

**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:

| <u>Course Student Learning Outcome</u><br><u>[SLO]</u>   | <u>Program Student Learning Outcome</u><br><u>[PSLO]</u> | <u>GER</u><br><u>[If Applicable]</u> | <u>ISLO &amp; SUBSETS</u>     |  |
|--|--|--------------------------------------|-------------------------------|--|
| a) effectively communicate technical information through written communication in a number of technical styles | Program's communication<br>PSLO (e.g. 2488 = SO7)        |                                      | 1-Comm Skills<br>ISLO<br>ISLO | W<br>Subsets<br>Subsets<br>Subsets       |
| b) effectively communicate technical information through oral communication                                    | Program's communication<br>PSLO (e.g. 2488 = SO7)        |                                      | 1-Comm Skills<br>ISLO<br>ISLO | O<br>Subsets<br>Subsets<br>Subsets       |
| c) effectively communicate technical data and information through graphical communication                      | Program's communication<br>PSLO (e.g. 2488 = SO7)        |                                      | 1-Comm Skills<br>ISLO<br>ISLO | Subsets<br>Subsets<br>Subsets<br>Subsets |
| d) effectively communicate technical information to non-specialist audiences                                   | Program's communication<br>PSLO (e.g. 2488 = SO7)        |                                      | 1-Comm Skills<br>ISLO<br>ISLO | Subsets<br>Subsets<br>Subsets<br>Subsets |
| d) demonstrate proper use and citation of technical literature   | Program's communication<br>PSLO (e.g. 2488 = SO7)        |                                      | 1-Comm Skills<br>ISLO<br>ISLO | Subsets<br>Subsets<br>Subsets<br>Subsets |
|  |  |                                      | ISLO<br>ISLO<br>ISLO          | Subsets<br>Subsets<br>Subsets<br>Subsets |
|  |  |                                      | ISLO<br>ISLO<br>ISLO          | Subsets<br>Subsets<br>Subsets<br>Subsets |
|  |  |                                      | ISLO<br>ISLO<br>ISLO          | Subsets<br>Subsets<br>Subsets<br>Subsets |

|  |  |  |                      |  |
|--|--|--|----------------------|--|
|  |  |  | ISLO<br>ISLO<br>ISLO | Subsets<br>Subsets<br>Subsets<br>Subsets |
|  |  |  | ISLO<br>ISLO<br>ISLO | Subsets<br>Subsets<br>Subsets<br>Subsets |

| KEY    | <u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>   |
|--------|---|
| ISLO # | ISLO & Subsets  |
| 1      | <b>Communication Skills</b><br>Oral [O], Written [W]  |
| 2      | <b>Critical Thinking</b><br><i>Critical Analysis [CA], Inquiry &amp; Analysis [IA], Problem Solving [PS]</i>                    |
| 3      | <b>Foundational Skills</b><br><i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>                             |
| 4      | <b>Social Responsibility</b><br><i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i> |
| 5      | <b>Industry, Professional, Discipline Specific Knowledge and Skills</b>   |

\*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:**

Scientific Writing and Communication, Angelika H. Hofmann ISBN: 978-0-19-539005-6

**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**