

# CNMT 410 Course Syllabus

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<b>Instructor</b>	Steve Suehring
<b>Office Location</b>	Virtual Office via Zoom is the primary office location for Spring 2021. My on-campus office is SCI B233 but I will not normally be there due to COVID-19.
<b>Telephone</b>	715-346-4337
<b>Office Hours</b>	See "Office Hours" below for further details.
<b>Email</b>	<a href="mailto:steve.suehring@uwsp.edu">steve.suehring@uwsp.edu</a>
<b>Textbook (Required)</b>	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.
<b>Other Material (Recommended)</b>	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.

### **Office Hours:**

Student Government has requested that UWSP faculty create traditional scheduled office hours rather than flexible/by appointment. Office hours are as follows:

Monday and Tuesday 8a-9a (By Appointment)  
Monday and Tuesday 9a-10a

Appointments should be made by contacting the instructor via email at the address noted above. Depending on the nature of the appointment, the meeting may occur via telephone, videoconference, or another mutually agreeable form of communication.

Canvas will contain a page with the URL for normal office hours, as it may change throughout the semester.

### **Communication with the Instructor:**

Email is 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. Emails are generally responded to quickly. However, due to the requested mode for office hours, emails sent outside of the scheduled office hours may be delayed.

### **Assignments, Due Dates, and Late Assignments:**

There will be regular assignments, discussions, and points-based exercises throughout the course. This work will be posted on Canvas and 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 prior to the due date in order to determine what, if any, options are available.

Do not rely solely on the "Coming Up"/"Upcoming" due date in Canvas. Due to the limitations of the platform, due dates shown by Canvas may not reflect the actual assignment due date. For example, the due date in Canvas may only be for a portion of the assignment or may reflect other circumstances. The assignment itself will contain the official due date but if you have questions, please ask.

An assignment is considered late if it is turned in after the due date/time. In certain cases, an assignment that is up to 24 hours late may be graded and a late penalty up to 50% may be assessed. Late assignments beyond 24 hours after the due date are not eligible for points or grading.

**Remember: The Due Date is merely the last time when the work can be submitted. You can submit your completed work any time after it has been assigned.**

Though class will be delivered asynchronously, there will be points-based material given and due within the same week of class. Additionally, exams and quizzes will be timed and may have a smaller window or timeframe in which they can be taken.

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: 30%

Assignments, Discussions, and Other Material.: 70%

**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% - 91.00%	
B+ 90.99% - 89.00%	B 88.99% - 85.00%	B- 84.99% - 83.00%
C+ 82.99% - 80.00%	C 79.99% - 75.00%	C- 74.99% - 72.00%
D 71.99% - 65.00%	F Less than 65.00%	

**Attendance:**

Regular and on-time submission of classwork demonstrates attendance for the course. Likewise, failure to 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 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>

### **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.