

CNMT 410 – Professional IT Communication (WE)

Course Description:

Throughout this course, you will be introduced to the concepts associated with professional IT communication. You will learn everything you need to know to create effective resumes, cover letters, and online portfolios. You'll also learn the most effective interviewing strategies, which you'll get to practice in a mock interview. By the end of the semester, you will feel ready to enter the professional job market.

We will also cover other forms of professional writing (memos, proposals, technical documentation, research reports, etc.).

Class Meets: Mondays and Wednesdays 5:00-6:50 PM

Location: SCI A210

Instructor: David Chrisinger

Office: CCC 471 **Phone:** 715-346-3979 **Email:** dchrisin@uwsp.edu

Regular Office Hours: Immediately following class (and by appointment)

Objectives:

During this course, you will:

- Develop skills in preparing job search artifacts and negotiating their use in interviews and networking opportunities;
- Develop strategies for managing projects through the use of agendas, status reports, and other documentation;
- Develop strategies for thinking critically about ethical and legal considerations and adapting various communication strategies as needed;
- Demonstrate competency in assessing diverse audience needs and adapting message, style, supporting visual evidence, and technological choices appropriately;
- Apply a combination of writing and design strategies in creating technical documentation for end-users and developers; and
- Refine oral presentation skills.

Writing Emphasis:

Writing emphasis (WE) courses are intended to sustain the practice of writing throughout your undergraduate academic career. This course meets WE goals in several ways. Specifically, you will:

- Experience discipline-specific writing through the creation of agendas, status reports, and documentation;
- Be given opportunities to demonstrate written communication skills through critique of discipline-specific writings;
- Learn to critique your writing and engage in constructive peer-review sessions; and
- Be given opportunities to improve your writing through the use of multiple drafts, self-evaluation, peer-review sessions, and individual conferences with the instructor.

Required Text and Material Purchase:

There is one text (available through text rental) for this course. All other material will be provided on D2L.

Markel, Mike. *Technical Communication*. 10th Edition. 978-0-312-67948-4

Class Time and Preparation:

We will use class time in a variety of ways, including (but not limited to):

- Brief lectures, demonstrations, and videos;
- Tutorials; and
- Individual and group work time.

Please always have a copy of your current project with you to facilitate work time that may be available to you.

Due Dates and Late Assignments:

For each assignment, you will be given a due date. Assignments are always due at 11:30 PM on their respective due dates. You will upload all finished assignments to D2L.

Late assignments will be reduced by 5 percent per day late.

In-class assignments may only be made up if the absence was due to documented illness, approved university activity, or family emergency. You should talk to your instructor as soon as practical to make arrangements. I recommend that you start working on assignments as soon as possible after they have been assigned. Starting early greatly increases your odds of completing the project to your satisfaction. Please call, email, or see me as soon as possible—**before the due date**—with any questions or concerns about an assignment.

Attendance Policy:

This course is both an intense and rewarding experience. I do not award points for your physical presence, but I do expect your active participation in every class. **Lack of thoughtful participation may hurt your chances of earning the grade you desire.**

Daily Schedule:

Week	Date	Topic	Location	Readings	Assignment Due
1	9/7	Introductions and Expectations	SCI A210		
2	9/12	Finding a Job and Creating a Life List	SCI A210		
	9/14	Succeeding on LinkedIn	SCI A210		
3	9/19	Crafting a Successful Resume	SCI A210	Textbook: 405-425	Life List & Job Posting
	9/21	The Science of Self-Motivation and Productivity	Virtual		LinkedIn Profile
4	9/26	Harnessing Behavioral Psychology	Virtual		Resume & Productivity Reflection
	9/28	Deep Work	Virtual		Behavioral Psychology Reflection
5	10/3	Employer Panel	TBD		Deep Work Reflection
	10/5	Crafting a Successful Cover Letter	SCI A210	Textbook: 425-431	
6	10/10	Emotional Intelligence	Virtual		

Week	Date	Topic	Location	Readings	Assignment Due
	10/12	Resiliency	Virtual		Cover Letter
7	10/17	Student Panel	TBD		Emotional Intelligence Reflection
	10/19	Preparing for an Interview	SCI A210	Textbook: 431-434 & "Top Tech Companies' Secrets"	Professional Development Reflections
8	10/24	Following Up after an Interview	Virtual	"Farewell, App Academy. Hello, ABNB."	
	10/26	Thriving in Uncertainty	Virtual		Behavioral Interview Essays
9	10/31	Interviews	CCC 471		
	11/2	Interviews	CCC 471		
10	11/7	Drafting Policy	SCI A210	Textbook: 486-487 & "The Art of Not Working at Home"	
	11/9	Drafting Policy	SCI A210	Textbook: 514-523, 532-558	
11	11/14	Writing an Effective Paragraph	Virtual		
	11/16	Writing Strong Sentences	SCI A210		
12	11/21	The Art of Persuasion	SCI A210		
	11/23	Intro to GitHub	Virtual		Policy Proposal
13	11/28	Policy Options Critique	SCI A210	Textbook: 713-738	

Week	Date	Topic	Location	Readings	Assignment Due
	11/30	Crafting and Delivering an Oral Argument	SCI A210	Textbook: 606-633	GitHub Profile
14	12/5	No Class			
	12/7	Presentations	SCI A210		Oral Argument Presentations
15	12/12	Presentations	SCI A210		
	12/14	Drafting Self-Assessments	Virtual		
16	12/22	Final Exam	No Meeting		Self-Assessment and Professional Development Reflections

Grading Scale:

Grade Earned	Points Earned	Percentage Earned	Interpretation
A	950-1,000	95-100	<i>Mastery of concepts; can apply concepts to new situations; above standards for writing</i>
A-	900-949	90-94	
B+	860-899	86-89	<i>Solid understanding of concepts; strong foundation for future work; meets standards for writing</i>
B	820-859	82-85	
B-	790-819	79-81	
C+	760-789	76-78	<i>Acceptable understanding of concepts; questionable foundation for future work; approaching standards for writing</i>
C	720-759	72-75	
C-	690-719	69-71	
D+	660-689	66-68	<i>Doubtful understanding; weak foundation for future work; below standards for writing</i>
D	630-659	63-65	
D-	600-629	60-62	
F	< 600	< 60	<i>Demonstrably failed to demonstrate understanding of key concepts; unacceptable level of writing</i>

Academic Integrity:

Academic dishonesty of any kind will not be tolerated. If you have any questions about what constitutes academic misconduct, please ask me or consult your university handbook.

Student Academic Standards and Disciplinary Procedures (UWS/UWSP Chapter 14) are available at: <http://www.uwsp.edu/dos/Pages/Academic-Misconduct.aspx>