

CNMT 410 Course Syllabus

Instructor	Steve Suehring
Office Location	SCI B233
Office Hours	Mon 8:00a-9:00a (SCI B233) Tue 8:00a-9:00a (SCI B233) Virtual - By Appointment - Email ssuehrin@uwsp.edu
Final Exam	Final exam time not available when syllabus was created. Please see accessPoint for final exam date and time.
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Textbook & Course Materials (Bibliography)

Required Text: Technical Communication, 14th Ed by Lannon and Gurak.
Published by Pearson. ISBN: 978-0-13-467882-5

Course Learning Outcomes

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.

- 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.

Topic Outline/Schedule

See Canvas for the schedule and topics which vary based on the needs of the class.

Quizzes and Exams: 40%

Assignments, Labs, Presentations, Peer Review, etc.: 60%

Communication with your Instructor and Response Expectations

Office hours are the official means for contact with the instructor. Use office hours if you have a question about an assignment, are requesting makeup work, or need a clarification on grading. Email is not recommended for contacting the instructor due to UWSP technology limitations. For example, a response may not be possible until the next onsite office hour. Please plan your assigned work with these guidelines in mind so that you can reach the instructor in a timely manner.

Attendance & Participation

Attendance may be taken at the beginning of class. 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 by UWSP administration. Further, if you need to leave early, you must discuss with the instructor prior to class in order to receive attendance credit for that class period.

If you cannot attend, it is your responsibility to obtain any missed material or assignments. You do not need to report absences to the instructor via email. Note that material and assignments may not be made available online. In addition, there will likely be times when graded, points-based material, is worked on and submitted only during a single class period and therefore cannot be made up later.

Graded Course Activities, Due Dates, and Late Policy

There will be assigned work throughout the course (assignments, labs, exercises, quizzes, exams, and the like) that may be worth points towards your grade. The assigned work will be discussed in class and/or possibly posted online. Due dates for assigned work are merely the last possible moment that you can turn in the work for full points. You can submit assigned work early with no penalty.

Some of the assigned work will be completed during a single class period or a portion thereof and therefore cannot be turned in late or made up later. It is imperative that you attend regularly so that you don't miss these opportunities.

If you are unable to attend class, it is your responsibility to obtain any material from that class period, including but not limited to assigned work that is eligible to be worked on outside of class along with any supporting material. You should obtain this material prior to the next class period or the assignment due date, whichever is first.

Assignments should be turned in directly on Canvas in the format specified. Do not use Office 365 or attempt to "share" material through Canvas/Office 365, or any other application. You must upload a copy directly within the assignment on Canvas for it to be assessed. The only exception to this policy is for assignments that specifically prompt for URLs as part of the submission.

Assignments that are eligible to be worked on outside of class, if late, will typically receive up to a 50% points reduction if received prior to the beginning of the next class unless other arrangements are made with the instructor. Assignments do not receive points if they are turned in more than a week late and/or after potential solution(s) to that material have been discussed in class and/or after solution(s) have been released.

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

Letter Grade Assignment

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%

Copyright infringement

According to UWSP, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution.

Academic Integrity

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. All work you submit must be original and completed individually unless collaboration is explicitly allowed. Always acknowledge your sources, cite appropriately, and give credit where it's due, including for content generated through Artificial Intelligence (AI). If instances of alleged academic dishonesty are identified, appropriate actions will be taken in accordance with the institution's policies. 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, you must seek prior permission from the instructor.

Emergency Procedures

- In the event of a **medical emergency call 9-1-1** or use campus phone. Offer assistance if trained and willing to do so. Guide emergency responders to victim.
- In the event of a **tornado warning, proceed to the lowest level interior room** without window exposure at SCI A224. Emergency management provides [floor plans showing severe weather shelters on campus](https://www3.uwsp.edu/emergency/Pages/floor-plans.aspx) at <https://www3.uwsp.edu/emergency/Pages/floor-plans.aspx>. Avoid wide-span structures (gyms, pools or large classrooms).
- In the event of a **fire alarm, evacuate the building** in a calm manner. Notify emergency response personnel of any missing individuals.
- **Active Shooter – RUN. HIDE. FIGHT.** If trapped, hide, lock doors, turn off lights, spread out and remain quiet. Call 9-1-1 when it is safe to do so. Follow instructions of emergency responders.