

Communication for the
Technical Professional
COMM 205-502

Syllabus: Fall 2015

Stacy H. Aschenbeck

Course Description: Design and presentation of oral reports for technical professions; incorporation of visual and graphic materials into presentation required; written reports required.

Learning outcomes:

The successful student will:

1. Deliver technical speeches for specified audiences.
2. Write technical information for specified audiences.
3. Work with a team to develop and deliver technical presentations.
4. Select appropriate topic and organizational pattern to meet given assignment.
5. Research the topic and select information that best supports the purpose of the speech.
6. Cite scholarly sources in oral and written communication.
7. Deliver extemporaneous speeches within time constraints.
8. Respond to questions from the audience.
9. Produce and integrate visual and graphic materials sensory aids to support the message with respect and sensitivity for the audience.
10. Critique his/her speeches and those speeches of others with respect to invention, arrangement, language, style, critical thinking, and delivery.

TR 9:35 Blocker 135

Office: Bolton 202A

Office hours: TR 8:00-9:30 and T 1:00-2:30 and by appointment. If you know you're coming by email me in case I'm in a meeting, so I'll know you're coming. I will be in the building during these times.

Email: stacy-h-aschenbeck@tamu.edu

Course Director: Prof. Stacy Aschenbeck,
stacy-h-aschenbeck@tamu.edu

Required Texts and Materials:

Lucas, Stephen E. *The Art of Public Speaking* 12th ed.

McGraw-Hill.

Aschenbeck, Stacy. *Course Manual for Communication*

for Technical Professionals: COMM 205, Fall

*2015. This will be posted on ecampus and needs
to be printed out single sided.*

Two pocket folder, ecampus account, USB

Grade Distribution:

The course grade will be calculated from these assignments with these weights.

Project One: 10%

Project Two: 15%

FAQ paper: 10%

Project Three: 20%

Project Four: 15%

Group SMORE: 10%

Exam 10%

Homework/In Class Assignments: 10%

Research Homework- 4 @ 10%

Self-Evaluations- 3 @ 10 %

Homework Assignments- 2 @ 10%

The final course grade will be assigned as follows:

A=89.5-100

B=79.5-89.4

C=69.5-79.4

D=59.5-69.4

F=0-59.4

Students may rest assured that this scale will be applied uniformly. Please do not request that the scale be applied to your grade in a different manner.

[Americans with Disabilities Act Policy Statement](#)

The Americans with Disabilities Act is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Cain Hall, Room B118, or call 845-1637. For additional information visit <http://disability.tamu.edu>.

[Academic Integrity Statement and Policy](#)

Do not cheat in this course. Do not commit scholastic dishonesty of any kind. Students who commit scholastic dishonesty will earn an F* on the transcript for this course. See the Aggie Honor System website for additional information on Scholastic Dishonesty and the Honor Council Rules and Procedures <http://aggiehonor.tamu.edu/>

“An Aggie does not lie, cheat, or steal, or tolerate those who do.”

Assignments

Project One: Influential Person from Your Field of Study (10%)

Deliver an informative speech in extemporaneous style about a person who influenced your field of study. The person can be a recent scholar or a founding father, but pick someone the entire class would find interesting. Requirements: extemporaneous, full sentence outline and keyword speaking outline, 3 sources (cited orally, in the preparation outline, and in the works cited), 4 minutes (3-5), Visual aids are optional but encouraged.

Project Two: What's it All About Symposium (15%)

Deliver an informative symposium with your group in extemporaneous style about a recent technical development related to your field of study. The topic must relate to the entire group's majors, but pick someone the entire class would find interesting. Requirements: extemporaneous, full sentence outline and keyword speaking outline, 4 sources (cited orally, in the preparation outline, and in the works cited), 5 minutes (4-6) per speaker, Power Points (each speaker should show at least two).

