



IND TEK 103 (2 units) – Technical Writing and Communication – Syllabus

Spring 2025 (April 14 – June 9)
Section: 15991 LEC & 15992 LAB

Prerequisite: None

Course Description:

This course introduces the principles and practices of writing a range of technical documents including emails, letters, technical evaluations and reports, and academic and scientific papers used in the engineering, science, and technology fields. The use of graphical information such as tables and charts are covered as well as technical resumes, letters, and instruction and operation manuals.

Student Learning Outcomes:

1. Produce a variety of clearly and concisely written quality technical reports and presentations.
2. Demonstrate technical report writing standards for variety of modes of communication such as basic emails, design and analysis reports, presentations, proposals, and marketing items.

Course Objectives:

Upon completion of the course, the student should be able to:

- 1) Explain the importance of technical writing and discuss its applications.
- 2) Define the elements of an effective email that conveys technical information in a concise and clear structure.
- 3) Define the elements of an effective presentation.
- 4) Explain technical content for various Internet content.
- 5) Describe the uses of abstracts and compose an abstract.
- 6) Explain a technical report and compose an outline for a technical report.
- 7) Define academic, technical, and journal papers and theses.
- 8) Define the elements of a short instruction manual & define safety instructions.
- 9) Describe examples of writing for the workplace.
- 10) Define the elements of an effective resume, cover letter, and a curricula-vitae.
- 11) Define plagiarism, explain aspects of confidentiality agreements, descriptions of intellectual property, and ethics in technical writing.
- 12) Define the elements of a patent document, copyright, and a trademark.

Instructor: A. Anwar – Use canvas internal message system to send me an email and I will respond by the next day. If for some reason, you are unable to access canvas, then as a last resort, you may send me an email to my school email.

Email: anwara@lamission.edu

Website: <http://www.lamission.edu/~anwara>

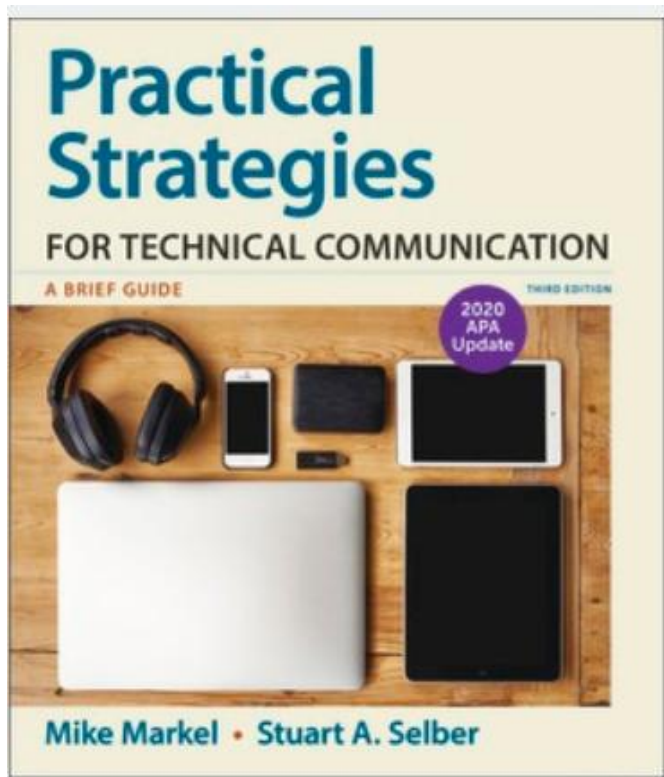
Office Hours: Instructor will be available to answer any questions you might have about the course material or assignments via email or during the scheduled office hours via the online zoom conferencing session. The online office hour is scheduled for Fridays from 9:30 AM to 10:00 AM and may change depending on student feedback for their availability. https://ilearn.laccd.edu/courses/306882/external_tools/119650

Textbook: Practical Strategies for Technical Communication

Author: Mike Markel, 3rd Edition

Publisher: Macmillan Learning

ISBN 978-1-319-36229-4



LA Mission College Bookstore: <https://eagleslanding.lamission.edu>

Grading: Each student's grade will be calculated as follows:

- 20% - Weekly Homework Assignments (Seven H.W Assignments Total)
- 20% - Online Discussions
- 10% - Project #1
- 10% - Project #2
- 20% - Midterm Exam
- 20% - Final Project Presentation Charts

100% Total Grade

NO LATE WORK WILL BE ACCEPTED

Gradebook Access:

To view your grade in the course at any time during the semester, click on the "Grades" in Canvas.

