

## Technical Communication for the Professions

### ENGL-103

CG Section 8WK 11/08/2019 to 04/16/2020 Modified 04/07/2022

### Course Description

---

Technical communication refers to all communication done on the job, and this course has been designed for those individuals who seek an associate's degree and wish to communicate effectively in their chosen professional field. The instructor will focus on on-the-job communication, including written documents such as resumes and cover letters to get job interviews.

#### Requisites

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog \(https://catalog.liberty.edu/\)](https://catalog.liberty.edu/).

### Rationale

---

Students who learn this material will be better prepared to communicate effectively and in a professional manner, using the accepted formats of professional communication. By enriching the students' experience through a rigorous and innovative curriculum, this course will prepare students for success in the professions.

### Course Learning Outcomes

---

Upon successful completion of this course, the student will be able to:

- A. Create grammatically correct written communication in proper format for a professional business setting.
- B. Summarize major concepts in a professional business setting.
- C. Determine correct formats for communicating technically in a profession.

#### Core Competency Learning Outcomes

Upon successful completion of this course, the student will be able to:

- A. Produce well-structured, grammatically sound writing in various modes of discourse.
- B. Write with clarity.
- C. Recognize and use standard usage in English grammar, word choice (diction), phraseology, and sentence structure.
- D. Apply knowledge of sentence structure to basic sentence editing and revision.
- E. Integrate sources accurately and effectively.

#### General Education Foundational Skill Learning Outcomes

- A. Communication and Information Literacy 1: Discover and evaluate information to accomplish a specific purpose.
- B. Communication and Information Literacy 2: Communicate information effectively in the English language, orally and/or through writing, for a variety of purposes, using technology when appropriate.
- C. Communication and Information Literacy 3: Analyze and assess various forms of information and expression to determine their meaning, employing technology when relevant.
- D. Communication and Information Literacy 5: Relate communication and information literacy to participation in God's redemptive work.

## Course Resources

---

Click on the following link to view the required resource(s) for the term in which you are registered: [Liberty University Online Bookstore \(https://bncvirtual.com/liberty\)](https://bncvirtual.com/liberty)

### Additional Materials for Learning

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Canvas [recommended browsers \(https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66\)](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66)
- D. Microsoft Word

## Course Assignments

---

### Textbook readings and lecture presentations

### Course Requirements Checklist

After reading the Syllabus and [Student Expectations \(https://www.liberty.edu/institutional-effectiveness/student-expectations/\)](https://www.liberty.edu/institutional-effectiveness/student-expectations/), the student will complete the related checklist found the Course Overview.

### Discussion Assignments (3)

The student is required to provide a response (thread) to the provided topic for each discussion. Each response is to be 250–300 words and demonstrate course-related knowledge, citing two authoritative sources and completing a reference list at the bottom of the posting in APA format. In addition to the response, the student is required to evaluate one other classmate's response, citing two authoritative sources and completing a reference list at the bottom of the posting in APA format. Each evaluation (reply) must be 250–300 words. These assignments align with the following FSLOs: Communication and Information Literacy 1, 2, 3, 5

### E-Mail Assignment

The student will write a one-page e-mail in proper format that focuses on a persuasive message in accordance with the textbook. This assignment aligns with the following FSLOs: Communication and Information Literacy 1, 2, 3, 5

### Business Letter Assignment

The student will write a one-page letter in proper format that focuses on a persuasive message in accordance with the textbook. This assignment aligns with the following FSLOs: Communication and Information Literacy 1, 2, 3, 5

### Formal Proposal Assignment

The student will write a 7-8-page proposal in current APA format that focuses on some substantive change in Liberty University OR offering a seminar on some topic of interest to you. The proposal must include at least two references. This assignment aligns with the following FSLOs: Communication and Information Literacy 1, 2, 3, 5

### Presentation PowerPoint Assignment

You will often be involved in delivering an extemporaneous presentation in the workplace, and the student must prepare an outline for a presentation that must include at least three PowerPoint slides to complement that presentation.

### Resume Assignment

The student will write a one-page résumé, that could be used in seeking a career position. This assignment aligns with the following FSLOs: Communication and Information Literacy 1, 2, 3, 5

### Quizzes (2)

The student will complete two open-book/open-notes quizzes, each consisting of 25 multiple-choice questions. Each quiz must be completed in 1 hour and 30 minutes.

## ✓ Course Grading

---

Course Requirements Checklist	10
Discussion Assignments (3 at 50 pts each)	150
E-Mail Assignment	100
Business Letter Assignment	100
Formal Proposal Assignment	150
Presentation PowerPoint Assignment	150
Résumé Assignment	150
Quizzes (2 at 100 pts each)	200
<b>Total</b>	<b>1010</b>

## Policies

---

### Late Assignment Policy

Course Assignments, including discussions, exams, and other graded assignments, should be submitted on time.

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week after the due date will receive up to a 10% deduction.
2. Assignments submitted more than one week and less than 2 weeks late will receive up to a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.
4. Group projects, including group discussion threads and/or replies, and assignments will not be accepted after the due date outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.

