

# English 3351: Advanced Technical Writing

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

-[Paul V. Anderson](#)

## Course & Contact Information

*Instructor:* Dr. Kevin Garrison, Professor of English

*E-Mail:* [kevin.garrison@angelo.edu](mailto:kevin.garrison@angelo.edu)

*Office Phone:* (325) 486-6145

*Office:* 021C, Academic Building

*Office hours:* T/H, 1:00–3:00 PM; online via Blackboard Collaborate as requested via email

*Sections:* 3351.D10 and 3351.D20

## 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 an understanding of the subject (facts, methods, theories, etc...).
- 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 @ 1 point each                       | Gaining factual knowledge               |
| 10         | Rough Drafts, Peer Reviews, and Discussion Board Posts | Developing editing/reflection skills    |
| <b>100</b> | <b>Total Points</b>                                    |   |

## 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* – All mistakes in spelling, grammar, punctuation, capitalization, or mechanics will be highlighted in **yellow** on final drafts of major assignments. For each category of mistake (such

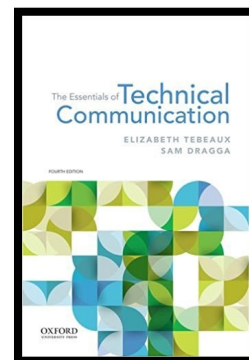
as comma errors or typos), you will lose half of a letter grade. For the most common mistakes in technical writing, please review the errors found in Appendix A of the book (see pages 334-346).

### *Miscellaneous Grading Policies*

Assignments will be assessed a penalty of 20% if turned in after the submission time and 20% more for each additional 24 hours. 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*, 4<sup>th</sup> edition.
- A computer with an 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**

- You will adhere to the standards set in the [ASU Student Handbook](#).
- Adhere to standards of common courtesy when communicating online. If your behaviors are disruptive or disrespectful, then I will ask you to stop and we will discuss the problem. Because we don’t meet face-to-face, 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. No extensions will be given for this reason.

### **Email Policy**

I check email 9:00 AM–4:00 PM Monday through Friday. 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 we can have a chat via Blackboard Collaborate.

### **Academic Misconduct**

If you plagiarize, cheat, or participate in any activities described in the [Student Code of Conduct](#), then you will receive an automatic "0" on the assignment(s). For a second violation, you will fail the course. Egregious violations will be reported to appropriate officials via an [Incident Report](#).

### **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](mailto:dallas.swafford@angelo.edu).

### **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, [mmichelle.boone@angelo.edu](mailto:mmichelle.boone@angelo.edu). You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://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 <https://www.angelo.edu/services/title-ix/>.

### **Covid-19 Policy**

Please adhere to the university policies, as outlined here: <https://www.angelo.edu/covid-19/>

### **Course Support**

- [Writing Center](#) for peer reviewed help of your writing
- [Information Technology \(IT\)](#) for help with email, Blackboard, and Rampart
- [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...
- [Disability Accommodations](#) for disabled students

## Class Schedule

All assignments will be due **before midnight** (12:00 am CST). All assignments/activities are due on Sunday with the exception of responding to your peers' rough drafts, which are due on Wednesdays. All activities with **grades are bolded** and point values are in parentheses (). Complete each activity in the order listed.

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|---|---|
| <b>Section 1:</b><br><br>Welcome to the Course and Grammar Review | <b>Week 1 – Sunday, August 29:</b> <ol style="list-style-type: none"><li>1. Read the Course Syllabus</li><li>2. View Lecture 1</li><li>3. Take <b>Quiz 1</b> (1 point)</li><li>4. Upload your photo to Blackboard</li><li>5. Post to <b>Discussion Board</b> (1 point)</li><li>6. Buy the book</li></ol> <b>Week 2 – Sunday, September 5:</b> <ol style="list-style-type: none"><li>1. View Lecture 2</li><li>2. Read Appendix A</li><li>3. Read “Botheration” study</li><li>4. Take the Grammar Diagnostic Test</li><li>5. Post results/discussion of diagnostic and botheration study to <b>Discussion Board</b> (1 point)</li><li>6. Take <b>Quiz 2</b> (1 point)</li></ol>                                |
| <b>Section 2:</b><br><br>Event Flyer                              | <b>Week 3 – Sunday, September 12:</b> <ol style="list-style-type: none"><li>1. Read Flyer assignment on Blackboard</li><li>2. View Lecture 3</li><li>3. Read Chapter 5</li><li>4. Take <b>Quiz 3</b> (1 point)</li><li>5. Submit <b>Rough Draft of Flyer</b> to the discussion board (.5 point)</li></ol> <b>Week 4 – Sunday, September 19:</b> <ol style="list-style-type: none"><li>1. Read external reading about peer review (to be assigned online)</li><li>2. Respond to <b>peers’ discussion board posts</b> by midnight of September 15<sup>th</sup> (.5 point)</li><li>3. View Lecture 4</li><li>4. Take <b>Quiz 4</b> (1 point)</li><li>5. Submit <b>Final Draft of Flyer</b> (15 points)</li></ol> |
| <b>Section 3:</b><br><br>Resume                                   | <b>Week 5 – Sunday, September 26:</b> <ol style="list-style-type: none"><li>1. Read Resume assignment on Blackboard</li><li>2. View Lecture 5</li></ol>   |

