STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

MASTER SYLLABUS

COURSE NUMBER – COURSE NAME
SOET 400 – Technical Communications

Created by: Adrienne Rygel
Updated by:

Canino School of Engineering Technology
Department: Civil and Construction Technology
Semester/Year: Fall 2020
A. **TITLE:** Technical Communications

B. **COURSE NUMBER:** SOET 400

C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

# Credit Hours: 3  
# Lecture Hours: 3 per week  
# Lab Hours: per week  
Other: per week

Course Length: 15 Weeks

D. **WRITING INTENSIVE COURSE:** Yes ☒ No ☐

E. **GER CATEGORY:** None: ☒ Yes: GER
   If course satisfies more than one: GER

F. **SEMESTER(S) OFFERED:** Fall ☒ Spring ☐ Fall & Spring ☐

G. **COURSE DESCRIPTION:**

This course reinforces and improves students technical communication skills through writing, oral, and graphical communication. Students review concepts of proper sentence and paragraph structure and organization. Technical report writing reinforces proper verb tense, word choice, and writing style for a number of technical writing systems (e.g. full technical reports, letters, memos, fact-sheets). Students review program related technical literature to learn about proper use and referencing of technical, peer-reviewed literature. Editing and review skills are developed. Students conduct technical literature reviews of program related material, learn to synthesize the content, and present it in an oral presentation. Oral presentations are made using PowerPoint and by creating technical posters. These presentations also improve the student's graphical communication skills.

H. **PRE-REQUISITES:** None ☐ Yes ☒ If yes, list below:

ENGL 101 and 45 earned credits, or permission of instructor

**CO-REQUISITES:** None ☒ Yes ☐ If yes, list below:
I. **STUDENT LEARNING OUTCOMES**: (see key below)

By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>Program Student Learning Outcome [PSLO]</th>
<th>GER [If Applicable]</th>
<th>ISLO &amp; SUBSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) effectively communicate technical information through written communication in a number of technical styles</td>
<td>Program's communication PSLO (e.g. 2488 = SO7)</td>
<td>1-Comm Skills ISLO ISLO</td>
<td>W Subsets Subsets Subsets</td>
</tr>
<tr>
<td>b) effectively communicate technical information through oral communication</td>
<td>Program's communication PSLO (e.g. 2488 = SO7)</td>
<td>1-Comm Skills ISLO ISLO</td>
<td>O Subsets Subsets Subsets</td>
</tr>
<tr>
<td>c) effectively communicate technical data and information through graphical communication</td>
<td>Program's communication PSLO (e.g. 2488 = SO7)</td>
<td>1-Comm Skills ISLO ISLO</td>
<td>Subsets Subsets Subsets Subsets</td>
</tr>
<tr>
<td>d) effectively communicate technical information to non-specialist audiences</td>
<td>Program's communication PSLO (e.g. 2488 = SO7)</td>
<td>1-Comm Skills ISLO ISLO</td>
<td>Subsets Subsets Subsets Subsets</td>
</tr>
<tr>
<td>d) demonstrate proper use and citation of technical literature</td>
<td>Program's communication PSLO (e.g. 2488 = SO7)</td>
<td>1-Comm Skills ISLO ISLO</td>
<td>ISLO Subsets Subsets Subsets</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ISLO ISLO ISLO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ISLO ISLO ISLO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ISLO ISLO ISLO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ISLO ISLO ISLO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ISLO ISLO ISLO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ISLO ISLO ISLO</td>
</tr>
<tr>
<td>KEY</td>
<td>Institutional Student Learning Outcomes [ISLO 1 – 5]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISLO #</td>
<td>ISLO &amp; Subsets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Communication Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oral [O], Written [W]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Critical Thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Critical Analysis [CA], Inquiry &amp; Analysis [IA], Problem Solving [PS]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Foundational Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information Management [IM], Quantitative Lit./Reasoning [QTR]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Social Responsibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Industry, Professional, Discipline Specific Knowledge and Skills</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Include program objectives if applicable. Please consult with Program Coordinator*
J.  **APPLIED LEARNING COMPONENT:**  Yes ☐  No ☒

If YES, select one or more of the following categories:

- [ ] Classroom/Lab
- [ ] Internship
- [ ] Clinical Placement
- [ ] Practicum
- [ ] Service Learning
- [ ] Community Service
- [ ] Civic Engagement
- [ ] Creative Works/Senior Project
- [ ] Research
- [ ] Entrepreneurship
  (program, class, project)
K. **TEXTS:**


L. **REFERENCES:**

M. **EQUIPMENT:** None ☒ Needed:

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

Assignments, Written Report(s), and Oral Presentation(s)

P. **DETAILED COURSE OUTLINE:**

I. Review of Technical Literature
   i. Review of peer-reviewed technical journal articles
   ii. Principles and procedure of technical writing
   iii. Analyzing the audience and purpose
   iv. Technical language and writing style
   v. Presenting technical information in writing, tables, graphics, and oral presentation
   vi. Making a scientific argument

II. Written Communication
    i. Sentence structure
    ii. Paragraph structure
    iii. Verb tense and word choice
    iv. Organization
    v. Technical report writing - types and styles (e.g. full, memo, letter, abstract, proposal)
    vi. Editing and review
    vii. Use of technical literature and referencing

III. Oral Communication
     i. PowerPoint presentations
     ii. Poster presentations

Q. **LABORATORY OUTLINE:** None ☒ Yes □