FAQ (10%)

Each student will write their own FAQ. This is an individual assignment, your group should not collaborate. You should write 5 substantive and distinct questions related to the technical

development discussed in speech 2. Each answer shall be supported by at least one source of information. Answers to questions should be in depth enough to answer questions fully (at least 10 sentences each). Sources may or may not be duplicative of sources for speech two. It must be typed, double spaced, with a bibliography formatted to MLA standards at the end of the questions.

Project Three: There Should Be a Law (20%)

With recent and emerging technical developments, there are always grey areas as to what ethically correct and responsible behaviors are and what they are not. For speech three, pick a technical topic related to business, science, computers, or any other type of technology and propose a law that would improve that particular area of industry. The topic must be something the entire class would find interesting. Requirements: extemporaneous, persuasive, full sentence outline and keyword speaking outline, 5 sources (cited orally, in the preparation outline, and in the works cited), 7 minutes (6-8), Power Points.

Project Four: Sell us on your Plan (15%)

Texas A&M has \$500,000 to spend on some technical project that will advance our university. Your group must propose what we should invest this money on, and how it will have long term positive effects on the university. Keep in mind that it must be invested on some technology. You will work as a group to show that there is a current lack in some area on our campus, and that through this investment, the university as a whole will be served in the long term. Be creative!

Group SMORE Project 4 (10%)

Our SMORE project uses a media tool to design presentation software in the form of an interactive flyer. Each student will work within the group and be responsible for completing part of the project. Sign your name to the parts of the flyer that you write or design. The topic covered will be the same as the topic selected for speech four. Each flyer will have 2000-2500 words and each student is responsible for contributing roughly 500 words. You are encouraged to use interactive features that are available with this program. Post videos, create a hyperlinked section for further reading, post pictures, graphs, FAQs, etc. Have fun. When you are done email me the url of the page so I can grade it.

Attendance

CLASS IS GOING TO BE SO GREAT THAT I THINK THAT YOU'LL WANT TO ATTEND EACH AND EVERY SESSION, HOWEVER, ATTENDANCE IS REQUIRED AT EACH MEETING OF COMM 411.

STUDENTS SHALL ARRIVE ON TIME AND STAY FOR THE ENTIRE CLASS PERIOD. ATTENDANCE IS DOCUMENTED BY THE STUDENT'S FULL SIGNATURE ON THE DAILY SIGN-IN SHEET. STUDENTS MAY HAVE THREE UNEXCUSED ABSENCES HOWEVER NO MAKE-UP WORK IS AVAILABLE FOR UNEXCUSED ABSENCES ON THE DAY OF AN EXAM OR PRESENTATION.

THE COURSE GRADE WILL BE REDUCED BY ONE LETTER GRADE FOR EACH UNEXCUSED ABSENCE IN EXCESS OF THREE. THREE TARDIES EQUAL AN UNEXCUSED ABSENCE.

MAKE-UP WORK IS AVAILABLE FOR STUDENTS WITH EXCUSED ABSENCES IN ACCORDANCE WITH STUDENTS RULES. PLEASE SEE STUDENT RULE [HTTP://STUDENT-RULES.TAMU.EDU/RULE07](http://student-rules.tamu.edu/rule07) TO DOCUMENT AN EXCUSED ABSENCE. I WILL NOT ACCEPT THE TEXAS A&M UNIVERSITY EXPLANATORY STATEMENT FOR ABSENCE FROM CLASS. WITH THE EXCEPTION OF RELIGIOUS OBSERVANCES, STUDENTS MUST PROVIDE WRITTEN DOCUMENTATION OF AN EXCUSED ABSENCE, FROM A HEALTHCARE PROVIDER FOR ILLNESSES OR INJURIES TOO SEVERE OR CONTAGIOUS FOR A STUDENT TO ATTEND CLASS, OR FROM THE APPROPRIATE OFFICIAL ABLE TO DOCUMENT OTHER UNIVERSITY EXCUSED ABSENCES.