# Syllabus for ABT 710 Professional and Technical Communication in Biotechnology

**NOTE:** This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

## Course Description

Application and analysis of professional scientific communication, both written and oral. Focuses on designing documents that convey complex, data-rich technical and scientific content to audiences with diverse information needs using a variety of professional genres, including reports, proposals, presentations, and documentation.

## Prerequisite(s)

None.

## Course Outcomes

Upon completing this course, you will be able to do the following:
- Communicate technical and scientific information in biotechnology contexts
- Evaluate and select the most appropriate communication strategies (modalities, methods, tools, and practices) to convey complex ideas effectively to diverse audiences
- Demonstrate effective listening, written, verbal, and nonverbal communication skills
- Design and deliver effective professional presentations
- Read, analyze, and integrate scientific literature into a variety of professional genres

## Course Requirements/Components

Participation
Students are expected to participate in all online activities as listed on the course calendar. Student participation will be monitored via the Canvas time/date stamp and online access occurrence on discussions, chat sessions, and assignment submission. Students should access online content weekly throughout the course.

Complete Assignments
All assignments for this course will be submitted electronically through Canvas unless otherwise instructed. In order to receive a grade, all assignments must be

submitted by the given deadline or special permission must be requested to instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances. If an initial post to the Discussion Board is not within the window of time posted in the course calendar, but is within the time frame before the response is due, then a 10% grade reduction will be given. However, sending initial discussion posts late is strongly discouraged, since your next activity may be based on the peer responses.

# Grading

The following grading scale will be used to evaluate all course requirements and to determine your final grade:  (examples below)

| Grade | Percentage Range |
|-------|------------------|
| A     | 93% - 100%       |
| A-    | 90% - 92.5%      |
| B+    | 87% - 89.5%      |
| B     | 83% - 86.5%      |
| B-    | 80% - 82.5%      |
| C+    | 77% - 79.5%      |
| C     | 73% - 76.5%      |
| C-    | 70% - 72.5%      |
| F     | 0 – 69.99%       |

| Assignment          | Points |
|---------------------|--------|
| Discussions         | 70     |
| Written Assignments | 370    |
| Oral Presentation   | 120    |
| **Total Points**    | **560** |