

Moodle Course Outline

Welcome from the professor

▪ [News forum](#)

I have done my best to include all the information you need to work through the class. I will send along more details on the major assignments as the semester progresses and/or student questions arise. I will email everyone rather than just post things here and assume you will find them if there are any materials that I feel everyone needs to see. It is best to email me directly with questions. I will be reading as we go along and respond to any questions posted here but that is much more difficult and may take time. For quicker response email is always best. I hope you have a good semester, enjoy the learning experience and learn something useful. Good luck and I will see you online.

[Watch Dr. Lipuma's video Introduction: http://njit.mrooms.net/mahara/view/view.php?id=166](http://njit.mrooms.net/mahara/view/view.php?id=166)

[Read the introductory resource materials: http://njit.mrooms.net/mahara/view/view.php?id=161](http://njit.mrooms.net/mahara/view/view.php?id=161)

General Forums

The forum below can be used to post side discussion, comments, and general questions that we can all read and post into to help the community successfully complete the course. These are not required. If you have specific questions, something personal to discuss, or need an answer more quickly, please email me at Lipuma@njit.edu

▪ Comments and Questions for the Class

General Course Materials

- Course Syllabus [Word document](#)
- Outline of class assignments [Word document](#)
- Summer 2010 class Calendar [Word document](#)
- Submission Guidelines [Word document](#)
- Task 1--Due by September 6, 2010 [Forum](#)

This assignment was mailed to you and is posted on Mahara for you to review at:
<http://njit.mrooms.net/mahara/view/view.php?id=27>

8

Task 1: Getting Started - Due September 6, 2010

The first set of tasks for class are meant to help you become accustomed to using Moodle, Mahara, and the other online tools needed to complete the task. Please follow the link below and read the assignment posted on Mahara. Then use the forum provided below to post your Wikipedia user ID.

[Click here to read Assignment details posted on Mahara:
http://njit.mrooms.net/mahara/view/view.php?id=278](http://njit.mrooms.net/mahara/view/view.php?id=278)

▪ Wikipedia User ID Post--Due by September 6, 2010

Use this forum to post your Wikipedia User ID ending in -NJITWILL. Please put the User ID in the subject line of the forum post.

ENG 352--Technical Communications

Task 2: Introduce Yourself to the class

Read FUEL Chapter 1

- ▮ Introductory Assignment—Due by September 8, 2010 [Forum](#)

Please complete one of the learning style surveys URLs listed in Chapter 1 of FUEL on page 9. For the post, briefly introduce yourself to the class by providing your name, major, and year-in-school. Then explain what the results of the learning style survey you took were and if you agree with these results. Then answer question 1 & 2 on page 12 of FUEL. How do you think this will relate to your work in the class, your ability to learn and communicate generally, and how might it affect your career in the major you have chosen? Since these are your opinions of yourself, there is no wrong answer but these ideas help everyone know you better as well as give some insight into the experiences you have and what will become part of your work as you move through the assignments for the class.

Task 3: What is Technical Communication?

On your own, think about the terms Technology, Technical, and Communication and how you might define them for yourself.

- ▮ Definitions--Initial post due by September 10, 2010 Replies due by September 17, 2010

[Forum](#)

Read FUEL Chapter 2

[Watch the videos explaining different views of Communication:](#)

<http://njit.mrooms.net/mahara/view/view.php?id=167>

--> Definitions Forum Reply--All posts must be completed by September 17, 2010

There are two parts for this post.

1. Post your definition for Technology, Technical, and Communication in your own words for fellow students in our class as they might be used in our class. You may use outside sources but I do not want you to just copy and paste or retype what they have written. What sources or thought processes did you use to formulate these definitions?
 2. After reading the course materials and the posts of classmates, please re-post a second time to explain if your definitions changed after reading Chapter 2 and/or if you had to find ways to eliminate YKWIM? Feel free to post new definitions if you wish. Reply to at least one other classmate's post commenting on the quality and clarity of his or her definitions especially in light of the 4 rules given in chapter 2. Do you see YKWIM and have suggestions for eliminating it in the definitions given by others? More than 1 person can comment on any post even if someone else has already made comments.
-

Task 4: Your View of Communication

- ▮ Different types of Technical Communication [Word document](#)

- ▮ View of Communication--Due by September 21, 2010 [Forum](#)

Did your view of communication change after reading FUEL and watching the videos? Were you using a transfer model? What level did you pick for communication (1-5) and why? Did your understanding of Technical Communication change based on reading the explanation provided and how?

Task 5: Initial Technical Communication Sample--Your Resume

Read NJIT Career Development Services Resume Information

http://www.njit.edu/cds/resourcecenter/searchingonline/winning_resume.php

- ▮ Submit Your Current Resume with Description--Due September 25, 2010 [Assignment](#)

Please upload a single MS Word 2003 file containing your one-page resume along with a brief note explaining how you created it and for what reason if any.

Task 6: The Importance of Words

Watch videos on Definitions: <http://njit.mrooms.net/mahara/view/view.php?id=169>

- 1 Importance of Word Choice--Due by September 30, 2010 [Forum](#)

Start by answering question 2 on Page 32 of FUEL. How important do you feel word choice is when you are trying to communicate why are making distinctions a vital part of effective communication? Do you think you will be more careful when choosing words? Why or why not? As you reply to others, do you agree with the words used in posts to critique classmates?

Task 7: Critical Thinking

Read FUEL Chapter 3

Watch the Critical Thinking videos : <http://njit.mrooms.net/mahara/view/view.php?id=168>

- 1 Download and read the Librarian's Expert Method [Word document](#)

Read the Green Page Evaluation Task: <http://njit.mrooms.net/mahara/view/view.php?id=279>

- 1 Green Page Reflection--Due by October 5, 2010 [Quiz](#)

For this quiz, you just need to comment on what you feel the quality of each of the three web pages are and why you feel this way. When you complete the quiz you will be given the URL to the comments about each page given by the Librarian our expert on reviewing sources. You should read what the librarian said to compare the expert view to your own interpretation.

