

EAS 360 | STEM COMMUNICATION SPRING 2019 | T/R 8 AM

Dr. Kristen R. Moore
 Clemens 321 /Capen 140B
 krm1881 (Skype/Gchat)
 716.645.0684

Office Hours:
 T 9:30-11 Capen 140B
 R 3:30-5 Clemens 321
 By Appointment



Unit One:
 Professional
 Portfolio
 Week 1-4

Unit Two:
 Standards
 Report
 Week 5-10

Unit Three:
 User-Centered
 Design Report
 Week 11-15

WHAT IS THIS CLASS ABOUT?

This class aims to make you a better communicator in your professional life. Researchers agree that you become better at writing when you practice, practice, practice. Most of this class will be you practicing your communication skills with your colleagues and me here to support you through oral and written feedback.

This is a Communication Literacy 2 course, so you're supposed to write 5000 words. Be ready. You can find the catalog description online.

How to Make it in Dr. Moore's Class



Attend class every day. I'll give you 2 free days. After that, you lose 1/3 a letter grade per absence. See me for extenuating circumstances.

Be a good colleague: respect others' knowledge and strengths, commit to learning and to others' learning, and be kind if at all possible.

Turn in your work on time and as assigned. If you need an extension on major deliverables, request them in writing 24 hours ahead of time.

Revise!!! You can **revise & resubmit any major deliverable** for a higher grade. Requirements: revision coversheet & meeting w/Dr. Moore.

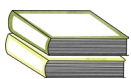
Don't mess around on your phone or technology during class. It's rude and gets in the way of learning. Expect to be called out if you do this.

Prepare for class each day. Bring readings to class, bring assigned writing in paper form. Save time for thinking about the class content.

Check email and Blackboard daily. Submit your assignments to blackboard and name them: YOURLASTNAME_AssignmentName.

100 pts
 +/- scale
 89.5 = A-

Assignment	Points	Due
Homework & Activities	20	Varies
Unit One Deliverable	20	2.26
Unit Two Deliverable	25	4.2
Unit Three Deliverable	25	5.9
Final	5	TBA
Mid-term	5	TBA



Tebeaux, E. & Dragga, S. (2017). The essentials of technical communication. (4th ed.). NY, New York: Oxford University Press.

UNIT ONE WEEKLY SCHEDULE | Subject to Change via Blackboard

Date/Topic	Topic	Readings	Assignments due
January 29	Why Bother w/Communication?	N/A	N/A
January 31	Characteristics of effective communication	Chapter 1, Tebeaux and Dragga; Chapter 7, Email and Text Messages + Appropriate Tone	
February 5	Memos, Emails, & Cover Letters	Chapter 7, Tebeaux and Dragga, Memos and Letters	Bring in a Job Ad from your field
February 7 Meet via WebEx	What you want; baby I got it	Chapter 12, The Correspondence of the Job Search and Letter of Application	Submit HW1: Job Ad Analysis
February 12	Designing Resumes	Reading on Visual Design (on Blackboard) and Chapter 12, The resume	HW2: Bring Resume
February 14	Resume Language	n/a	HW3: Bring Revised Resume
February 19	Cover Letters & Technical Edits	Chapter 4, Tebeaux and Dragga, Section TBA	HW4: Draft of cover letter
February 21	Planning as a Professional	n/a	n/a

Special Needs Accommodations

I invite you to come visit with me during the first two weeks of class to discuss your any special needs or accommodations, if any, under the Americans with Disabilities Act. Explore services and responsibilities for students with special needs at Student Disability Services: Accessibility Resources | 60 Capen Hall | 716-645-2608

Basic Needs Statement

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

LGBTQIA Support Statement

I identify as an ally to the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community, and I am available to listen and support you in an affirming manner. I can assist in connecting you with resources on campus to address problems you may face pertaining to sexual orientation and/or gender identity that could interfere with your success at University at Buffalo. Please note that additional resources are available through the Office of Equity, Diversity, and Inclusion in 406 Capen Hall (716) 645-2266. Their web site can be found here: <http://www.buffalo.edu/equity/obtaining-assistance/lgbtq-information-and-support.html>

Academic Integrity

You are expected to follow UB's Academic Integrity Policy. It can be found here: <https://catalog.buffalo.edu/policies/integrity.html>