

RPW335 Instructional Writing & Design: Course Requirements & Content At A Glance

Review the **Course Requirements** (this page) to make sure you have the tools & supplies you need to begin. Review the **Contents** (page 2) to see how course materials are organized.

Course Requirements & Recommendations

Review the 4 checklists on this page to determine which equipment, services, tools, & supplies you'll need for this course.

[1] Equipment

- Computer.** Mac or Windows. SVSU provides access through computer labs. However, I strongly recommend that you have access to a machine that **you can configure to your needs.** **You cannot complete assignments without access to a full computer. (Chromebooks are not powerful enough.)**
- Microphone + Headphones / Headset.** For creating audio & video elements of design projects.
- Smart Phone / Tablet.** There are many uses for these in class.
- Portable storage device.** Carry an external drive with you for class. Use your SVSU *OneDrive* account as a backup only.

[2] Services

- Dropbox.com.** File sharing. Free account needed.
- ScreenCast.com.** Video streaming. Free account needed.
- TurboScribe.ai / Otter.ai.** Transcription. Free account needed.
- ChatGPT.** AI. Free account needed. Upgrade at your option.

[3] Tools & Apps

- Adobe InDesign.** Available in SVSU labs for free. Refer to Syllabus page of course website for additional details.
- Figma.** Free account needed; upgradable to Pro account for free. Refer to Syllabus page on website for additional details. **Using Figma is optional, but you need it to access FigJam.**
- FigJam.** Digital whiteboard. Comes with your *Figma* account.
- Adobe Photoshop.** Available in SVSU labs for free. Refer to Syllabus page of course website for additional details.
- Canva.** Graphic design. Free account convenient.
- Capture / CapCut / OBS.** Video creation. Free account needed. *Capture* is part of Screencast.com account. Students often prefer to use *CapCut* or *OBS* for video projects.
- Google Docs.** Portable workspace. Free account needed.
- Scanning App.** Many free & low-cost options available.

[4] Drawing & Notetaking Supplies

These items are optional, but useful. If your tablet has a writing stylus, you may do sketch work on that device instead.

- Graph paper.**
- Colored pens / pencils.**
- Ruler & other art templates.**

— details about these requirements are available on the Syllabus page of the course website —

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click or scan to
visit my website

Course Content

Course materials are organized in 2 locations: SVSU *Canvas*, & the course website, which you can access through the scannable or clickable QR code to the top right of this page. Review the content lists here to learn what content is located in each space.

SVSU *Canvas*

- Link to website.** The syllabus page provides a link to the course website.
- Announcements.** I use Announcements for many purposes. Update *Canvas* notifications to receive email when I post.
- Modules.** Modules present your weekly responsibilities.
- Files, Pages.** I use these spaces to curate supporting content in many forms (e.g., PDFs, web links, video, audio).
- Discussions.** We conduct a lot of course activity through discussion forums.
- Grades.** You can access your individual assignment scores & total points to date here. Note that grading rubrics (with explanations of how points are awarded) will be posted to your class Dropbox folder.

- Assignments.** Note that I do not use *Canvas* Assignments to provide assignment descriptions or to facilitate submissions. Refer to the assignment descriptions on the website or (when applicable) on *Canvas* Discussions for details, specifications, & submission guidelines.

Website

- Syllabus.** Includes course description, objectives, textbook & software requirements, & other material requirements.
- Assignments.** Provides descriptions of most workshops & projects. Information includes work specifications, hints & tips for success, submission requirements, & grading details.
- Calendar.** Provides PDF of the full semester calendar of assignments & submission dates.
- Policies.** Provides the description of all course policies, including my contact information, attendance requirements, grading, & more.