

# OGLALA LAKOTA COLLEGE **COURSE SYLLABUS & ADMINISTRATION**

## Fall Semester 2013

# Rebuilding the Lakota Nation through Education Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte Io

Name of Course Technical Writing

**Department:** Math. Science & Technology

**Location:** Pine Ridge and Batesland via PicTel

**Instructor:** James Dudek **Phone:** 308-282-2518

**Office:** 605-455-6110 @ Piya Wiconi

Course Number: SCI 113

Credit Hours: 3 credit hours

**Time & Day:** Tuesday 5:00 – 8:00 Email: jdudek@olc.edu Mobile: 308-360-0208

Office Hours: Friday @ PW

## **Course Description (Waunspe Oyakapi):**

This class will cover the essentials of writing clear, concise proposals, reports, technical manuals, letters, memos, bid specifications, websites and other Information Technology documents. The student will also learn how to conduct a professional presentation. (This course DOES NOT satisfy the Engl 113 requirement for non – Science, Math and Technology programs.) 3 Credit Hours

Prerequisites: Engl 103 Freshman English I

## **Required Text and Materials:**

This course does not have a textbook. Instructional Materials will be provided by the instructor. Resources used by the instructor include but not limited to:

Rutherfoord, Andrea J. Basic Communication Skills for Technology. Second Edition. Prentice Hall, Columbus, Ohio. 2001. 0-13-087822-7.

VanAlstyne, Judith S. Professional and Technical Writing Strategies: Communicating in Technology and Science. Sixth Edition. Pearson Prentice Hall. 2005. 978-0-13-191520-6.

Alred, Gerald J. Brusaw, Charles, T. Oliu, Walter E. Handbook of Technical Writing. Ninth Edition. Bedford / St. Martin's. Boston, Mass. 2009. 978-0-312-47707-3.

#### Course Goal:

Students will understand write effective technical documents.

#### Learning Objectives (Wounspe Taku Unspepi Kte Kin He Le E):

Upon completion of this course students will be able to demonstrate a working knowledge of:

- Identify what technical writing is.
- Identify the types of projects that require technical writers.
- Summarize the technical writing process.
- Write technical materials effectively.
- Write with the end-user in mind, and not the product owner.
- Demonstrate time management skills to complete a project.
- Evaluate your technical writing.
- Identify the best resources for finding technical writing projects, and
- Demonstrate mastery of lesson content

#### **Assessment:**

Assessment will be through the use of weekly homework assignments and tests.

# **Instructional Methodology:**

This course will be taught through the use of weekly classroom presentation with important course content specific to the needs of the Information Technology degree.

#### **Course Rationale:**

Technical communication is the process of transmitting facts and information to a defined audience for specific purposes. Employees who can produce focused, clear documents often have the competitive edge over others who are less skilled with written communications. (Rutherford, 3)

#### Homework:

Each student should expect to spend two (nunpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. Therefore, if a course is three (yamni) credit hours you should spend approximately six (sakpe) hours outside of the course room on required readings and homework. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

## Reading Load:

Reading will include approximately one (wanji) chapter of the textbook per week, plus handouts and homework as assigned.

# Type & Amount of Writing Load:

Writing load will be the list of answers to objective questions of weekly assignments.

#### **Lakota Perspective Provided Through:**

This course stresses Wolakotakiciapi of "learning Lakota ways of life in the community". This course is based on the values of mutual respect and generosity (woohola na wochantognakapi), seeking to advance each individual's knowledge through their continuing hard work (fortitude- wowalitake) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery-woohitike); all undertaken in an environment of complete truthfulness, trust, integrity and humility. We will do this by embracing the teaching of our ancestors as we learn new ways. (Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte.)

#### **Evaluation and Grading:**

Moderate writing is required. Homework may consist of answers to objective questions of weekly assignments. In addition, there will be exams, class exercises and guizzes.

Scale		Weight of Assignments, Participation, O	Weight of Assignments, Participation, Other Assessments			
91 - 100	Α	Weekly Assignments	80%			
81 - 90	В	Tests and Exams	20%			
71 - 80	С					
00 - 70	F					

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.

B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.

C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.

F = Demonstrated concept mastery below the acceptable mark of 69%, which is well below what may be required in the business world.

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

## College Policy on Grading and Change of Grades:

http://www.olc.edu/local\_links/registrar/docs/student\_handbook.pdf see page 11

**Course Requirements, Expectations or Students:** Because OLC offers classes in three-hour blocks once per week, (for everyone's travel convenience), if you are absent from one OLC class session, it's like missing three classes at another college. (See student handbook).

