Catalogue Description, including Prerequisites:
Communication skills for the professional. Writing of reports, letters, proposals, etc. Oral presentations in the form of group problem-solving, design reviews, requests for funding and/or public testimony/hearing. Use of presentation media to support oral communication. Prerequisite: ENGL 1302. Credit may not be obtained in both COMS 2374 and ENGL 2374.

Course Learning Objectives:
1. Produce effective informative writing in a variety of formats. (Assessed by letter, proposal, and recommendation report.)
2. Research, synthesize information, integrate materials, and document sources. (Recommendation report text and documentation.)
3. Design visual support for technical reporting. (Visual support for report.)

Text(s):
Required
ISBN 978-1-58510-257-0 $36.95

Other Materials
---college level dictionary (recommended)
---thesaurus (recommended)
---an email account
---flash drive or other memory storage device. You should regularly save material you are composing on a word processor; if your computer or printer crashes you can visit the computer lab and hopefully not lose your assignment (not to mention all your time and hard work).
---A college ruled notebook/spiral

Assignments:
Quizzes...15%
Letter...15%
Proposal...20%
Recommendation Report...30%
Oral Presentation...20%

Grading:
The grading and evaluation of work for this course will follow the standards established by this university as outlined on page 67 of the TAMUK 2010-2012 Undergraduate Catalog.
A: Excellent, 90-100.
B: Good, 80-89.
C: Average, 70-79.
D: Passing, 60-69.
F: Failure, below 60.

General Class Policies:
- You must bring the required materials for each class period.
- All assigned reading for a particular day **MUST** be completed prior to class time.
- Two absences will result in a failure for the course. Tardies will count as an absence (unless I am given a valid reason for the tardy after class). If you are going to be absent, please notify me. I will need some form of verification for an absence. In other words, a cold or a hangover is not a valid reason for a missed class. Daily assignments (and the like) cannot be made up and, as a result, you may have a substantially lower grade than you would like. **You will be responsible for signing the attendance sheet.** If you do not sign in, you are absent. Since discussion and class participation is such an important part of the writing process, I will enforce this policy. We cannot conduct a productive class without your help. Please take the time to get the name and number of classmates. They can be a valuable resource for any missed work or notes.
- **Six Drop Policy**
  The following provision (new in Fall 2007) does not apply to students with Texas public college or university credits prior to Fall 2007. The Texas legislature has enacted a limit to the number of course drops allowed to a student without penalty. After a student has dropped six courses, a grade of QF will normally be recorded for each subsequent drop. If you need additional information on Senate Bill 1231 and how it affects you, please contact the Registrar’s Office in College Hall, Room 105.
- Late assignments **WILL NOT** be accepted. **DO NOT EVEN ASK.** If you do not have your assignment on time, a grade of zero will be assigned.
- Do not come to class with a cell phone turned up. Please make sure that your phone is on MUTE/VIBRATE. If a cell phone rings, or if you are texting in class, you will be excused from class for the day, and you will be counted absent.
- **Disabilities**
  The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability requiring an accommodation please contact the Disability Resource Center (DRC) as early as possible in the term. DRC is located in the Life Service and Wellness building at 1210 Retama Drive, or call (361) 593-3024.
- **Academic Misconduct:** You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.
- **Forms of academic misconduct** (this is not designed to be an exhaustive list):
  1. Cheating, plagiarism, collusion or other forms of academic dishonesty.
  2. Unauthorized possession of examinations, reserved library materials, laboratory materials, or other course related materials.
  3. Unauthorized changing of grades on an examination, in an instructor’s grade book, or on a grade report.
4. Falsification of a student transcript or other academic records; or unauthorized access to academic computer records.

- Plagiarism, the passing of written work or intellectual ideas as your own, is a form of stealing. Other people (teachers, classmates, tutors, etc.) may give you suggestions but the work must be your own. If you are not sure about documentation, or if you are not sure about plagiarism, please ask!

- Nonacademic misconduct: The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either the instructor’s ability to conduct the class, the inability of other students to profit from the instructional program, or campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

- Harassment /Discrimination
  Texas A&M University-Kingsville will investigate all complaints that indicate sexual harassment, harassment, or discrimination may have occurred by the facts given by the complainant. Sexual harassment of anyone at Texas A&M University-Kingsville is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action. A person who believes he/she has been the victim of sexual harassment, harassment, or discrimination may pursue either the informal or the formal complaint resolution procedure. A complaint may be initially made to the complainant’s immediate supervisor, a department head, any supervisory employee, the Dean of Students (593-3606), or the Office of Compliance (593-4758). Regardless of who the complaint is filed with, the Compliance Office will be notified of the complaint so it can be investigated.
## SEMESTER SCHEDULE

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>READING</th>
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<tbody>
<tr>
<td>1 (August 26)</td>
<td>Group A: Course Introduction</td>
<td>Course Introduction</td>
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<tr>
<td>2 (September 2)</td>
<td>LABOR DAY HOLIDAY</td>
<td>NO CLASS</td>
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<tr>
<td>3 (September 9)</td>
<td>Technical and Professional Communication; Oral Presentations</td>
<td>Chapter 1 (3-14); Chapter 15 (183-196)</td>
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<td><strong>Letter of Introduction DUE</strong></td>
<td><strong>Letter of Introduction DUE</strong></td>
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<tr>
<td>4 (September 16)</td>
<td>Legal and Ethical Issues</td>
<td>Chapter 2 (15-24)</td>
</tr>
<tr>
<td>5 (September 23)</td>
<td>Gathering and Evaluating Information; Proposals</td>
<td>Chapter 3 (25-34); Chapter 11 (115-132)</td>
</tr>
<tr>
<td>6 (September 30)</td>
<td>Writing; Reports</td>
<td>Chapter 5 (45-56); Chapter 12 (133-150)</td>
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<td><strong>Proposal DUE</strong></td>
<td><strong>Proposal DUE</strong></td>
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<tr>
<td>7 (October 7)</td>
<td>Using Tables, Figures and Color; Using Graphic Elements</td>
<td>Chapter 6 (57-68); Chapter 7 (69-80)</td>
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<tr>
<td>8 (October 14)</td>
<td>Recommendation Report DUE; Report Presentations</td>
<td>Report DUE; Report Presentations</td>
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<tr>
<td>9 (October 21)</td>
<td>Group B: Course Introduction</td>
<td>Course Introduction</td>
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<tr>
<td>10 (October 28)</td>
<td>Technical and Professional Communication; Oral Presentations</td>
<td>Chapter 1 (3-14); Chapter 15 (183-196)</td>
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<td><strong>Letter of Introduction DUE</strong></td>
<td><strong>Letter of Introduction DUE</strong></td>
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<tr>
<td>11 (November 4)</td>
<td>Legal and Ethical Issues</td>
<td>Chapter 2 (15-24)</td>
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<tr>
<td>12 (November 11)</td>
<td>Gathering and Evaluating Information; Proposals</td>
<td>Chapter 3 (25-34); Chapter 11 (115-132)</td>
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<tr>
<td>13 (November 18)</td>
<td>Writing; Reports</td>
<td>Chapter 5 (45-56); Chapter 12 (133-150)</td>
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<td><strong>Proposal DUE</strong></td>
<td><strong>Proposal DUE</strong></td>
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<tr>
<td>14 (November 25)</td>
<td>Using Tables, Figures and Color; Using Graphic Elements</td>
<td>Chapter 6 (57-68); Chapter 7 (69-80)</td>
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<tr>
<td>15 (December 2)</td>
<td>Recommendation Report DUE; Report Presentations</td>
<td>Report DUE; Report Presentations</td>
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