

**GLY 502: TECHNICAL COMMUNICATION  
SYLLABUS  
SPRING 2004**

**Class:** T 9:00-10:50

**Instructor:** Dr. Richard Laws

**Office:** DeLoach 108

**Office Hours:** Tuesday 10-12 and Thursday 2-4 or by appointment

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**Course Web Page:** [www.uncw.edu/people/laws/GLY502/G502indx.htm](http://www.uncw.edu/people/laws/GLY502/G502indx.htm)

**Text:**

USGS Suggestions to Author (See handout); Anholt, R.R.H., "Dazzle'em with Style" (see handout)

**Purpose:**

To improve your level of proficiency in written and oral communication techniques and skills through practice, practice, and more practice

**Grading:**

Final course grades will be based on the total score of all graded exercises and class participation curved on the basis of the class mean and standard deviation for total score. Graded exercises will include:

8-10 "written" exercises of various sizes

2-3 oral presentations of various lengths

Class participation will be graded on a 9 point must-system

0 points for absence

2 points for attending and sitting like a bump on a log

5 points for average preparation and some participation

9 points maximum for walking on water

A final project consisting of an oral thesis prospectus defense (or other similar presentation) presented to a general departmental audience is expected for all students, and counts as one of the oral presentations. This will probably occur during the last week of classes and final exam week.

**No final exam will be given.**

**Honor Code:**

It is UNCW's stated policy that no form of dishonesty among faculty or students will be tolerated. Although all members of the university community are encouraged to report occurrences of dishonesty, honesty is principally the responsibility of the individual. Reporting and adjudication procedures have been established to enforce the university's policy of academic integrity, to ensure justice, and to protect individual rights. The University's Academic Honor Code is applicable at all times in this class. The Honor Code is found in the "Student Handbook and Code of Student Life" and contains details of the honor code.

**(VERY) TENTATIVE SCHEDULE**

<b>DATE</b>	<b>TOPIC</b>	<b>READING</b>
Jan. 8	Introduction, Reference books, Getting started Lab: Exercise 1 - Abstracts	Handouts; STA p. 4-26,
13-15	Reviewing and proof reading, Lab Exercise 2 – Abstracts II	STA p. 226-233, 265-269; TBA
20-22	Suggestions as to Expression: Style I Lab Exercise 3 - writing	STA p. 124-140; TBA
27-29	Style II Lab Exercise 4 - writing	STA p. 140-156; TBA
Feb. 3-5	Style III – Correct word usage Lab Exercise 5 - writing	STA p. 156-183; TBA
10-12	Graphs, tables and diagrams I Lab Exercise 6 – graphing techniques	STA p.184-197, 203-209, 216- 222; TBA
17-19	Graphs, Tables and diagrams II Lab Exercise 7 - TBA	TBA
24-26	Grant proposals Lab Exercise 8 - writing	TBA
Mar. 2-4	Posters Lab Exercise 9 – making a poster	TBA
16-18	Resumes and Vitas Lab Exercise 10 – writing a resume	TBA
23-25	Oral communication I Lab: Speech Qualities I	Handouts; RRHA, TBA
Mar. 30- Apr. 1	Oral communication II Lab: Speech Qualities II	Handouts; RRHA, TBA
Apr. 6-15	Oral communication III	RRHA, TBA
20-22	Oral communication IV	RRHA, TBA
Week of April 26	Final Presentations	

STA = Suggestions to Authors of the reports of the USGS

RRHA = Anholt, R.H.A., 1994. Dazzle'em with Style