**ENGLISH 3351 - TECHNICAL WRITING ONLINE**

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**Office hours:**  
Onsite and via Skype: 8 am – 11 am Monday and Wednesday  

**CLASS POLICIES**

**Required Text**

Each student must have his/her own copy of this text. I will not grant any assignment extensions for failure to purchase or rent the text.

**Course Description**

Introduction to the patterns of writing used in reports and letters for business, industry, and technology.

This course is conducted entirely online; no class meetings will be conducted. **Therefore it is essential that you follow the course schedule very carefully as well as regularly check the Blackboard site for our course and your ASU e-mail.** I will post video lectures on Blackboard as well as the assignment pages. It is up to you to make sure that you follow along with the video lectures and assignments. All assignments, including tests, are due by noon on the due date listed on the course schedule.

**Goals of the course**

Students in this class will:

1. Analyze the communication situation fully and accurately: needs, audiences, uses, and constraints.
2. Gather, interpret, and document information logically, efficiently, and ethically.
3. Develop professional work and teamwork habits.
4. Design usable, clear, persuasive, accessible documents.
5. Select the appropriate media for presenting information.
6. Organize information using reader-based principles.
7. Use graphics effectively.
8. Develop an effective, clear writing style.
I will assume that each student enrolling in this class is already reasonably proficient in basic writing skills, including punctuation, grammar, and sentence-construction. Elements of effective business writing style will be taught; basic composition will not. If you lack these skills, you may seek assistance at the Writing Center, located in the library, 3rd floor.

I will also assume that you are computer literate; assignments will require you to use a broad array of computer skills. Please note that I cannot troubleshoot your technology problems for you, nor do I guarantee that I will accommodate them. Part of the requirements for this course is that you have reliable computer access and a word processing program that will allow you to save documents in Microsoft Word format. If you routinely cannot turn in assignments or complete tests as directed online for any reason, please drop the course and register for the face to face version.

Requirements and Grading

**Homework Activities** – There are very few homework activities. However, these activities will be completed on your own and turned in on Blackboard by the due date indicated on the course schedule. Each activity will be graded, so do use all of the time provided to do a thorough job.

**Major Assignments** - Except as otherwise specified, all assignments must be typed with one-inch margins on top, right, and bottom, and they must be cited using MLA or APA format. Please use Times Roman or Times New Roman 12 point font and single-spaced or 1.0 spaced text (not 1.15 or double spaced) using block paragraphs with no indentions. All text, except for headings must be left-justified. Failure to adhere to these guidelines will result in the loss of points.

- **Format** – Turn in only ONE file with the assignment components listed in the order stated on the assignment page. Failure to submit the components as one file or submitting a file with the components out of order will result in a 10 point deduction.

- **APS** - All major assignments also must include a typed Audience Profile Sheet (or APS). These are located under “course information” on Blackboard. Failure to include an APS with your assignment will result in a deduction of 10 points.

- **Turnitin** - In addition, all major assignments (but not homework) as well as the final exam must be turned in both on the assignment link on Blackboard as well as electronically submitted to the Turnitin link before the due date and time. Both links are available under the “Assignments” section on Blackboard. I will not grade any drafts that do not have an electronic copy BOTH on Blackboard AND on Turnitin and your assignment or exam will be considered late and will receive a late penalty (if applicable, as outlined below) until it is turned in at BOTH places. Please note that it is your responsibility to make sure that your assignment is uploaded properly on Turnitin as well as the regular Blackboard link, not mine. If you are having problems getting your draft to appear either on the regular link or the Turnitin link, or if you do not see a link, it is your responsibility to let me know beforehand as I will not accept excuses after the due date.
- **Late Penalties** – Assignments (both major assignments and homework assignments) will be assessed a penalty of 10 points if turned in after 8 pm on the due date and 10 more points for each additional day late. This includes weekends and holidays.

- **Grading** - Grades on all written work depend on all elements of writing, which include but are not limited to: content; form; accuracy in grammar, punctuation, spelling, etc.; logic; and neatness. In addition to grading for content and development, I grade for errors in grammar, spelling, and formatting. *These errors will seriously impact your grade*, so I strongly suggest that you go over your assignments thoroughly to ensure that they are as perfect as possible.

Blackboard works on a weighted system, and the approximate item weights are as follows:

<table>
<thead>
<tr>
<th>Weight</th>
<th>Unit</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>Unit 1: Communicating with Employers</td>
<td>Traditional job letter &amp; resume</td>
</tr>
<tr>
<td>10%</td>
<td>Unit 2: Preparing for Graduate School</td>
<td>CV and statement of purpose</td>
</tr>
<tr>
<td>10%</td>
<td>Unit 3: Writing for Other Cultures</td>
<td>Pamphlet</td>
</tr>
<tr>
<td>10%</td>
<td>Unit 4: Documenting Procedures</td>
<td>Set of instructions</td>
</tr>
<tr>
<td>5%</td>
<td>Unit 5: Explaining Concepts</td>
<td>Technical description</td>
</tr>
<tr>
<td>5%</td>
<td>Unit 6: Proposing Actions to Decision-Makers</td>
<td>Technical definition</td>
</tr>
<tr>
<td>15%</td>
<td>Homework Activities</td>
<td></td>
</tr>
<tr>
<td>15%</td>
<td>Tests</td>
<td></td>
</tr>
<tr>
<td>15%</td>
<td>Final Exam</td>
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<tr>
<td><strong>100%</strong></td>
<td><strong>Total Percent</strong></td>
<td></td>
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*Tests* – Tests will cover your reading and the class lecture notes (under “Video Lecture Notes” on Blackboard) and PowerPoint notes. You can find the tests, when they are available, under the “Assignments” section on Blackboard. You are responsible for knowing the material, whether it was covered in class video lectures, PowerPoint notes, or is only in the book. Keep in mind that the test will be available on Blackboard for a few days, and it will be removed after 8 pm on the due date. *I will not send out e-mail reminders about the tests, as it is your responsibility to use and follow the class schedule that I have provided for you. If you miss the deadline, you get a zero, no exceptions.* You have one hour to complete the test. This does not allow time for outside resources to be used.
Academic Honesty

