Course Information:

Instructor Name: ________________________________________________

Instructor Email: ________________________________________________

Instructor Phone: _________________________________

Instructor Office Location: _________________________________________

Instructor Office Hours: ___________________________________________

Course description: An introduction to the professional field of human resource development (HRD) with a focus on trends, issues, roles, and competencies. Content and activities are provided to assist students in planning and preparing for a career in human resource development (SIUC Undergraduate Catalog).

Course Overview:

WED 381B – Training Proposal and Report Writing (Part II) is an independent study course that provides learning activities and self-assessment tools related to technical communication and writing reports within the workplace learning and performance (WLP) field. It is a continuation of the work you did in WED 381A.

The WED 381B coursework consists of 3 lessons that contain readings and self-guided activities. There are 4 assignments you must complete to finish the course satisfactorily. All completed assignments must be your own written work.

In Lesson 1, you will be introduced to document design and using visual aids in the technical communication process. You will also form into “corporate” teams for this course and, as a team, complete a case study and two team projects in this lesson.

In Lesson 2, you will learn about communicating to persuade, and technical descriptions and process analysis. As a team, you will complete another case study in this lesson.
In Lesson 3, you will learn about developing instructions, user manuals, and standard operating procedures. As a team, you will complete a team project and a problem-solving exercise as part of this lesson.

**General Objectives:**

The objectives for this course are that each student:

1. Uses APA style in preparing papers and reports.
2. Understands technical communication affecting the Workplace Learning and Performance (WLP) professional.
3. Understands the roles, competencies, and expertise used in technical communication.
4. Understands the nature and characteristics of career transitions and communicating to effectively obtain employment.

**Textbooks & Resource Materials:**

**Required Texts:**


**Course Requirements:**

*Failure to create your online Course Profile and view specific course documents, such as the syllabus will prevent you from seeing any other course materials.* You also will be required to submit assignments via the drop boxes properly in order to see the next assignment. This is intentional to ensure you see the information necessary to perform at the highest levels. It won’t restrict your progress through the course if you adequately prepare yourself to do the work. If you have completed your Course Profile in another SIU online course, you won’t have to do it again.

Teaching Assistants will return graded assignments (with comments) within 14 days after the assignment submission date. The comments may be included in the actual assignment document or may be submitted back to you via SIU Online. *Failure to submit assignments via the drop boxes properly will prevent you from seeing the next assignment.*

Emails received during normal business hours (Central Time) will be acknowledged by the teaching assistant within 24 hours. E-mails received on
weekends or holidays will be acknowledged by close of business on the first business day after the weekend or holiday.

Students must maintain access to adequate computer, software, and e-mail systems to complete coursework, to communicate with the teaching assistant and instructor of record, and MUST keep back-up copies of all written work submitted.

Assignments must be submitted via SIU Online (D2L) as MS Word attachments. If this is impossible due to student location or emergency, contact the teaching assistant prior to the due date for an approved alternative method. Use the checklists included in the course to assist you in preparing your written assignments.

All written assignments must have a cover page, including Assignment #, your name, your contact information, name of instructor (not teaching assistant), and date of submission. Refer to the sample cover page in SIU Online.

Your off-campus coordinator is the instructor of record. However, student work is submitted to the teaching assistant at main campus who works for the instructor of record.

**Academic Dishonesty:**

Although group collaboration is encouraged for discussion and study purposes to complete the course, all written assignments must be each student’s own work. For SIUC policy on academic dishonesty, refer to the SIUC Undergraduate Student Catalog, or contact the teaching assistant/coordinator.

Evidence of academic dishonesty, which includes cheating and plagiarism, may result in failing both the assignment and the course. **Copying and pasting from another student’s paper and/or from multiple sources (books, journal articles, etc., whether from printed or Internet sources) is plagiarism.**

SIUC subscribes to Turnitin.com, the internationally-used anti-plagiarism software, which reviews written work for originality. Turnitin.com generates an originality report that identifies whether content of your paper is found elsewhere. You must analyze the report in order to determine whether you have adequately cited the resources used in your paper. If your instructor activates it, Turn-it-in is an integral part of SIU Online and the originality report can be viewed online.

**Follow these general APA guidelines for Assignments:**

- Double-spaced text, except for table of contents, title page, and as noted elsewhere in directions within the rubrics or templates
- 1” margins on all four sides of a page (left-right-top-bottom)
Left-hand, flush margin, alignment
5-space indentation for new paragraphs
12 point Arial or Times New Roman font
Correct APA references and in-text citations are required.
For direct quotations, use quotation marks followed by APA style citation with page numbers; for paraphrasing, use APA style citation without page numbers. See the Publication Manual of the American Psychological Association (6th ed.) (2010) for details on correct in-text citation of sources and proper listing of resources on a Reference Page.

**Graded Written Assignments:**  **Total points:** 280

**Grading Scale:** Based upon total points for all written assignments:

<table>
<thead>
<tr>
<th>Points</th>
<th>%</th>
<th>Grade</th>
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<tbody>
<tr>
<td>252-280</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>224-251</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>196-223</td>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>168-195</td>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-167</td>
<td>0-59</td>
<td>F</td>
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</tbody>
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- You must have a C or better for any WED course to graduate.
- Your instructor may invoke a point penalty of up to 10% per week for late assignments.
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<tr>
<th>Course Overview</th>
<th>Readings and Self-Guided Activities</th>
<th>Assignments</th>
<th>Due Dates and Assignment Grade Point Values</th>
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<tr>
<td><strong>Lesson 1:</strong> Document Design and Using Visual Aids in Technical Communication</td>
<td>View the online Powerpoint Slide show. Read Chapters 9 and 10 in the textbook.</td>
<td>Assignment 1: Complete and submit the Case Study #2, located on page 286 of the textbook.</td>
<td>Sept. 17, 2014 60 Points</td>
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<td>Assignment 2: Complete and submit Individual and Team Projects #1 and #2, located on page 321 of the textbook.</td>
<td>Oct. 8, 2014 80 Points</td>
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<tr>
<td><strong>Lesson 2:</strong> Communicating to Persuade</td>
<td>View the online Powerpoint Slide show. Read Chapters 11 in the textbook.</td>
<td>Assignment 3: Complete and submit the Case Study, located on page 351 of the textbook. Create a sales letter for the company. Write the letter as if you work for the company.</td>
<td>Nov. 12, 2014 65 Points</td>
</tr>
<tr>
<td><strong>Lesson 3:</strong> Technical Descriptions, Process Analyses, Instructions, User Manuals and Standard Operating Procedures</td>
<td>View the online Powerpoint Slide shows. Read Chapters 12 and 13 in the textbook.</td>
<td>Assignment 4: Complete and submit Individual and Team Project #3, located on page 410 of the text. Complete and submit the Problem-Solving Think Piece, located on page 411 of the textbook. Submit as a single document.</td>
<td>Dec. 3, 2014 75 Points</td>
</tr>
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After completing the last assignment, you will be given an opportunity to complete an end-of-course evaluation. It can be found inside D2L, under Surveys. Your feedback is critically important in improving our course content and delivery! Please complete the evaluation.