



VE300 Technical Communication (Summer 2017)
Monday, 10:00-11:40 (Section 2)
Zhong Dong Yuan, E4-204

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Tuesday, 3-4:30p
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E-Reading room
Tuesday, 7-8pm
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Course Description:

This course covers 3 main topics for students who have successfully completed VG100

1. Email writing
2. Cover letter, Curriculum Vitae (CV), & Resume writing
3. Advanced presentation skills: Slides and visuals

Class format includes lecture, discussion, individual practice, group activities, and case studies.

Selected readings from the following texts:

1. *Technical Communication Strategies for Today*, by Richard Johnson-Sheenan
2. *The Big Fish Experience*, by Kenny Nguyen, Gus Murillo
3. Handouts on email template, exercise, and samples

Course content and activities aim to help you:

- Build a professional identity & personal brand through CV & resume writing
- Know what type of job seeker benefits from each of the 3 main types of resume
- Improve presentation skills (design and delivery)
- Understand email etiquette and writing standards

After taking this course, you should be able to:

- Prepare a CV/resume based on your own knowledge about your skills & experience
- Format and create an effective cover letter
- Present information with greater polish and confidence
- Use email with greater polish and confidence



	Topic	Monday
1	Course Introduction	May 15
2	Writing in the digital age: <ul style="list-style-type: none"> Forms & structure Style & etiquette Email writing sample review & critique 	22 Group formation
3	Applying for an internship or job: <ul style="list-style-type: none"> Writing a cover letter Three main types of resumes <ol style="list-style-type: none"> Chronological Functional Combination CV sample review and critique 	27 Email assignment #1 due
4		June 5 Cover letter assignment due Presentation idea draft due
5	Making presentations: <ul style="list-style-type: none"> Structuring your presentation Communicating with visuals 	12 CV draft due
6		19 Final CV due Email assignment # 2 due
7	Group Presentations	26 Presentation outline due
8	Presentations & in-class exam	July 3 Exam (30 minutes)

Course assignment and value

3%	In-class work, participation
3%, 13%	CV draft, CV revision
13%, 13%	2 email assignments
14%	Cover letter assignment
3%, 4%	Presentation idea draft + outline
15%	Presentation (points may vary)
9%	PPT slides
10%	Exam (30 minutes)

Course grade scale:

A+	100-98	C+	79-77
A	97-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80		



Course Policies and Expectations:

Office hours: You are welcome to drop by my office or make an appointment to discuss course-related questions or concerns.

Handing in assignments: For each assignment, a paper copy will be collected at the beginning of the class on the due date. You will also upload an e-copy to Canvas as a backup.

Electronic devices: Laptops are allowed in class as long as they are being used for educational purposes, such as note-taking. I reserve the right to ban laptops in the classroom if this policy is violated.

Attendance: Regular attendance is required.

Late assignments will be downgraded by a whole grade each day (B becomes C). No assignment will be accepted 2 days after the due date. If you miss the exam, no make-up will be given. Consideration will be granted only in exceptional circumstances, such as personal illness or family emergency, with proper documentation.

Honor Code & Plagiarism

You MUST refer to the 2013 JI Undergraduate Student Handbook, Section 9, for a description of what acceptable academic conduct is. Section 9 of the Handbook contains the Honor Code. In particular for this course,

- “It is dishonorable for students to receive credit for work that is not the result of their own efforts” (2013 USH, 19).
- “It is a violation of the Honor Code for students to submit, as their own, work that is not the result of their own labor and thoughts. This applies, in particular, to ideas, expressions or work obtained from other students as well as from books, the internet, and other sources. The failure to properly credit ideas, expressions or work from others is considered plagiarism. Plagiarism is taken extremely seriously at JI. A student is required to follow the rules of citation and attribution as set down by the instructor.” (2013 USH, 20).
- “Plagiarism is taken extremely seriously at JI. A student is required to follow the rules of citation and attribution as set down by the instructor. The following list includes some specific examples of plagiarism:
 - Use of any passage of three words or longer from another source without proper attribution. Use of any phrase of three words or more must be enclosed in quotation marks (“example, example, example”).
 - Use of material from an uncredited source, making very minor changes (like word order or verb tense) to avoid the three-word rule.
 - Inclusion of facts, data, ideas or theories originally thought of by someone else, without giving that person (organization, etc.) credit.
 - Paraphrasing of ideas or theories without crediting the original thinker.” ” (2013 USH, 21).
- Please read carefully the following document:
<http://umji.sjtu.edu.cn/academics/student-handbook/> >



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<http://umji.sjtu.edu.cn/wp-content/uploads/2013/04/2013-Undergraduate-Student-Handbook.pdf>

If you are found to have plagiarized someone else's work or ideas, thereby violating the Honor Code, your work will receive an automatic "0," and I will turn your work into the Honor Council. Depending on the severity of the case, you may receive an "F" in the course and/or be expelled from the school.