- 1 Link to Questions to Answer when Assessing Sources [Word document](#)

Task 8: WISER Project Topic Selection

Watch the Decision Making Videos: <http://njit.mrooms.net/mahara/view/view.php?id=175>

- 1 WISER Project Assignment Description [Word document](#)

Watch the Librarian's Video on Understanding and assessing Wikipedia:
<http://njit.mrooms.net/mahara/view/view.php?id=178>

- 1 Librarian's Intro to the Wikipedia Project in PPT file [Powerpoint presentation](#)

- 1 Wikipedia Rubric for Page Assessment [Word document](#)

- 1 Initial WISER Topic Selection: Due by October 10, 2010 [Forum](#)

Each student must choose a different Wikipedia page to assess for the WISER project for the class and so being the first to post the topic reserves that topic for you. In the post, you should begin by providing the properly formatted APA citation for the Wikipedia article you want to use. The following link will assist with the APA citation for your selected article:

http://en.wikipedia.org/wiki/Citing_Wikipedia

You should include the definition given on your article page for your topic. This can be quoted directly. After this, comment on your assessment of the quality of the definition given and if it needs to be improved. Then you should discuss why you selected the topic, how it relates to your major, and why you feel it may need expert support and revisions.

Lastly you need to include the citation for one source you might use to support your work.

Task 9: Evaluating a Database Article

- 1 [Link to Self Learning Tutorials for the NJIT library](#)

- 1 Sample NJIT Database Article Assessment by Librarian [Word document](#)

- 1 Submit the Database Article Critique--Due October 17, 2010 [Assignment](#)

Please use this assignment to submit the Database Article Critique as a single MS Word 2003 document.

Task 10: The Process of Communication

Read FUEL Chapter 5

[Watch the Style & Tone videos : http://njit.mrooms.net/mahara/view/view.php?id=171](http://njit.mrooms.net/mahara/view/view.php?id=171)

[Watch the MIMES & TRIBE videos : http://njit.mrooms.net/mahara/view/view.php?id=172](http://njit.mrooms.net/mahara/view/view.php?id=172)

- † Reflection on your Style of Communicating--Due October 22, 2010 [Forum](#)

For this forum, please discuss your views of using MIMES & TRIBE when creating a communication package along with any aspects that you might not fully understand or agree with. Do you feel these will affect your Style and change how you approach and complete communication tasks?

Task 11: Types of Communication Packages

[Watch the Elements of Effective Communication videos:](#)

<http://njit.mrooms.net/mahara/view/view.php?id=173>

- † Read the Writing Memo PD [PDF document](#)

[Watch videos on Communication packages: http://njit.mrooms.net/mahara/view/view.php?id=174](http://njit.mrooms.net/mahara/view/view.php?id=174)

- † Usability Critique of Communication Package--Due November 1, 2010 [Forum](#)

This forum is to be used to discuss the appearance and usability of the course materials. You have been asked to utilize Moodle, Mahara, Wikipedia, and the NJIT library resources to complete tasks in the class. For this forum, please discuss your view of the quality and usability of at least one of these learning tools. In particular, please discuss any problems you had with the style, graphics, and ease of use or other aspects of these educational technologies. There is not a 'right' answer as these are your opinions of how effective these communication tools are being used.

Task 12: WISER Project Proposal

- † Wikipedia Request for Proposals (RFP) [Word document](#)

Samples of Proposals

I have included a .zip file with some samples and explanations of the forms of the proposals. Feel free to view these with my comments to assist you to improve your work if you wish.

- † .Zip file containing samples [zip archive](#)
- † Parts of a Citation [Word document](#)
- † Submit your WISER Proposal--Due by November 2, 2010 [Assignment](#)
Please submit your WISER Project Proposal

Task 13: Resume Package Elements Explanation Memo

- † Resume Package Assignment Description [Word document](#)

[Resume videos and resources: http://njit.mrooms.net/mahara/view/view.php?id=280](http://njit.mrooms.net/mahara/view/view.php?id=280)

- † .Zip file containing samples [zip archive](#)

Submit the Resume Elements Memo and Final Resume Package--Due by November 15, 2010 [Assignment](#)

Use this to submit the Resume Elements Memo along with your final resume package

Task 14: WISER Project Peer Review

1 Final Report for WISER Project [Word document](#)

1 WISER Peer Review Report Post--Due by November 23, 2010 [Forum](#)

-->All replies and comments due by December 1, 2010

You must post your report about your attainment for the WISER project by November 23, 2010 and then make replies to other classmates reports in this forum. Post the Camtasia Relay URL and/or written report about your WISER revisions so others can comment on them and I can grade the final work

All replies must be completed by December 1, 2010.

Task 15: Usability Report & Process Description

1 Usability Report-Process Description--Due by December 5, 2010 [Assignment](#)
Submit your Usability Report-Process Description

Task 16--Final Showcase Submissions--Due by December 12, 2010

1 Final Showcase Assignment Description Fall 2010 [Word document](#)

1 Final Showcase Rubric Fall 2010 [Word document](#)

1 Sample Final Showcase PPT Template [zip archive](#)

Final Thoughts and Grade Argument

1 Final Thoughts and Grade Argument--Due December 13, 2010

Your last assignment is to make an argument for the grade you feel you deserve in the class along with any comments about the usefulness of the course and how it might be improved in future semesters. At a minimum, you need to specifically list the grade you want and provide your evidence and arguments for that grade.