weekly discussion forum; Submit the Unit reader response video.
Unit V/Week of	Research Methods	Questions various problem solving theories and their application to various technical and professional communication experiences.	Read ch 18 - "Taking a Political Turn" - Nancy R. Blyler/ "Justice" chapter from Tech Communication After the Social Justice Turn (.pdf)/ no quiz only weekly discussion forum

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
Unit V/Week of	Research Methods	Questions various problem solving theories and their application to various technical and professional communication experiences.	No assigned readings/Preparation for Final Project/Presentation
Unit V/ Week of	Research Methods	Questions various problem solving theories and their application to various technical and professional communication experiences.	Final Project/Presentation Due

*\* These descriptions and timelines are subject to change at the discretion of the instructor.*