Spring 2025 IMPORTANT DATES

April 14, 2025	Instruction begins for Spring 2025 – Session 2
April 23, 2025	Deadline to add using an add permission code
April 23, 2025	Deadline to drop without a "W" notation
May 26, 2025	Deadline to drop with a "W" notation on record

Accommodations for DSPS students:

LAMC students with verified disabilities who are requesting academic accommodations should use the following procedure:

1. Obtain documentation of your disability from a licensed professional. You can use the [LAMC Disability Verification Form](#). Students exiting high school can use their IEP as a qualifying document.
2. Make an appointment with a Disabled Students Programs and Services (DSP&S) Counselor or Specialist to review your documentation and discuss reasonable accommodations. Please call DSP&S at (818) 364-7732 or use the Online Counter Support on the [DSP&S page](#) to schedule an eCounseling appointment.
3. Bring your disability documentation to your DSP&S eCounseling appointment, which will be held through Cranium Café. Be sure to use a laptop or computer

with Chrome or Firefox (no smart phones) and a working video camera and microphone.

4. Every semester, you are required to meet with your DSP&S Counselor to review your academic progress and accommodation letter. After meeting with them, your written accommodation agreement will be emailed to your professor(s).

Please complete this process in a timely manner to allow adequate time to provide accommodation. Students who have questions with technology accessing Cranium Café or the webpage should send an email to Online Counter Support for further assistance; contact Adrian Gonzalez at gonzala@lamission.edu or Rachel Povolotsky at povolor@lamission.edu.

Management of Stress and Mental Health:

If you, or someone you know is in distress due to pressure of succeeding in school and contending with work, financial issues, relationships, managing time effectively, getting enough sleep, etc., please visit the Student Health Center (SHC), which offers a broad range of confidential student services including counseling and mental health services. The SHC is located in the Administrative Services Building. The SHC webpage is lamission.edu/healthcenter and the phone number is 818-362-6182. The National Suicide Prevention Lifeline number is 800-273-8255.

Student responsibilities:

Students are responsible for being aware of all announcements that are made in class, such as changes in exam dates, due dates of homework, and cancellation of discussion sessions due to instructor's absence. **Students are responsible for announcements made on days that they are absent.**

Students are expected to adhere to all school policies, and to abide by the standards of student conduct as described in the *2024-2025 Los Angeles Mission College Catalog*.

Resources:

- **Bookstore:** For hours of operation, book availability, buybacks, and other info. Call (818) 364-7798 or 364-7768 or visit <http://eagleslanding.lamission.edu/>
- **Counseling Department:** For appt. and info call (818) 364-7655 or visit <https://www.lamission.edu/counseling/>
- **Extended Opportunity Programs and Services:** For appt. and info. Call (818) 364-7645 or visit <http://www.lamission.edu/eops/>
- **Financial Aid:** For info. & applications call (818) 364-7648 or visit <http://www.lamission.edu/financialaid/>
- **Library:** For info. on library hours, resources, workshops, and other services contact (818) 364-7105 or 364-7106 or <http://www.lamission.edu/library/>
- **Tutoring Services in Learning Center:** Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call (818) 364-7754 or visit <http://www.lamission.edu/learningcenter/>

● **STEM Program:** For those interested in pursuing a science, technology, engineering and math, please call the STEM counselor at (818) 364-7600 (ext4161) or visit <http://www.lamission.edu/stem/>

Class Policies:

- 1. Withdrawals and Exclusions:** If you fail to login to Canvas and complete the orientation and the expected assignments during the first week of the course, you will be excluded from the course as a NO SHOW. After that, I may still drop you for lack of activity (not logging into Canvas and not submitting assignments). If you wish to drop the class, you must drop the class yourself, *officially*. Failure to do so may result in a grade of "F" in the class. A new state policy in effect as of 2012 limits students to **three attempts per course**. Receiving a grade or a "W" for a course count as an attempt, **regardless of when the course was taken**. Withdraw by the deadline to avoid a "W". For spring 2025 the deadline to avoid a "W" is **Wednesday, April 23rd**.
- 2. Cell Phone:** No cell phones or other electronic devices will be allowed during exams/or zoom lecture sessions. You may receive an F on an exam if your cell phone or other electronic devices are out during the exam (For in Person Classes).
- 3. Standards for Student Conduct:** Dishonesty, such as cheating or knowingly furnishing false information to instructors and college personnel, turning in work that is not one's own will be grounds for disciplinary action at LAMC according to the Standards of Student Conduct as described on the LAMC Catalog. The penalty may range from no credit for the assignment up to an "F" grade and disciplinary action. Students are expected to adhere to all school policies, and to abide by the standards of student conduct as described in the LAMC catalog. Any infringement upon the rights of other students in the class will not be tolerated. Please refer to [LACCD Board Rule 9800](#) for further information.
- 4. Communication Policy:** Pay attention to my emails and canvas announcement, which will be my main channel of communication with you. You can use the inbox option in Canvas to communicate with me. I will respond to emails within 24 hours with the exception of weekends and holidays.

