

English 3351: Advanced Technical Writing

...all your knowledge and ideas will be useless unless you communicate them to someone else.

-[Paul V. Anderson](#)

Course and Contact Information

Instructor: Dr. Kevin Garrison

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Office: 010C, Academic Building

Office hours: M/T/W – 1:00 PM – 3:00 PM (*online hours can be scheduled by appointment*)

Sections: 3351.D30 – Online

Description

Study and practice in document development for majors in agriculture, engineering, mathematics, nursing, and other technical fields. The course includes intensive use of computer skills, especially word processing and graphics. Prerequisite: 60 semester credit hours

Objectives

- Objective #1: Develop skills in expressing yourself orally and in writing.
- Objective #2: Gain factual knowledge (terminology, classifications, methods, trends).
- Objective #3: Develop specific skills, competencies, and points of view.

Assignments and Grading

You will achieve the stated objectives by turning in the following assignments this semester:

Points	Assignments	Outcomes
15	Event Flyer	Gaining skills in document design
15	Resume	Articulating your professional identity
15	Research Proposal	Gaining research skills
10	Report	Writing technical information
10	Instructions	Creating usable information
10	Presentation	Developing oral presentation skills
15	15 Weekly Quizzes each worth 1 point	Gaining factual knowledge
10	Rough Drafts, Peer Reviews, and Discussion Board Posts	Developing editing/reflection skills
100	Total Points	

Grades on Assignments

Points earned on assignments indicate the following:

A (89.5-100) **B** (79.5-89.4) **C** (69.5-79.4) **D** (59.5-69.4) **F** (0-59.4)

Proofreading – You are responsible for knowing the errors found in Appendix A of the book (see pages 334-346). I will deduct points for each first occurrence of an error as follows:

- Spelling.....5% each (based on an accepted dictionary)
- Grammar.....5% each (such as fragments, dangling modifiers, etc...)
- Punctuation.....5% each (such as commas, hyphens, apostrophes, etc...)

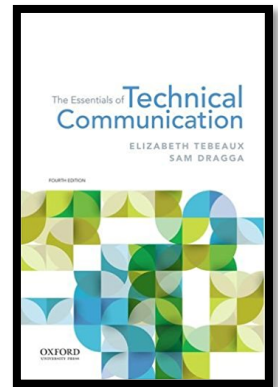
The exceptions to this list are your resume, which should be error-free. Because of the severe consequences for errors on these documents, each first time error is worth 10%.

Miscellaneous

Assignments will be assessed a penalty of 10% if turned in after the submission time and 10% more for each additional day late. This includes weekends and holidays. Also, I will not give an “Incomplete” in this class, and I may use your work as examples for future classes.

Materials for this Class

- Required: Dragga, Sam and Elizabeth Tebeaux’s *The Essentials of Technical Communication*, 4th edition. You can buy/rent the book at [Amazon](#), the [Bookstore](#), or the Publisher’s [website](#).
- A computer with a high-speed Internet connection, MS Office, Adobe Acrobat Reader, email access, RamPort/Blackboard access, and a microphone.
- File storage (e.g. flash drive, external hard drive, J: drive, email)



Online Classroom Behaviors and Expectations

- You will adhere to the standards set in the [ASU Student Handbook](#).
- Adhere to standards of common courtesy when communicating online. If your actions are disruptive or disrespectful, then I will ask you to stop, and we will discuss the problem. Because we don’t meet as a class, there is no attendance or tardiness policy. **Submitting your completed work on time and professionally is your primary responsibility and objective.** You should be able to complete your assignments before their due date so that they do not interfere with religious days you might observe, university activities, illnesses, or family emergencies. No extensions will be given for these reasons.

Email Policy

I will only check my emails during regular business hours. Also, I will not discuss your grades via email since this would violate the Family Educational Rights and Privacy Act. If you have questions about grades, please check the syllabus, first. If you still have questions, then email me, and I will respond via Blackboard “Messages.”

Academic Misconduct

If you plagiarize, cheat, gain an unfair advantage, or participate in any activities described in the [Student Code of Conduct](#), then you will receive an automatic "0" on the assignment(s) and be required to visit with me in my office (or in an online Blackboard chat, if you are off-site).

For a second violation, you will fail the course, and I will inform the department head, academic dean, and the Executive Director of Student Life for potential further disciplinary action.

Accommodations

If you have a disability and would like to request reasonable accommodations, please contact: Dallas Swafford, the Director of Student Disability Services, in the University Center, Room 112. Her phone number is 325-942-2047, and her email is dallas.swafford@angelo.edu.