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|  | <ol style="list-style-type: none"> <li>3. Read Chapter 12</li> <li>4. Take <b>Quiz 5</b> (1 point)</li> <li>5. Submit <b>Rough Draft of Resume</b> to the discussion board (.5 point)</li> </ol> <p><b>Week 6 – Sunday, October 3:</b></p> <ol style="list-style-type: none"> <li>1. Respond to <b>peers’ discussion board posts</b> by midnight of September 29<sup>th</sup> (.5 point)</li> <li>2. View Lecture 6</li> <li>3. Read external reading (to be assigned online)</li> <li>4. Take <b>Quiz 6</b> (1 point)</li> <li>5. Submit <b>Final Draft of Resume</b> (15 points)</li> </ol>  |
| <p><b>Section 4:</b></p> <p>Proposal</p> | <p><b>Week 7 – Sunday, October 10:</b></p> <ol style="list-style-type: none"> <li>1. Read Proposal assignment on Blackboard</li> <li>2. View Lecture 7</li> <li>3. View Sample Proposals on Blackboard</li> <li>4. Read Chapter 9</li> <li>5. Take <b>Quiz 7</b> (1 point)</li> <li>6. Submit <b>Rough Draft of Resume</b> to the discussion board (.5 point)</li> </ol> <p><b>Week 8 – Sunday, October 17:</b></p> <ol style="list-style-type: none"> <li>1. Respond to <b>peers’ discussion board posts</b> by midnight of October 13<sup>th</sup> (.5 point)</li> <li>2. View Lecture 8</li> <li>3. Read Appendix B</li> <li>4. Take <b>Quiz 8</b> (1 point)</li> <li>5. Submit <b>Final Draft of Proposal</b> (15 points)</li> </ol> |
| <p><b>Section 5:</b></p> <p>Report</p>   | <p><b>Week 9 – Sunday, October 24:</b></p> <ol style="list-style-type: none"> <li>1. Read Report assignment on Blackboard</li> <li>2. View Lecture 9</li> <li>3. View Sample Reports on Blackboard</li> <li>4. Read Chapters 7 and 8 (white pages only)</li> <li>5. Take <b>Quiz 9</b> (1 point)</li> <li>6. Submit <b>Rough Draft of Report</b> to the discussion board (.5 point)</li> </ol> <p><b>Week 10 – Sunday, October 31:</b></p> <ol style="list-style-type: none"> <li>1. Respond to <b>peers’ discussion board posts</b> by midnight of October 27<sup>th</sup> (.5 point)</li> <li>2. View Lecture 10</li> <li>3. Read Chapter 6</li> </ol>   |

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|  | <ol style="list-style-type: none"> <li>4. Take <b>Quiz 10</b> (1 point)</li> <li>5. Submit <b>Final Draft of Report</b> (10 points)</li> </ol>   |
| <b>Section 6:</b><br><br>Instructions                            | <p><b>Week 11 – Sunday, November 7:</b></p> <ol style="list-style-type: none"> <li>1. Read Instructions assignment on Blackboard</li> <li>2. View Lecture 11</li> <li>3. View Sample Instructions on Blackboard</li> <li>4. Read Chapter 10</li> <li>5. Take <b>Quiz 11</b> (1 point)</li> <li>6. Submit <b>Rough Draft of Instructions</b> to the discussion board (.5 point)</li> </ol> <p><b>Week 12 – Sunday, November 14:</b></p> <ol style="list-style-type: none"> <li>1. Respond to <b>peers’ discussion board posts</b> by midnight of November 10<sup>th</sup> (.5 point)</li> <li>2. View Lecture 12</li> <li>3. Read external reading (to be assigned online)</li> <li>4. Take <b>Quiz 12</b> (1 point)</li> <li>5. Submit <b>Final Draft of Instructions</b> (10 points)</li> </ol> |
| <b>Section 7:</b><br><br>Presentation                            | <p><b>Week 13 – Sunday, November 21:</b></p> <ol style="list-style-type: none"> <li>1. Read Presentation assignment on Blackboard</li> <li>2. View Lecture 13</li> <li>3. Read Chapter 11</li> <li>4. Take <b>Quiz 13</b> (1 point)</li> <li>5. Submit <b>Rough Draft of PowerPoint</b> to the discussion board (.5 point)</li> </ol> <p><b>Week 14 – Sunday, November 28:</b></p> <ol style="list-style-type: none"> <li>1. Respond to <b>peers’ discussion board posts</b> by midnight of November 24<sup>th</sup> (.5 point)</li> <li>2. View Lecture 14</li> <li>3. Read external reading (to be assigned online)</li> <li>4. Take <b>Quiz 14</b> (1 point)</li> <li>5. Submit <b>Final Draft of Presentation</b> (10 points)</li> </ol>   |
| <b>Section 8:</b><br><br>Final Exam and<br>Course<br>Evaluations | <p><b>Week 15 – Tuesday, December 5:</b></p> <ol style="list-style-type: none"> <li>1. View Lecture 15</li> <li>2. Complete <b>IDEA Survey</b> (Course Evaluations) for a 1 point quiz grade (1 point)</li> <li>3. Submit a <b>Narrative Reflection</b> about the course to the discussion board (2 points)</li> </ol>   |