PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

Professional Practice
SEAT 2800

Class Hours: 3.0 **Credit Hours: 3.0 Cr. Hrs.**

Laboratory Hours: 0.0 **Revised: FALL 05**

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

This course includes technical writing and documentation, human relations, professionalism, ethics and standards of conduct, responsibilities and liabilities and communications skills necessary in the professional security field. *(Prerequisite: Second-year status)*

Entry Level Standards:

The student is expected to be able to read on the college level, to write using correct spelling and grammatical structure and to utilize basic research techniques.

Prerequisites:

SEAT 1000- Intro to Security Engineering and Administration Technology Second year status

Textbook(s) and Other Course Materials:

Textbooks:
The instructor will provide suitable handouts for presentation of additional course material.

Other Required Materials:
Selected readings from the library and the Internet

I. Week/Unit/Topic Basis:

Week	Topic
1	Overview of Professional Practice with particular emphasis on technical documentation and written technical communication. Overview of Professional Practice in Human Relations and ethics and standards of conduct, both as to clients and fellow professionals. Finally, overview of the responsibilities and liabilities of professionals in the security field.
2	Considerations in Technical writing: end users of technical writings, techniques for writing instructions, techniques for writing business correspondence, how to describe a system or a mechanism; finally, the processes involved in all writing: pre-writing, organizing, drafting, revising, and editing.
3	Technical Documentation: documentation styles and standards, types and parts of business correspondence, types and parts of proposals, how to write effective drafts, use of task oriented documentation, use of style guides, formats and templates

4	Writing Technical Correspondence: know your audience, define terms for different audiences, prepare effective outlines, letters of transmittal, analyze correspondence for readability, read and think critically for contextual meaning and reasonableness.
5	Human relations: evaluating client relationships, effective team building, working with fellow professionals, supervising subordinates and subcontractors, maintaining current information about fellow professionals and subordinates.
6	Professional Correspondence: Major differences between technical and other forms of writing, the purpose and elements of a proposal, the elements of a formal report.
7	Mid-term examination Ethics and standards of conduct (especially when conducting technical research), plagiarism vs. citation, using working bibliographies
8-9	Formulate a Proposal on the subject of your choice. Responsibilities of security professionals: meeting time constraints - organizing time to complete long-term or short term assignments
10	Liabilities involved in security professions: determining the specifications of a deliverable to a client, different kinds of editing (technical - copy - production), editing checklists.
11	Communications skills of security professionals: working collaboratively - clarity and necessary repetition in technical communications, presenting summaries followed by expansions.
12	Writing and editing: a proposal, a technical report, a presentation (in-class exercise initiation).
13-14	Indexing and cross referencing what you write. Outlining. Title pages. Tables of contents Appendixes. Abstracts.
15	Final Examination

II. Course Objectives*:

A. Students will write in a variety of technical and professional writing genres and be able to identify characteristics of those genres. . I, II, III

B. Students will learn the importance of effective oral communication in professional settings (and will practice oral presentation skills. I, II, III, IV

C. Students should improve their ability to write clear, audience-friendly professional and technical documents.

D. Students will learn rhetorical principles for communicating effectively using technology
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E. Students will explore ethical principles for communicating using technology with others and for researching information.

F. Students will gain a greater awareness of the complexities technology brings to communicative environments in the form of e-mail, Internet communication, and online discussions.

*Roman numerals after course objectives reference goals of the Security Engineering and Administration Technology (SEAT) program.

III. Instructional Processes*:

Students will:

1. Analyze and evaluate oral and/or written expression by listening critically for elements that reflect an awareness of the situation, audience, purpose, and diverse points of view. *Communication Outcome, Transitional Strategy, Active Learning Strategy*

2. Manage and coordinate basic information gathered from multiple sources for the purpose of problem solving and decision-making. *Communication Outcome, Transitional Strategy, Active Learning Strategy*

3. Frame a comparative context through which they can critically assess the ideas, forces, and values that have created the modern world. *Humanities Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*

4. Examine legal and ethical issues related to security operations and management. *Communication Outcome, Humanities Outcome, History Outcome, Transitional Strategy, Active Learning Strategy*

5. Participate in extensive discussion exercises. *Communication Outcome, Social/Behavioral Outcome, Transitional Strategy, Active Learning Strategy*

6. View video tapes of various positions regarding USA Patriot Act, US Foreign Policy, Counterterrorism strategies, etc. to acquaint students with the objective analytical tools which are vital in any deliberative process. *Social/Behavioral Outcome, Communication Outcome, History Outcome, Transitional Strategy, Active Learning Strategy*

7. Identify information resources, facilities, and personnel appropriate to their needs. Evaluate retrieved information according to its relevance, and use it for making decisions. *Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*

8. Analyze historical facts and interpretations. *History Outcome, Transitional Strategy, Active Learning Strategy*

*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Student Performance Expectations*:

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

1. Articulate principles that form the basis for a sound Security Strategy. A, B, C, D, E

2. Apply fundamental concepts and principles to "real-world" scenarios. A, B, C, D, E, F, G,

3. Describe existing organizational arrangements and plans of governmental, military, non-profit, and private organizations to deal with major disasters. A, B, C, D, E, F

4. Identify and use Web-based sources of information. A, B, C, D, E, F, G, H

5. Understand the various legal, social and ethical concerns that face both government and private sector with respect to security management. A, B, C, D, E, F, G, H

6. Identify the different types of technology that are potentially violative of U.S. Constitutional protections. A, B, C, D, E, F, G, H

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

A full explanation of student evaluation will be presented by the Instructor's Supplementary Syllabus the first week of class.

B. Laboratory Expectations:

N/A

C. Field Work:

Any field work associated with this class should be discussed with the instructor.

D. Other Evaluation Methods:

Class participation, group work, and homework will also comprise the final grade for the course. The instructor will provide full details the first week of class via a syllabus supplement.

All tests and papers will be graded for spelling and English usage in addition to content and format.

Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.

E. Grading Scale:

A	93-100
B+	88- 92
B	83- 87
C+	78- 82
C	73- 77
D	65- 72
F	64 and below

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] *(Pellissippi State, 2004-2006 Catalog, page 83)*

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. *(Pellissippi State, 2004-2006 Catalog, pages 62-63)*

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately, privately after class, or in the instructor's office.

To request accommodations, students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Other Policies:

Computer Usage Guidelines:
College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (Pellissippi State, 2004-2006 Catalog, pages 67-70)

Late Work:
Late papers will not be accepted nor will make-up tests be given without specific approval of the instructor.