MEMORANDUM

DATE: August 31, 2016
TO: Technical Writing Class
FROM: Douglas R. Sahli, President-KING SAHLIMON INC.
SUBJECT: Tech Writing Syllabus

Brief Course Description
This course will prepare you to complete the kinds of practical writing projects often required in professions such as those you may enter. Emphasis will be placed on (1) the process of completing any on-the-job writing assignment, (2) the specific formats most often used, and (3) related communication tasks such as oral presentations and graphics.

Assignments
The main assignments include short papers (reports, memos, and letters), long reports, oral presentations, and a final project. There will also be homework assigned as needed.

Grading
Your final grade will be determined by an average of points received out of points possible. We will follow the school's grading scale to determine a letter grade. *Daily work and in-class participation/work are considered vital to your success*.
          Every report, memo, or letter that you hand in will be typed on King Sahlimon letterhead. The letterhead will be available on kingsahlimon.com in Word format. You can load this to your server folder or use at home. No paper will be accepted with the letterhead taped or glued to a blank page. **Non-typed papers will not be accepted**. Late papers will be collected up to1 day late. Each day late will guarantee you an additional 50% deduction. Any paper turned in after the original request will receive this deduction. The original request due date is usually at the end of the class period.

Attendance
Class work is an important part of this course, so attendance will be taken. If you are absent, make sure to find out what you missed. We will follow the school's latest attendance policy, so you best be here. *Failure to hand in an assignment because of illness will reward you with the appropriate deduction (50%)*. Make arrangements to get your papers and such to me (even when absent)(douglas.sahli@.k12.sd.us). Possible exceptions will be dealt with on an individual basis.

Plagiarism
Plagiarism is the act of parading someone else's work as your own, either intentionally or unintentionally. In this course, plagiarism will result in a zero on the assignment and, possibly, a failing grade in the course. Final paper will be turned in to turnitin.com. Do your own work!

Procedures
Be in class-be good-do your work-accept responsibility-act responsibly-respect others, and you will succeed.