Course Support

- [Writing Center](#) for peer reviewed help of your writing
- [Information Technology \(IT\)](#) for help with email, Blackboard, and Ramport
- [Library](#) for help with conducting research
- [English Language Learners' Institute](#) for English as Second Language (ESL) students
- [Career Development](#) for students wanting help with resumes, job applications, etc...
- [Freshman College](#) for academic tutoring
- [Disability Accommodations](#) for disabled students

Tentative Schedule

All assignments will be due **before midnight** (12:00 am CST) on the dates listed below. Note that when responding to your peers' rough drafts, you have **72 hours** to respond.

Section 1: Welcome to the Course and Grammar Review	Week 1 – Sunday, September 1: <ol style="list-style-type: none">1. Read the Course Syllabus2. View Lecture 13. Take Quiz 14. Upload your photo to Blackboard5. Post to Discussion Board (1 point)6. Buy the book Week 2 – Sunday, September 8: <ol style="list-style-type: none">1. View Lecture 22. Read Appendix A3. Read “Botheration” study4. Take the Grammar Diagnostic Test5. Post results/discussion of diagnostic and botheration study to Discussion Board (1 point)6. Take Quiz 2
Section 2: Event Flyer	Week 3 – Sunday, September 15: <ol style="list-style-type: none">1. View Lecture 32. View Flyer materials on Blackboard3. Read Chapter 54. Take Quiz 35. Submit Rough Draft of Flyer to the discussion board (.5 point) Week 4 – Sunday, September 22: <ol style="list-style-type: none">1. Read external reading about peer review (to be assigned online)2. Respond to peers' discussion board posts by midnight of September 18th (.5 point)3. View Lecture 44. Take Quiz 45. Submit Final Draft of Flyer
Section 3:	Week 5 – Sunday, September 29: <ol style="list-style-type: none">1. View Lecture 5

Resume	<ol style="list-style-type: none"> 2. Read Chapter 12 3. Take Quiz 5 4. Submit Rough Draft of Resume to the discussion board (.5 point) <p>Week 6 – Sunday, October 6:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of October 2nd (.5 point) 2. View Lecture 6 3. Read external reading (to be assigned online) 4. Take Quiz 6 5. Submit Final Draft of Resume
<p>Section 4:</p> <p>Proposal</p>	<p>Week 7 – Sunday, October 13:</p> <ol style="list-style-type: none"> 1. View Lecture 7 2. View Sample Proposals on Blackboard 3. Read Chapter 9 4. Take Quiz 7 5. Submit Rough Draft of Resume to the discussion board (.5 point) <p>Week 8 – Sunday, October 20:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of October 16th (.5 point) 2. View Lecture 8 3. Read Appendix B 4. Take Quiz 8 5. Submit Final Draft of Proposal
<p>Section 5:</p> <p>Report</p>	<p>Week 9 – Sunday, October 27:</p> <ol style="list-style-type: none"> 1. View Lecture 9 2. View Sample Reports on Blackboard 3. Read Chapters 7 and 8 (white pages only) 4. Take Quiz 9 5. Submit Rough Draft of Report to the discussion board (.5 point) <p>Week 10 – Sunday, November 3:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of October 30th (.5 point) 2. View Lecture 10 3. Read Chapter 6 4. Take Quiz 10 5. Submit Final Draft of the report

<p>Section 6:</p> <p>Instructions</p>	<p>Week 11 – Sunday, November 10:</p> <ol style="list-style-type: none"> 1. View Lecture 11 2. View Sample Instructions on Blackboard 3. Read Chapter 10 4. Take Quiz 11 5. Submit Rough Draft of Instructions to the discussion board (.5 point) <p>Week 12 – Sunday, November 17:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of November 13th (.5 point) 2. View Lecture 12 3. Read external reading (to be assigned online) 4. Take Quiz 12 5. Submit Final Draft of Instructions
<p>Section 7:</p> <p>Presentation</p>	<p>Week 13 – Sunday, November 24:</p> <ol style="list-style-type: none"> 1. View Lecture 13 2. Read Chapter 11 3. Take Quiz 13 4. Submit Rough Draft of PowerPoint to the discussion board (.5 point) <p>Week 14 – Sunday, December 1:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of November 27th (.5 point) 2. View Lecture 14 3. Read external reading (to be assigned online) 4. Take Quiz 14 5. Submit Final Draft of Presentation
<p>Section 8:</p> <p>Final Exam and Course Evaluations</p>	<p>Week 15 – Sunday, December 8:</p> <ol style="list-style-type: none"> 1. View Lecture 15 2. Complete IDEA Survey (Course Evaluations) for a 1 point quiz grade 3. Submit a Narrative Reflection about the course to the discussion board (2 points)