

ENGLISH 3351 - TECHNICAL WRITING

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Office hours:
By email

CLASS POLICIES

Required Text

Technical Communication Today 6th Edition by Richard Johnson-Sheehan

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.
- **Safe Assign** - In addition, **all major assignments (but not homework) as well as the final exam** will be checked by Safe Assign automatically. If you have questions about your Safe Assign report, please come see me during office hours and I will be glad to help you.

- **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:

Weight	Unit	Deliverable
10%	Unit 1: Communicating with Employers	Traditional job letter & resume
10%	Unit 2: Preparing for Graduate School	CV and statement of purpose
10%	Unit 3: Writing for Other Cultures	Pamphlet
10%	Unit 4: Documenting Procedures	Set of instructions
5%	Unit 5: Explaining Concepts	Technical description
5%		Technical definition
15%	Unit 6: Proposing Actions to Decision-Makers	Formal proposal
5%	Homework Activities	
15%	Tests	
15%	Final Exam	
100%	Total Percent	

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 Safe Assign. 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 Safe Assign 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

Title IX

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.

Director of Title IX Compliance/Title IX Coordinator

Mayer Administration Building, Room 210

325-942-2022

michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the *University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.*

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

Religious Holy Day

“Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

TENTATIVE SCHEDULE

This schedule may be subject to change.

All assignments will be due on the stated day by 8pm

Monday, July 6

1. Read course policies under “Course Information” on Blackboard.
2. Look at course site on Blackboard – get a sense of which materials are placed under which categories.
3. View video lecture notes on Intro and Course Policies.
4. View video lecture notes on Chapter 1: Technical Communication in the Entrepreneurial Workplace.
5. Read Chapters 1 and 5.

Tuesday, July 7

1. View video lecture notes on Chapter 5: Starting Your Career.
2. View audience profile sheet under “Course information” on Blackboard.
3. Read Job Application Materials Assignment under “Assignments” on Blackboard.
4. Read Chapter 6.

Wednesday, July 8

1. View video lecture notes on Chapter 6: E-Mails, Letters, and Memos.
2. Work on Job Materials Assignment.
3. Read Chapter 2.

Thursday, July 9

1. **Job Materials Assignment due.**
2. View video lecture notes on Chapter 2: Profiling Your Readers.

Friday, July 10

1. View video lecture notes on The C.V and Statement of Purpose.
2. Read the CV and Statement of Intent Assignment under “Assignments” on Blackboard.
3. Activity – Find a graduate program that you are specifically interested in (this should probably be the same program that you complete the assignment for). In a memo format, answer the following questions: **1)** Why are you interested in this program? **2)** Evaluate your chances of getting in to this program according to your strengths and weaknesses. For instance, can you find any data on the program’s acceptance rate? On the GRE, GMAT, or MCAT scores needed to get in? GPA? How do you fit into that? **3)** What are the research interests of the faculty? Locate someone with whom you might want to work and tell me about him/her. What classes does he/she teach? What are his/her important publications? **4)** Are there opportunities for teaching, assisting in research, or work study? If so, how do you apply? **5)** What are the deadlines for admission? For obtaining student aid? For applying for a TA/GA position?

Monday, July 13

1. **Graduate School memo from last Friday due.**
2. Work on C.V. and Statement of Purpose Assignment.

Tuesday, July 14

1. **C.V. and Statement of Purpose Assignments due.**
2. View video lecture notes on Intercultural Technical Communication.
3. Read “Writing for Other Cultures Assignment” under “Assignments” on Blackboard.
4. Study for Test 1 over chapters 1, 2, 5, 6, and the lecture on Culture.

Wednesday, July 15

1. **Test 1 must be completed.**
2. Work on Writing for Other Cultures Assignment.
3. Read Chapter 4.

Thursday, July 16

1. **Writing for Other Cultures Assignment due.**
2. View video lecture notes on Chapter 4: Managing Ethical Challenges.
3. Read Chapter 8.

Friday, July 17

1. View video lecture notes on Chapter 8: Instructions and Documentation.
2. Read Instructions Assignment under “Assignments” on Blackboard.

Monday, July 20

1. View video lecture notes on Usability.
2. Work on Instructions Assignment.
3. Read Chapters 17 and 18.

Tuesday, July 21

1. View video lecture notes on Chapters 17: Designing Documents and Interfaces, and Chapter 18: Creating and Using Graphics.
2. Work on Instructions Assignment.
3. Study for Test 2 over Chapters 4, 8, 17, 18, and the lecture on Usability.
4. Read Chapter 7.

Wednesday, July 22

1. **Instructions Assignment due.**
2. **Test 2 must be completed.**
3. View video lecture notes on Chapter 6: Technical Descriptions and Specifications.
4. Read Technical Definition Assignment under “Assignments” on Blackboard.
5. Work on Technical Definition Assignment.

Thursday, July 23

1. **Technical Definition Assignment due.**
2. Read Technical Description Assignment under “Assignments” on Blackboard.
3. Work on Technical Description Assignment.
4. Read Chapter 14.

Friday, July 24

1. View video lecture notes on Chapter 12: Researching in the Technical Workplace.
2. Work on Technical Description Assignment.
3. Read Chapter 9.

Monday, July 27

1. View video lecture notes on Chapter 9: Proposals.
2. Study for Test 3 over Chapters 7, 9, and 14.

Tuesday, July 28

1. **Test 3 must be completed.**
2. Work on Proposal.
3. Read Chapters 9 and 10.

Wednesday, July 29

1. View video lecture notes on Chapter 10: Brief Reports and Chapter 11: Formal Reports.

Thursday, July 30

1. View video lecture notes on Chapter 20: Presenting and Pitching Ideas.
2. Study for Test 4 over Chapters 10, 11, and 20.

Friday, July 31

1. **Test 4 must be completed.**
2. **Technical Description Assignment due.**

Monday, August 3

Final exam available at 8 am.

Wednesday, August 5

Final exam due by 8 pm

