



January 5, 2019

Dear **ENG 331** Registrant:

Welcome to **ENG 331, Communication for Engineering and Technology!** This letter contains procedures and the time schedule for beginning the class.

Overview

ENG 331 Communication for Engineering and Technology will introduce you to the kinds of communication tasks you can expect to perform after graduation and in the workplace; the course emphasizes the needs of various professional audiences, strategies of adapting organization and style to those needs, and ways of supplementing written communication with oral reports and visual aids.

Getting to the Course

1. Access to our course site will be granted when classes start on **January 7th**. You will login to <http://wolfware.ncsu.edu> using your Unity ID and password. If you do not know your Unity ID and password, please contact the NC State Help Desk at 919-515-HELP, or help@ncsu.edu.
2. I expect each student to 'begin' class on **January 7th**. If you have problems accessing our course website after this date and are certain that your Unity ID and password are correct, please contact me **immediately**.
3. Our course materials are delivered using the learning management system called **Moodle** and it's important that you gain familiarity with using this online learning tool. Here is a link to a "[Learning with Moodle](#)" orientation. Be sure to review the resources, tutorials as well as the Frequently Asked Questions.
4. All NC State systems are occasionally taken offline for maintenance (see http://delta.ncsu.edu/lms_services/outage/). If you are having problems submitting any assignment or completing an activity and can't get to the course website, please let me know.

Communication

My preferred mode of communication is email (clcranfo@ncsu.edu or cranfordcl@gmail.com). During the week, I normally answer mail for the last time around 5 pm. I normally answer emails within 48 hours. I do not answer emails after 5 pm on Friday. If you email me over the weekend, I will not respond until Monday.

Opportunities for Real-Time Interaction

Real time interaction is optional. If you would like to meet, please send me an email to set up an appointment to meet in my office. If meeting on campus is not a workable option, we can have a phone meeting or google hangout meeting. Please send me an email to request a meeting.

Course Structure and Moodle Layout

Our class is structured by units and within each unit, you will have to apply your knowledge to complete assignments. Each unit is labeled with a title and a time period that you should be completing the unit. Assignments include group discussion, peer

review, a team project, and individual projects. Although I do not require you to login into class at a specific time, due dates for class discussions, class activities, peer review, and projects are given within each unit. In addition, you will see a “to compete” list given for each unit that outlines what you should be completed during the unit's set time period. I will post class announcements often, which are also sent out via email, throughout the semester, so please check your NCSU email account often.

Within each unit you will find these **main areas**:

- **Learning Materials**- This area contains lectures that are required reading; these lectures will help you complete assignments.
- **Supplemental Material**- This area contains lectures that are supplemental.
- **Peer Review**- A few of the units will contain a peer review area where you will post a draft of your project and receive comments from your peers.
- **Apply Your Knowledge** – This area contains class assignments, discussion forums, and class activities

Navigation

Moodle offers several navigational options. **To enter a unit, click on the unit dates and title from our class main page.**

For many of the activities, you'll simply click on the desired link and content will open in a new window. Just close the window before moving on to another activity so that you don't get lost in multiple windows.

In Moodle, you can also use navigational “Breadcrumbs” (a sequential list of page names for pages where you've previously been). To return to the main page of the course site, you'll want to click the “COURSE LINK NAME” link.

Hopefully, this quick look at Moodle will help you feel more comfortable getting around once you log in.

To Do Before the Start of Class

In preparation for the beginning of the course, you need to do several things:

1. **Internet Connection:** Make sure that you have a working Internet connection, an up-to-date browser (for Moodle, Firefox and Chrome tend to work best - visit <http://www.mozilla.com/firefox>)
2. **Textbook:** You will want to have the course text available as soon as possible. The textbook is: Markel, Mike. Technical Communication. 11th Ed. New York: Bedford/St. Martin, 2015. ISBN: 978-1-319-08808-8

The book is available from the NC State Bookstore (where you can purchase at the bookstore OR order online from the bookstore at <http://www.fis.ncsu.edu/ncsubookstores/textbooks.html>), or can be ordered from almost any other bookstore including on-line bookstores (<http://www.amazon.com>). Links to other reading assignments during the course will be provided in the lesson materials. You will read many sections of the textbook during the course.

3. **Syllabus:** Read the course syllabus. The course syllabus can be found at on the homepage of our course towards the top. Please note that this syllabus is subject to change, however I will let you know if any substantive adjustments are made to assignments, due dates, etc.

Closing Comments

I know this letter contains a lot of information! Please contact me at my email address at any time if you have questions. I look forward to beginning our work together this semester.

Sincerely,

Dr. Christine Cranford

clcranfo@ncsu.edu

919.515.3866