AI Policy:

You may use Generative AI Tools to help you do the work in this class. If you use AI as a tool, explain which AI tool you used, how you used it, what prompts you provided to the AI tool, and what other contributions you made. It is your job to ensure your work meets the standards of the class.

Bottom line:

- you can use AI to help you better understand concepts in the lecture material (no need to report)
- you can use AI to help you write assignments (but you can only use it to HELP you write it; it needs to ultimately be your own work — and you must include how you used AI in your submission)

COVID-19 Safety On Campus

Please read the instructions below carefully in case you need to visit the campus.

Check-In Before Arriving

To keep our students, employees, and visitors safe, LACCD requires all students, employees, and visitors to be assessed for COVID-19 symptoms each day before entering any LACCD campus or facility. Please complete the campus check-in questionnaire using your 'Cleared4' link and obtain your daily pass. Once on campus don't forget to complete the check-in process by scanning your pass at the station set up in the main entrance of CMS building.

Wearing Masks on Campus

In compliance with Health Orders from the Los Angeles County Department of Public Health, the Los Angeles Community College District, Board Policy 2800, approved August 4, 2021, all students, employees and visitors, regardless of vaccination status, shall wear a surgical grade mask or N-series mask (no cloth masks) while inside any District building, classroom, library, gymnasium, facility or other indoor setting. These requirements are in place to fulfill the Board's statutory obligation to protect its students, faculty, employees, and visitors from the risks associated with the spread of infectious diseases, including the spread of the COVID-19 virus and its variants.

If you test positive for COVID19 please follow the up-to-date procedures for Covid19 positive students: [EOC Updated Message January 27 2022.pdf \(laccd.edu\)](#)

For COVID19 updates please visit: [Coronavirus \(laccd.edu\)](#)

TENTATIVE SCHEDULE

April 14, 2025 to June 9, 2025

Meeting	Date	Topic	Assignments Due
Week 1	April 14, 2025	Chapters 1 & 2 (HW #1)	None
Week 2	April 21, 2025	Chapters 3 & 4 (HW #2)	HW #1
Week 3	April 28, 2025	Chapters 5 & 6 (Team Discussion #1) (HW#3 & HW #4)	Team Discussion #1 & HW #2
Week 4	May 5, 2025	Chapters 8 & 9 (HW #5, Team Discussion #2)	HW #3 & HW #4
Week 5	May 12, 2025	Chapters 10 & 12 (HW #6, Project #1 & Midterm)	HW #5, Team Discussion #2
Week 6	May 19, 2025	Chapters 13 & 14 (HW #7 & Team Discussion #3, Project #2)	HW #6 & Project #1 & Midterm
Week 7	May 26, 2025	Chapter 15 (Final Project)	HW #7 and Team Discussion #3, Project #2
Week 8	June 2, 2025	Final's Week	Final Project Presentation Charts

Part 1 - Working in the Technical Communication Environment

Chapter 1	Introduction to Technical Communication
Chapter 2	Understanding Ethical & Legal Obligations
Chapter 3	Writing Collaboratively

Part 2 - Planning & Drafting the Documents

Chapter 4	Analyzing Your Audience & Purpose
Chapter 5	Researching Your Subject
Chapter 6	Writing for Your Readers

Part 3 - Designing User-Friendly Documents & Websites

Chapter 8	Creating Graphics
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Part 4 - Learning Important Applications

Chapter 9	Corresponding in Print & Online
Chapter 10	Applying for a Job
Chapter 12	Writing Informational Reports
Chapter 13	Writing Recommendation Reports
Chapter 14	Writing Definitions, Descriptions and Instructions
Chapter 15	Making Oral Presentation