- Your homework assignments must be turned in on the dates due to get full credit.
- You are expected to participate in class discussion; this provides evidence of your interest in
  and preparation for the class. It also helps gauge the effectiveness of the instruction and
  everyone's level of comprehension of the material presented. Most importantly, fellow class
  members benefit from your opinions and insights; in addition, the questions you ask may be
  about the same topic with which other students are having difficulty, so by helping yourself you
  also help them.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

#### **Attendance and Tardiness**

http://www.olc.edu/local\_links/registrar/docs/student\_handbook.pdf see page 8

## **Policies on Academic Honesty**

http://www.olc.edu/local\_links/registrar/docs/student\_handbook.pdf see page 43

#### **Standards of Conduct Policy**

http://www.olc.edu/local\_links/registrar/docs/student\_handbook.pdf\_see\_page\_38

#### **ADA Policy**

http://www.olc.edu/local\_links/registrar/docs/student\_handbook.pdf\_see\_page\_37

#### **Electronic Information Resources Acceptable Use Guidelines**

http://www.olc.edu/local\_links/registrar/docs/student\_handbook.pdf\_see\_page\_41

#### **Additional Course and Department Specifics:**

#### **Examination Policy**

Make-up tests will **not** be allowed without prior arrangements being made before the testing period. There will be no exceptions to this policy. It is essential that you plan your personal schedule to guarantee that you can take the tests at the designated times. Testing dates are published in the course calendar attached to this syllabus.

**Preparation for Examinations:** Attend class periods (classroom and virtual) and read the chapters. Most of the questions are taken directly from the reading material.

# **OLC Attendance Policy and Satisfactory Progress**

The OLC Attendance Policy states, "A Student may be dropped from a course after three consecutive absences at the discretion of the instructor, (and will be dropped after a total of five absences). The instructor must submit a drop card or a letter grade of an "F" to the Registrar's Office." This policy will be applied in this course.

Each instructor is requested to submit a weekly attendance sheet to the college center where the course is taught. A weekly progress report will also be submitted with each attendance sheet. Each student should be progressing satisfactorily through the course. Satisfactory progress is defined as the student having submitted the past week's assignment on time and has been awarded a passing score. After three consecutive weeks of unsatisfactory progress an attempt will be made help the student remedy the situation

# **Class or Assignment Cancellation**

Notification of a class cancellation will be made through E-mail, Moodle, and through the College Center where the class is held. However, the materials for this course are available on Moodle – 24/7. Events such as snowstorms rarely last more than two or three days allowing students access to College Center Computer Labs each day during the week making the cancellation of class assignments unnecessary.

## Incomplete or Change of Grade Policy

Students will not be given an incomplete grade or a change of a grade in this course without sound reason and documented evidence of why the course assignments could not be completed as described in the course syllabus. In any case, for a student to receive an incomplete or a change of a grade, he or she must be demonstrating passing work, must have completed a significant portion of the course and submit in writing a request for an extension to your instructor before the end of the course. The grade awarded at the end of the course will be the grade earned during the semester.

#### **End of the Semester Course Evaluation**

At the end of the course, students will receive an automated email invitation to submit an on-line evaluation of the course and instruction provided. All submitted course evaluations are confidential, and only aggregate data and comments will be shared with the instructor and program director. Your thoughts are vitally important to Oglala Lakota College in our efforts continuously to improve our programs.

SCI 113 - Weekly Topical Content					
Date	Weekly Content Topics	Due			
Oko Wanci Week 1 Aug 27	Syllabus Review What is Technical Writing				
Oko Nunpa Week 2 Sep 3	Technical Communication				
Oko Yamni Week 3 Sep 10	Language and Style				
Oko Topa Week 4 Sep 17	Organization				
Oko Zaptan Week 5 Sep 24	Technical Definitions and Descriptions				
Oko Sakpe Week 6 Sep 31	Summaries and Graphics				
Oko Sakowin Week 7 Oct 8	Instructions, Compare and Contrast				
Oko Saglogan Week 8 Oct 15	Writing Lab before midterm				
Oko Napcinyunka Week 9 Oct 22	Midterm Exam				
Oko Wikcemna Week 10 Oct 29	Describing Mechanisms				
Oko Ake Wanci Week 11 Nov 5	Giving Instructions				

Oko Ake Nunpa		
	Analyzing a Process	
Week 12 Nov 12		
Oko Ake Yamni		
	Brief Reports	
Week 13 Nov 19		
Oko Ake Topa		
	Long Reports and Proposals	
Week 14 Nov 26		
Oko Ake Zaptan		
	Final Exam	
Week 1 Dec 3		

**Disclaimer:** Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook. <a href="http://www.olc.edu/local\_links/registrar/docs/student\_handbook.pdf">http://www.olc.edu/local\_links/registrar/docs/student\_handbook.pdf</a>