

CNMT 410 Course Syllabus

Instructor	Steve Suehring
Office Location	SCI B233
Telephone	715-346-4337
Office Hours	Monday 9am-11am (SCI B233) Tuesday 9am-11am (Virtual, by appointment. Please send an email to schedule an appointment.)
Email	steve.suehring@uwsp.edu
Textbook (Required)	Technical Communication, 14th Ed by Lannon and Gurak. Published by Pearson. ISBN: 978-0-13-467882-5 The text should be available from text rental.
Other Material (Recommended)	It is strongly recommended that you backup all of your work to a flash drive or other appropriate medium. All material should fit in well under 1GB.

Course Information

This course examines communication from the perspective of a technology professional. Multiple daily interactions through email and other electronic means are typical in today's workplace. It is also common to communicate with people of diverse backgrounds and technological skills. It is the duty of the technology professional to communicate effectively with not only other technical people but also with those less knowledgeable in technology. We will work with multiple modes of communication in this course with the goal of further developing strategies for each.

Learning Objectives:

- Examine strategies for effective communication through various means with consideration for audience.
- Apply strategies of effective communication to real-world scenarios such as creating technical documentation, technical career positioning, and everyday email.
- Demonstrate understanding of appropriate communication methods for a given mode and audience.

Communication with the Instructor:

Email or attending office hours are the official means of communicating. You should not use messaging in Canvas or any other form of electronic messaging for communication with the instructor because these will not be checked on a regular basis, if at all.

Assignments, Due Dates, and Late Assignments:

There will be regular assignments and points-based exercises throughout the course. These assignments and exercises may or may not be posted on Canvas and the assignments will have due dates associated with them. Meeting the due dates is your responsibility but if you are unable to meet a due date, you should discuss the issue with the instructor in order to determine what, if any, options are available.

An assignment is considered late if it is turned in after the due date. In certain cases, an assignment that is up to 48 hours late may be graded and a late penalty up to 50% may be assessed. Late assignments beyond 48 hours after the due date are not eligible for points or grading.

In all cases, true emergencies do happen that can prevent you from completing your work on time. Please contact the instructor as soon as possible to discuss any available options.

Grading (Approximate Weights):

Quizzes and Exams: 50%

Assignments, Labs, and Related.: 50%

Grading Scale:

Final grades are determined according to the following scale and I reserve the right to lower the grading scale (it may require less than 93% to earn an A, for example).

A 100.00% - 94.00%	A- 93.99% - 90.00%	
B+ 89.99% - 87.00%	B 86.99% - 84.00%	B- 83.99% - 80.00%
C+ 79.99% - 77.00%	C 76.99% - 74.00%	C- 73.99% - 70.00%
D+ 69.99% - 67.00%	D 66.99% - 64.00%	F Less than 64.00%

Attendance:

Regular attendance is expected for face-to-face meetings and on-time submission of online classwork is also expected. Likewise, failure to attend and/or turn in work in a timely manner may result in a non-attendance marker on your student record in accordance with reporting procedures that are required of instructors.

If you cannot attend, it is your responsibility to obtain any missed material. In addition, there will likely be times when graded, points-based material, is worked on and submitted during a single week and/or single class period and therefore cannot be made up later. Therefore, checking Canvas regularly is an expectation of attendance in this course.

Academic Standards:

The University of Wisconsin – Stevens Point is an academic community of individuals committed to the pursuit of learning, the acquisition of knowledge, and the education of all who seek it. This course expects that all work turned in for a grade is your own, or that of your group. A description of your rights and responsibilities as a member of the UWSP community as well as procedures for Student Conduct can be found at: <https://www.uwsp.edu/dos/Pages/Student-Conduct.aspx>

Technology Use and Recording Devices:

Please turn off cell phones, tablets, laptops, and all other electronic devices before entering the classroom. Electronic devices of any kind may not be used in the classroom without prior permission of the instructor. Instant messaging, texting, social media sites, and the like should not be used. If you would like to record

(video or audio) any aspect of this course, please seek prior permission from the instructor.

Face Coverings:

- At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the [Disability and Assistive Technology Center](#) to discuss accommodations in classes. Please note that unless everyone is wearing a face covering, in-person classes cannot take place. This is university policy and not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

Other Guidance:

- Please monitor your own health each day using [this screening tool](#). If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service (715-346-4646).
 - As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.
- Maintain a minimum of 6 feet of physical distance from others whenever possible.
- Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.
- Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
- Please maintain these same healthy practices outside the classroom.