I will be checking each paper for plagiarism and for the appropriate use of sources using Turnitin.com. Make sure that you are citing all sources appropriately and correctly. Failure to do so will result in a loss in points or disciplinary action. I will not grade an assignment until you have submitted a draft to turnitin.com and I will consider that assignment late until you have turned it in online, even if you gave me a paper hardcopy in class.

Keep in mind that plagiarism also consists of recycling old papers or materials completed for another class or for a previous section of 3351 (i.e. self-plagiarism) as well as taking a file begun by another person and revising it. These documents should be yours alone and completed for this course during this semester.

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is available on the web at http://www.angelo.edu/forms/pdf/honorcode5.pdf. Students in this class who are determined to have violated the policies explained in the code will face a disciplinary process that, at minimum, will result in failing the assignment, and may also include receiving a failing grade in the course, as well as being referred to the English Department Chair for possible further action.

Students with Disabilities or Special Needs

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
University Center, Room 112
TENTATIVE SCHEDULE

This schedule may be subject to change.

All assignments, including tests, will be due by 8 pm on Friday.

Week 1 – Friday, September 1
1. Read course policies under “Course Information” on Blackboard.
2. View Video Lecture Notes on Chapter 1: Communicating in the Technical Workplace.
3. Read Chapters 1 and 11.

Week 2 – Friday, September 8
1. View Video Lecture Notes on Chapter 11: Starting Your Career.
2. View Audience Profile Sheet (APS) under “Course information” on Blackboard.
3. Read Job Materials Assignment under “Assignments” on Blackboard.
4. Work on Job Materials Assignment.
5. Read Chapters 2 and 5.

Week 3 – September 15
1. Job Materials Assignment due.

Week 4 – Friday, September 22
2. Read the C.V and Statement of Intent Assignment under “Assignments” on Blackboard.
3. Complete the “Graduate School Assignment” homework under “Assignments” on Blackboard.
4. Work on C.V. and Statement of Purpose Assignment.

Week 5 – Friday, September 29
1. C.V and Statement of Purpose Assignment due.
2. View Video Lecture Notes on Workplace Writing in a Transnational World.
3. Read Writing for Other Cultures Assignment under “Assignments” on Blackboard.
4. Work on Writing for Other Cultures Assignment.
5. Study for Test 1 over chapters 1, 2, 5, 11, and the lecture on Culture.
6. Read Chapter 4.

Week 6 – Friday, October 6
1. Test 1 must be completed.
2. View Video Lecture Notes on Chapter 4: Ethics in the Technical Workplace.
Week 7 – Friday, October 13
1. Writing for Other Cultures Assignment and memo due.
2. Read Chapter 7.

Week 8 – Friday, October 20
2. Read Instructions Assignment under “Assignments” on Blackboard.
3. Work on Instructions Assignment.
4. Read Chapters 13 and 14.

Week 9 – Friday, October 27
1. Instructions Assignment due.
3. Read Chapter 6.
4. Study for Test 2 over Chapters 4, 7, 13, 14, and the lecture on Usability.

Week 10 – Friday, November 3
1. Test 2 must be completed.
3. Read Technical Definition Assignment under “Assignments” on Blackboard.
4. Work on Technical Definition Assignment.

Week 11 – Friday, November 10
1. Technical Definition Assignment due.
2. Read Technical Description Assignment under “Assignments” on Blackboard.
3. Work on Technical Description Assignment.
4. Read Chapter 8 and 12.

Week 12 – Friday, November 17
1. Technical Description Assignment due.
2. View Video Lecture Notes on Chapter 8: Proposals and Chapter 12: Researching and Research Methods.
3. Read Proposal Assignment under “Assignments” on Blackboard.
5. Read Chapter 9 and 10.
6. Study for Test 3 over Chapters 6, 8, and 12.

Week 13 – Tuesday, November 21
1. Test 3 must be completed.
2. View Video Lecture Notes on Chapter 9: Activity Reports and Chapter 10: Analytical Reports.
4. Read Chapter 15.
Week 14 – Friday, December 1
2. Study for Test 4 over Chapters 9, 10, and 15.

Week 15 – Friday, December 8
1. Proposals due
2. Test 4 must be completed.

Final Exam

Will be available on Blackboard on Monday, December 11 at 8 am and will be due by 8 pm on Thursday, December 14.