### Disability Assistance

Students with a disability and those with medical conditions associated with pregnancy may contact Liberty University's Online Office of Disability Accommodation Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) for accommodations. Such accommodations require appropriate documentation of your condition. For more information about ODAS and the accommodations process, including how to request an accommodation, please visit <https://www.liberty.edu/online/online-disability-accommodation-support/> (<https://www.liberty.edu/online/online-disability-accommodation-support/>). Requests for accommodations not related to disabilities or pregnancy must be directed to the Registrar's Office, which generally handles medical needs support.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at [equityandcompliance@liberty.edu](mailto:equityandcompliance@liberty.edu). Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](https://www.liberty.edu/media/1226/Liberty_University_Discrimination_Harassment_and_Sexual_Misconduct_Policy.pdf) ([https://www.liberty.edu/media/1226/Liberty\\_University\\_Discrimination\\_Harassment\\_and\\_Sexual\\_Misconduct\\_Policy.pdf](https://www.liberty.edu/media/1226/Liberty_University_Discrimination_Harassment_and_Sexual_Misconduct_Policy.pdf)) or the [Student Disability Grievance Policy and Procedures](http://www.liberty.edu/media/8021/Disability_Grievance_Procedures.pdf) ([http://www.liberty.edu/media/8021/Disability\\_Grievance\\_Procedures.pdf](http://www.liberty.edu/media/8021/Disability_Grievance_Procedures.pdf)).

## Course Attendance

In an effort to comply with U.S. Department of Education policies, attendance is measured by physical class attendance or any submission of a required assignment within the enrollment dates of the course (such as examinations, written papers or projects, any discussion posts, etc.) or initiating any communication with one's professor regarding an academic subject. More information regarding the [attendance policy](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FOnline%2BAttendance%2BAnd%2BNon-Attendance&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613719138&sdata=%2BNBTsPOoXuHAPLfISQRugK7cRSuV6UyC7qD3agf3l2k%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FOnline%2BAttendance%2BAnd%2BNon-Attendance&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613719138&sdata=%2BNBTsPOoXuHAPLfISQRugK7cRSuV6UyC7qD3agf3l2k%3D&reserved=0>) can be found in the [Academic Course Catalogs](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.liberty.edu%2Findex.cfm%3FPID%3D791&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=DjjhMiRBFnF%2B2ZJUC8eBd1OdNb26S9ADukODYsilXIA%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.liberty.edu%2Findex.cfm%3FPID%3D791&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=DjjhMiRBFnF%2B2ZJUC8eBd1OdNb26S9ADukODYsilXIA%3D&reserved=0>). Regular attendance in online courses is expected throughout the length of the term. Students who do not attend within the first week of a sub-term by submitting a required academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion post, or other academic activity) will be dropped from the course. Students who wish to re-engage in the course are encouraged to contact Academic Advising to discuss their enrollment options. Students who begin an online course, but at some point in the semester cease attending, and do not provide official notification to withdraw, will be assigned a grade of "FN" ([Failure for Non-Attendance](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FUnofficial%2BWithdrawals&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=MoMvZdPfa69InuhVHMHAVgu59ZP0Fw45xJTU9PIBrU%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FUnofficial%2BWithdrawals&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=MoMvZdPfa69InuhVHMHAVgu59ZP0Fw45xJTU9PIBrU%3D&reserved=0>)). Students wishing to withdraw from courses after the official start date should familiarize themselves with the [withdrawal policy](#).

## Grading Scale

A	B	C	D	F
900-1010	800-899	700-799	600-699	0-599

For courses with a Pass/NP final grade, please refer to the Course Grading section of this syllabus for the assignment requirements and/or point value required to earn a Passing final grade.

## Add/Drop Policy

The full policy statement and procedures are published in the [Policy Directory](https://wiki.os.liberty.edu/display/IE/Dropping+and+Adding+Online+Classes) (<https://wiki.os.liberty.edu/display/IE/Dropping+and+Adding+Online+Classes>).

## Honor Code

Liberty University comprises a network of students, Alumni, faculty, staff and supporters that together form a Christian community based upon the truth of the Bible. This truth defines our foundational principles, from our Doctrinal Statement to the Code of Honor. These principles irrevocably align Liberty University's operational procedures with the long tradition of university culture, which remains distinctively Christian, designed to preserve and advance truth. Our desire is to create a safe, comfortable environment within our community of learning, and we extend our academic and spiritual resources to all of our students with the goal of fostering academic maturity, spiritual growth and character development.

Communities are predicated on shared values and goals. The Code of Honor, an expression of the values from which our Doctrinal Statement was born, defines the fundamental principles by which our community exists. At the core of this code lie two essential concepts: a belief in the significance of all individuals, and a reliance on the existence of objective truth.

While we acknowledge that some may disagree with various elements of the Code of Honor, we maintain the expectation that our students will commit to respect and uphold the Code while enrolled at Liberty University.

Adherence to the principles and concepts established within facilitates the success of our students and strengthens the Liberty community.

The Code of Honor can be viewed in its entirety at <http://www.liberty.edu/index.cfm?PID=19155> (<http://www.liberty.edu/index.cfm?PID=19155>).

## Schedule

When	Topic	Notes
Course Overview	Student Acknowledgements	Course Requirements Checklist
Module 1: Week 1	Learn	Read: 2 items Watch: 2 items
	Apply	Discussion: Email
Module 2: Week 2	Learn	Read: 2 items Watch: 1 item
	Apply	Discussion: Job Opportunities
Module 3: Week 3	Learn	Read: 1 item Watch: 1 item
	Apply	Discussion: Communications
Module 4: Week 4	Learn	Read: 1 item Watch: 1 item
	Apply	E-Mail Assignment Quiz: Midterm
Module 5: Week 5	Learn	Read: 3 items Watch: 1 item
	Apply	Business Letter Assignment
Module 6: Week 6	Learn	Read: 3 items Watch: 1 item
	Apply	Formal Proposal Assignment
Module 7: Week 7	Learn	Read: 2 items Watch: 1 item
	Apply	Presentation PowerPoint Assignment
Module 8: Week 8	Learn	Read: 2 items Watch: 1 item

When	Topic	Notes
	Apply	Résumé Assignment Quiz: Final