



Course Title: TECHNICAL COMMUNICATIONS
Course #: ENGL1210-OL2

Credit Hours: 3
Semester: SPRING 2022
Cap: 20

Faculty: Carmelita Lee

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Office Hours: By appointment only.

Preferred Communication: Email and Text (will respond within 24 hours)

Modality: Online - Synchronous

Meeting Hours & Online Hours: 7:00PM to 8:30PM (Tues & Thurs) via Zoom/Google Meets

Required Materials

Textbooks: 1) *Technical Communication: A Reader centered approach. 8th Ed.* By Paul V. Anderson.
ISBN: 1428263934

Tools: Flash drive, pen, and paper.

Laptop and Internet Access: Every student is required to own a LAPTOP and have INTERNET ACCESS.

Lab Fee (if applicable): N/A.

Mission, Vision, and Philosophy

Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description

This is an introductory study of written and verbal communications used in the technical professions with emphasis in the planning, execution, and editing of professional and technical documents and other communication media.

Course Outcomes	Course Assessments
Students will understand how to communicate directions clearly by composing a numbered set of instructions and performing and reporting outcomes of user testing.	Written assignment, classroom observation, group activities, peer review

Students will gain knowledge about how to create various reports applicable to a variety of trades/occupations (e.g. progress reports, proposals.	Written assignment, classroom observation, group activities, peer review.
Students will demonstrate the ability to use standard letter, memo, and email formats for presenting information.	Written assignment, classroom observation, group activities, peer review.
Students will prepare the two most basic job search documents: a resume and a job application letter.	Written assignment, classroom observation, group activities, peer review.
Students will employ critical thinking and analysis skills by researching an assigned topic, selecting/omitting appropriate research data, writing a brief literature review of their research findings with properly done in-text citations, and designing a APA reference page to show the research sources they selected.	In-class group work, classroom observation and participation, written assignments.
Students will demonstrate personal responsibility by attending class regularly, participating in class discussions and activities, and completing assigned written and oral communication tasks.	Attendance records, written assignments, oral assignments, classroom observation, and pre/post survey.

Connections to Program Assessment (Course-Embedded Measures)

1. Define the purpose, audience and objective for a given technical document analyze the primary audience for that communication
2. Design/format the pages and visuals for a document prepare and present oral presentations and briefings
3. Correctly use the format for several technical documents, including procedures,
4. proposals, and job application materials.

Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	Jan 18 & 20	Introduction & Reading: TBD	Homework #1 Quiz	1/20/22
	Jan 19-20 Jan 21	Late Registration w/ fee Last day to add/drop w/o W		
2	Jan 25 & 27	Reading: TBD	Homework #2 Quiz	1/27/22
3	Feb 1 & 3	Reading: TBD	Homework #3 Quiz	2/3/22
4	Feb 8 & 10	Reading: TBD	Homework #4 Quiz	2/10/22
5	Feb 15 & 17 Feb 21	Reading: TBD Holiday: President's Day	Homework #5 Quiz	2/17/22
6	Feb 22 & 24	Reading: TBD	Homework #6 Quiz	2/24/22
	Feb 25	Spring Graduation Petition due		
7	Mar 1 & 3	Reading: TBD	Homework #7 Quiz	3/3/22
8	Mar 7-11	Midterm Exams	Midterm	3/8 & 3/10
	Mar 11	Midterm grades due		
	Mar 14 -18	SPRING BREAK		

9	Mar 22 & 24	Reading: TBD	Homework #8 Quiz	3/24/22
10	Mar 29 & 31 Mar 31	Reading: TBD Last Day to withdraw w/ a W	Homework #9 Quiz	3/31/22
11	Apr 5 & 7	Reading: TBD	Homework #10 Quiz	4/7/22
12	Apr 12 & 14	Reading: TBD	Homework #11 Quiz	4/14/22
13	Apr 19 & 21	Reading: TBD	Homework #12 Quiz	4/21/22
14	Apr 26 & 28	Reading: TBD	Homework #13 Quiz	4/28/22
15	May 3 & 5	Reading: TBD & Finals Presentation Review	Homework #14 Quiz	5/5/22
16	May 9-12	FINAL EXAM	FINAL EXAM	
	May 12	Grades due to the Registrar		
	May 13	SPRING GRADUATION		

Grading Plan

Project 1 Completion of a job search portfolio (8 assignments total)	200 pts.
Project 2 Completion of instruction portfolio (8 assignments total)	200 pts.
Research summary and reference page	200 pts.
Miscellaneous (memos, reports, drafts, reading notes, case notes, peer reviews, emails, etc., as determined by instructor)	250 pts.
<u>Attendance and participation:</u>	150 pts.

TOTAL POINTS POSSIBLE 1000 pts.

Homework:	See Course Activities
Class Participation:	Actively participate (150 pts)
Project(s):	Projects 1 & 2 (200 pts each)
Quizzes:	After each completed reading assignment
Mid-term:	PowerPoint Presentation
Final Exam:	PowerPoint Presentation

100 – 90 (1000 – 900 pts.)	A
89 – 80 (899 – 800 pts.)	B
79 – 70 (799 – 700 pts.)	C
69 – 60 (699 – 600 pts.)	D
59 – 0 (599 – Below)	F

Grading Policy

Late papers are NOT accepted AND make-up assignments are NOT allowed unless prior arrangements have been approved by the instructor. Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

Cell phone and headphone use

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

Attendance Policy

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses

For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses

For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

A:shiwí Philosophy of Education

At NTU's Zuni Campus, the A:shiwí Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkyá hon

detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohoł lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

Students with Disabilities

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf).

Email Address

Students are required to use NTU's email address for all communications with faculty and staff.

Final Exam Date: May 10 and May 12, 2022.