

CNMT 410 – Professional IT Communication

SCI A224 M W 2:00-3:50 p.m.

Instructor: Tim Krause, PhD

Office: B234, Science Building

Phone: 715-819-0401

Office Hours: M W 12:30-1:30 p.m.

Email: tkrause@uwsp.edu

Course Description

This course introduces the concepts associated with professional IT communication. We will cover workplace writing (memos, letters, proposals, RFPs and technical documentation), the job application process (cover letters, resumes, portfolios, social networking and interview strategies), writing in international contexts, the role of ethics, project management and oral presentations. These concepts will be put into practice through project work, writing papers and giving oral presentations.

Objectives

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

Required Text and Material Purchase

All material will be provided on D2L. There is no text rental for this course.

Assignments and Projects

Assignments will be announced in class and posted on D2L. If you miss class, it is your responsibility to check D2L for any homework assignments and supporting material which may have been given out during class.

For each assignment, you will write a 1-2 paragraph retrospective and turn it in to D2L with your completed assignment. Describe what worked well, what didn't work so well, and what you would do differently next time. Turn in any review sheets during class on the due date. **Projects with missing or incomplete retrospectives will not be graded, and considered late. Projects with missing or incomplete reviews will lose one full letter grade.**

In-class assignments may not be made up, or turned in after the end of class.



I recommend that you start working on assignments as soon as possible after they have been announced. Game development almost always take longer than originally anticipated; starting early greatly increases your odds of completing the project to your satisfaction. Please call, email or see the instructor as soon as possible, **before the due date**, with any questions or concerns about an assignment. Except in extremely rare cases, **extensions** will not be given **AFTER** an assignment was due.

Assignments

Memos and Agendas	100	Job Search Documents	300
Project Management Sim	100	Quick Reference Guide	200
20% Project	200	Professional Development	100
Total Points Available			1,000

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
- 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

Assignments are always due no later than the beginning of class. If you miss a due date, there will be a folder called "**Late Assignments**". You should turn in your assignment there, and it will be graded as time allows. Late assignments will be reduced by one letter grade per weekday, starting the day that they were due. 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.

Attendance Policy

This course is both an intense, but rewarding experience. I do not award points for your physical presence, but I do expect your active participation in every class.

Grading Scale

Final grades will be determined according to the following scale:

	A	100 – 95%	A-	94 – 93%
B+	B	89 – 88%	B-	87 – 86%
C+	C	82 – 80%	C-	79 – 78%
D+	D	74 – 72%	F	< 71%

I reserve the right to lower the grading scale (i.e. the course may require less than 95% to earn an A).



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. A description of your rights and responsibilities as a member of the UW-Stevens Point community can be found at:

<http://www.uwsp.edu/admin/stuaffairs/rights/>

Student Academic Standards and Disciplinary Procedures (UWS/UWSP Chapter 14) are available at:

<http://www.uwsp.edu/admin/stuaffairs/rights/http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf>

Cell Phones, IM and Recording Devices

Please turn off cell phones and pagers before entering the classroom. Cell phones may not be used in the classroom without prior permission. Please close all IM programs or set your status to “busy” during class. If you would like to record (video or audio) any aspect of this course, please seek prior permission from the instructor.

File Storage

Save your work often and make regular backups of your files. UWSP’s Help Desk cannot restore individual files, nor can they restore individual files should your UWSP account become inactive. Extensions on assignments **will not be given** on assignments that are late due to lost or damaged files.

Tentative Schedule of Topics

1. IT Careers
 - a. Resume
 - b. Cover Letter
 - c. Networking and Social Media
 - d. Interviews
 - e. Portfolios and Repositories
2. Research, Reports and Professional Presentations
3. Proposals and RFPs
4. Technical Graphics
5. Writing Instructions and Quick Reference Guides
6. Ethical and Legal Considerations
7. Project Management
8. Writing Collaboratively
9. Writing in International Contexts
10. Documentation and Quick Reference Guides
11. Research in the Workplace (20% Project)

Note: There are no exams in this course, however we will meet during the final exam period.

Final Exam: TBA

