

# Syllabus for SMGT 240 Technical Writing for Sustainable Management

## Course Description

The goal of this course is to help students communicate technical ideas to a general audience. A secondary goal of this course is to help students understand environmental justice, a key component of sustainable management.

## Course Materials

Information on course materials can be found in the [textbook section](#) of the SMGT website.

## Course Requirements

Your grade for this course will be based on the following:

- 5 discussion assignments (posted in the **Discussions** area)
- 6 unit quizzes (completed in the **Quizzes** area)
- 12 assignments (submitted to the appropriate **Dropbox** folder)

The final assignment is a comparison report that you should begin working on early in the course.

The grammar and punctuation exercises in the *Rules for Writers* book and on its companion website are recommended. These are valuable because they give you immediate feedback, letting you know after each item what the correct answer is and why.

## Format of Assignments

Submit assignments in doc, docx, or rtf format.

## Revisions of Assignments

You may redo the following assignments: Assignment 2 (Unit 1, Letter to Festival Organizers), Assignment 3 (Unit 2, Annotated Bibliography), and Assignment 6 (Unit 3, Sierra Club Job Posting). Revisions are due one week after you receive your initial grade.

## Discussion Posts

Discussion posts are due by the due date given in the calendar. Some discussions may require a reply post.

### **Due Dates and Late Assignments or Quizzes**

Due dates are listed in the course calendar and are all 11:59 p.m. I will accept late assignments and quizzes up to one week after the due date. Grades for late work will be reduced by 10%.

### **Grading Policy**

Grades for this course will be calculated as follows:

- Assignments with a low level of difficulty (discussion posts) will be worth 20 points each.
- Assignments with a moderate level of difficulty will be worth 50 points each.
- Assignments requiring greater effort will be worth 100 points each.
- Quizzes will be worth 25 points each.

Grade	Point Range
A	930-1000
A-	900-929
B+	880-899
B	830-879
B-	800-829
C+	780-799
C	730-779
C-	700-729
D+	680-699
D	630-679
D-	600-629
F	0-599