GENERAL COURSE OBJECTIVES:

Upon completion of this course, students will:

- Know, perform and utilize foundational technical writing techniques
- Master basic edit and draft writing skills
- Research and produce a college level research project
- Produce *distribution ready* workplace related documents such as:
  - Instruction Sheets aka Job Task Sheets
  - Memos
  - Edocs; e-mail, netiquette, attachments (liabilities will be covered)
  - Agendas and Minutes
  - Reports
  - Executive Summaries
  - Supervisory documentation
  - Proposals
  - Letters (complaint, inquiry, justification and rectification)
  - Resumes and Cover Letters

SPECIAL TECHNOLOGY NEEDS:

Because this is a web-based course, it is expected that all students who enroll in the course have Internet access and a basic understanding of computer use (e.g., using e-mail, sending attachments via e-mail, using web browsers, using word processing software such as Microsoft Word). Also, it is expected that all students will regularly check their Ivy Tech e-mail accounts (located in Campus Connect) and their Blackboard Announcements. Within 48 hours is recommended. These are the PRIMARY methods the instructor will utilize for contact with you.

You must have regular access to a computer with Internet access that meets the minimum requirements for distance education courses. Please visit the Distance Education Web site at: www.ivytech.edu/distance for more information related to technology requirements for online courses. Check with the nearest campus bookstore for educational pricing if additional software is required for this course.
COMMUNICATIONS: All students must use the EMAIL function of the course as directed by their instructor for course related communications. You can send or view received email by going directly to your email inside Campus Connect. To access Campus Connect, go to: http://cc.ivytech.edu/cp/home/login. After logging in, go to your email by clicking on EMAIL in the list at the top right corner. When using EMAIL, all replies can be found inside your @ivytech.edu inbox inside Campus Connect. In fact, instead of sending EMAIL as described above, you could go directly to your INBOX and type in the recipient’s email address in a new message.

COURSE REQUIREMENTS
To be successful in this course, the average student will need to plan to devote on average approximately four to six hours each week to complete the REQUIRED assignments. You are presented with a great deal of additional information in this course which is optional or for your own review on an as needed/as desired basis. If you choose to review this information while working on course materials you may spend more time than the minimum commitment. In addition, you may find that a particular assignment or reading is more challenging for you and this may take more time in a specific week. These average numbers are guidelines which were used when this course was created and do not constitute a guarantee of the time it will take you to successfully complete this course. It is suggested you allow a minimum of six hours each week to complete the activities of this course.

You must complete all work by the Class Sessions due dates. Class Sessions is a good way to stay on top of course due dates. Refer to it often. All work must be submitted by the date and time posted in the Class Sessions. All times given in this course are Eastern Standard Time.

AM I REQUIRED TO COME TO CAMPUS FOR THIS COURSE?
No, you do not have to come to campus for this course. There are no activities, labs, or assessments that require you come to campus.

TEXTS:
The basic text for this class will be Technical Communication in the Age of the Internet by Roze and Maxwell.
Plain Language by Ms. Cooper—various articles
Technical Writing by Nancy Halligan—various articles
College Dictionary
Also, a travel drive for storing documents is required.

INSTRUCTIONAL METHOD
This is an online distance education course. The course utilizes textbook and other readings to facilitate students creating initial writing assignments, memorandum development, and a technical report. Each week’s assignments and readings are displayed on the Class Sessions, accessed from the menu button on Blackboard. It takes a great deal of discipline, self-motivation and effective time management skills to successfully complete an online course. Many students find it helpful to set aside specific times each week to work on course assignments.
GRADING SCALE:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>Superior performance (95-100 points)</td>
</tr>
<tr>
<td>88-94</td>
<td>Good (88-94 points)</td>
</tr>
<tr>
<td>80-87</td>
<td>Satisfactory (80-87 points)</td>
</tr>
<tr>
<td>76-79</td>
<td>Unsatisfactory (76-79 points)</td>
</tr>
<tr>
<td>75 and below</td>
<td>Failing (below 76 points)</td>
</tr>
</tbody>
</table>

GRADES: Grades are based on the following:

- Initial Writing Assignments: 20 points
- Memorandum Development: 20 points
- Technical Report Topic Selection: 5 points
- Technical Report (Includes Presentation on Nov. 9): 55 points

All grades will be maintained in Blackboard’s online grade book. Participants are responsible to track their progress by referring to the online grade book.

INSTRUCTOR COMMITMENT

Ivy Tech Community College instructors are committed to responding to students within two business days.

MAKE-UP POLICY

If you have a SERIOUS problem that can be documented/verified and that keeps you from submitting a paper or test on time, please contact your professor immediately. The professor will determine if the seriousness of your problem warrants an exception to the late assignment rule. Late assignments will be assigned a grade of “0” unless you have received prior approval from the Professor.

However, if you have planned events (vacation, wedding, birth of a child, surgery, etc.) you can work ahead on assignments (with prior approval of the professor). In all cases, communication with the professor in advance is required.

You are responsible for timely assignment submission. Should your personal computer system or network go down, you must still turn in your work in a timely manner. Don’t wait until the last minute. Plan ahead by seeking alternative means for submitting your work before your need arises. Local libraries and all Ivy Tech Community College campuses can serve as alternative resources. Contact your campus or other public lab for schedules and Internet availability. Not having access to the required software on your home or work computer is NOT a legitimate excuse for turning in homework late.

LAST DAY TO WITHDRAW

If you wish to withdraw from this course, you are responsible to communicate this to your Instructor and Program Coordinator immediately and they will manually drop you in Blackboard.
OPTIONAL CAMPUS SUPPORT
You are welcome to use the services and equipment available at the Ivy Tech Campus most convenient to you. Services include distance education support staff, computer equipment, and libraries. Please locate the Ivy Tech campus most convenient to you at http://ivytech.edu/campuses/

VIRTUAL LIBRARY
The Ivy Tech Virtual Library is available to faculty, staff, and students on- and off-campus, offering full text journals, books, and other resources essential for course assignments. The Virtual Library can be accessed from the “Virtual Library” tab in Blackboard or from the “Library” tab in Campus Connect.

ACADEMIC HONESTY STATEMENT:
The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT:
Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

RIGHT OF REVISION
The college reserves the right to change any statements, policies or scheduling as necessary. Students will be informed promptly of any and all changes.

ADA STATEMENT:
Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.