

LMC 3403 SYLLABUS

COURSE INFORMATION

Course Title: LMC 3403 - Technical Communication, Theory and Practice

Section: FS6

Credits: 3 credits

Semester and Academic Year: Summer 2026

INSTRUCTOR INFORMATION

Instructor: Dr. Jiwon Ohm

Email: johm6@gatech.edu

COURSE DESCRIPTION

This course introduces students to workplace document genres to develop visual and verbal skills in critical analysis and document development.

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This course aims to help you develop the skills to analyze, understand, and respond effectively to different rhetorical situations in professional and business contexts using written, oral, visual, electronic, and non-verbal (WOVEN) communication. It also emphasizes the ethical and moral responsibilities of technical communicators to convey information clearly and accurately.

LEARNING OUTCOMES

Category	Outcomes
Rhetoric Rhetoric focuses on available means of persuasion, considering the synergy of factors such as context, audience, purpose, role, argument, organization, design, visuals, and conventions of language.	<ul style="list-style-type: none">• Fashion artifacts that address the exigencies of diverse contexts, exhibiting effective persuasive strategies, tact, and sensitivity to theoretical, ethical and legal concerns.• Collect, craft, and present technical information in ways that convey a clear purpose to a specific audience.
Process Processes for communication—for example, creating, planning, drafting, designing, rehearsing,	<ul style="list-style-type: none">• Construct, select, craft, revise, and repurpose information to reflect individual, cultural, and/or organizational values.

revising, presenting, publishing—are recursive, not linear. Learning productive processes is as important as creating products.	<ul style="list-style-type: none"> Collaborate on artifacts that meet the needs of the specific audiences.
Modes and Media Activities and assignments should use a variety of modes and media—written, oral, visual, electronic, and nonverbal—singly and in combination. The context and culture of multimodality and multimedia are critical.	<ul style="list-style-type: none"> Create WOVEN (Written, Oral, Visual, Electronic, and Nonverbal) artifacts— such as memos, emails, proposals, reports, instructions, manuals, websites, and short and long presentations— that display strategic uses of generic and stylistic conventions.
Design Documents and other artifacts should arrange visual elements according to consistent, efficient, and effective principles.	<ul style="list-style-type: none"> Use theories and principles of document design to create and present accessible, comprehensible, and usable artifacts. Integrate graphics to achieve maximum clarity in print documents, presentation slides, websites, and other artifacts.

REQUIRED COURSE MATERIALS

- *Writing That Works: Communicating Effectively on the Job*, 13th ed, by Walter E. Oliu, Charles T. Brusaw, and Gerald J. Alred. Publisher: Bedford/St. Martin's.
- Additional readings provided in class or uploaded on Canvas.

GRADING POLICY

This course is graded on a 100-point scale based on the graded components listed below. As an asynchronous online course, though there is no attendance requirement, engagement with course materials and discussions is expected, and patterns of missed & late work or lack of participation will negatively impact the final grade. All assignments must be completed to receive credit, and not completing major components of the course may result in failing the course. Academic misconduct, including plagiarism or undisclosed and overuse of AI, will result in failure of the assignment.

A	90-100 pts.
B	80-89.9 pts.
C	70-79.9 pts.
D	60-69.9 pts.
F	1-59.9 pts.

DESCRIPTION OF GRADED COMPONENTS

1. Participation: Discussion Posts & Peer Reviews: 25%
2. Reflection Essay: 15%
3. Ethics Case Analysis Memo: 15%
4. Technical Mis-Communication Analysis Memo: 15%
5. Visual Presentation on either #3 or #4: 30%

COURSE POLICIES

Attendance

Since this course is online, your attendance will be gauged through participation (see below).

Participation

I will be posting discussion questions on Canvas to help foster a sense of community in our online and asynchronous class. I expect you to respond with 3-4 sentences, engaging thoughtfully with the prompt and, when possible, your classmates' perspectives. These are low-stakes questions that often simply ask you to share your opinion or reflect on course material. Your participation will demonstrate that you are actively engaging in the course, alongside completing your assignments. Additionally, you will be assigned to give peer review feedback to your classmates. The quality of your feedback matters, and you should aim to offer specific, constructive, and respectful comments that help your peers improve their work rather than only general or surface-level remarks.

Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. Review [Georgia Tech's Honor Code](#) and the student [Code of Conduct](#).

Any student suspected of cheating or plagiarism on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, [contact the Office of Disability Services](#) (404-894-2563) as soon as possible to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

Student-Faculty Expectations Agreement

At Georgia Tech, we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. The Student-Faculty Expectations articulate some basic expectations that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech while in this class.

AI Policy

You may use minimal AI for informational purposes or to consult with it to aid in your studies and assignments **as long as you indicate your use of AI and explain where and/or how you have used it**. Failing to do so will be considered an academic misconduct and will be handled as such. If you have any concerns or doubt about your use of AI for this class, feel free to consult with me before using it.

Course Completion

Failure to complete any component of the course, including projects, assignments, and stages of projects or assignments, may result in failure of the course, as determined by the instructor of the course in consultation with the Director of the Writing and Communication Program.

Syllabus Modifications

This syllabus may be modified as the semester progresses to meet course outcomes and address the needs of members of the class.

Other Course Specific Policies

Late and Missing Work

I understand that sometimes you need extra time on an assignment. If you are struggling with a deadline, **you need to let me know ahead of time (as soon as possible) so that we can come up with a plan together**. Similarly, any make-up work for missed assignments must be discussed with me as soon as possible. Failure to communicate with me will result in loss of points for the assignment.