English 2311: Introduction to Technical and Business Writing

Course Contact Information
- **Instructor:** Katherine Garrison
- **E-Mail:** katherine.garrison@angelo.edu
- **Office:** Online in Hangouts and Academic 004B (masks required)
- **Office Hours:** Mondays, 9 am - 11 am (online or in person)

Course Description
Intensive study of and practice in writing within professional settings (prerequisites).

Core Objectives and Student Learning Outcomes
- Compare academic and technical/professional writing
- Gain a deeper understanding of how individuals within their selected professional field use writing and communication to do their work
- Recognize, analyze, and accommodate diverse audiences
- Produce documents appropriate to audience, purpose, and genre
- Analyze the ethical responsibilities involved in technical communication
- Locate, evaluate, and incorporate pertinent information
- Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate
- Edit for style, including word choice, sentence structure, punctuation, and spelling
- Design and test documents for easy reading and navigation.

MaterialsRequired
- **Book:** The Norton Field Guide to Writing with Readings, 4th or 5th Edition, Richard Bullock, Maureen Daly Goggin, and Francine Weinberg. Purchase at Amazon or the ASU Bookstore.
- **Equipment:** computer with Internet, headphones or speakers, microphone, file storage (e.g. flash drive, external hard drive, J: drive, email, etc.), MS Office (Word and PowerPoint), Adobe Acrobat, Blackboard, and ASU email access. For free software downloads click here. For equipment click here ASU Computer Lab.

Assignments

<table>
<thead>
<tr>
<th>Points</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Interview Plan</td>
</tr>
<tr>
<td>15</td>
<td>Profile of Professional Communication</td>
</tr>
<tr>
<td>10</td>
<td>Proposal to Create Writing Guide</td>
</tr>
<tr>
<td>15</td>
<td>Annotated Bibliography</td>
</tr>
<tr>
<td>20</td>
<td>Guide to Writing</td>
</tr>
<tr>
<td>10</td>
<td>Presentation</td>
</tr>
<tr>
<td>10</td>
<td>10 Quizzes (over readings, online materials, lectures, and assignment descriptions)</td>
</tr>
<tr>
<td>10</td>
<td>10 Discussion Post/Responses (50% original posts and 50% peer response)</td>
</tr>
<tr>
<td>100</td>
<td>Total</td>
</tr>
</tbody>
</table>
**Online Class Behaviors and Attendance**
Be courteous when communicating online with me and your peers. There is no attendance or tardiness policy for this class. **Submitting your completed work on time and professionally is your sole responsibility and objective.** Assignments are posted in Blackboard in advance. No extensions will be given for assignments because of holy days or university-sponsored events as a result (see the Grading Policy below).

**Email Policy**
Email is the best way to contact me. I check email 8 am-5 pm M-F (not on holidays).

**Discussing Your Grades**
I will not discuss your grades through email because of FERPA requirements designed to protect your records. For questions, please refer to this syllabus first. If you still have questions, email me and I will respond to you through “Messages” in Blackboard or ask you to chat in Hangouts.

**Grading Policy**
All assignments are generally graded within two weeks of submission. All assignments will be assessed a penalty of 10% per day late (this includes weekends and holidays). I will not give an Incomplete in this course. I may use your assignments as samples for future classes. Finally, students traveling to university-sponsored events or observing a holy day must submit their work before the due date. I assess grades in the following manner: A (90-100%) The document is superior; B (80-89%) The document is good; C (70-79%) The document is adequate; D (60-69%) The document is disappointing; F (0-59%) The document is unsatisfactory.

**Academic Misconduct Policy**
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 and be required to visit with me during my office hours. If you are caught a second time, you will fail the course, and I will inform others at the university for potential further disciplinary action.

**Accommodations**
If you have a disability and need accommodations in class, contact the Student Affairs Office ASAP at 325-942-2047 or studentservices@angelo.edu (University Center, Suite 112). Once you register with Student Affairs then you must notify me to gain accommodations. Student Affairs works with students confidentially and does not disclose any disability-related information.

**Outside Course Support**
- Information Technology (IT) for help with email, Blackboard, Ramport
- Student Computer Access and Printing Services for computer lab resources
- Library for help with conducting research
- English Language Learners’ Institute for English as Second Language (ESL) students
- Freshman College for academic success and tutoring
- Disability Services for disabled and impaired students
- ASU Writing Center for help with all writing assignments
- Student Life for non-academic opportunities (student organizations)
- Career Development for job opportunities on and off campus
## Class Schedule
All assignments are due in Blackboard on the dates listed below before midnight. Major assignments are in red.

<table>
<thead>
<tr>
<th>Section 1: Welcome to the Course and College Major Exploration</th>
<th>Week 1-Sunday, August 29:</th>
</tr>
</thead>
</table>
| | 1. Read the Course Syllabus  
| | 2. Read How to Change Your Blackboard Picture Handout  
| | 3. View Lecture 1  
| | 4. Read assigned readings and/or watch videos (see Blackboard)  
| | 5. Take Quiz 1  
| | 6. Upload your photo to Blackboard  
| | 7. Post to the Discussion Board Post #1  
| | 8. Respond to peers’ Discussion Board Post #1 within 48 hours (due Tuesday, August 31 before midnight)  
| Week 2-Sunday, September 5: |
| | 1. Read assigned readings and/or watch videos  
| | 2. View Lecture 2  
| | 3. Take Quiz 2  
| | 4. Post to the Discussion Board Post #2  
| | 5. Respond to peers’ Discussion Board Post #2 within 48 hours (due Tuesday, September 7 before midnight)  
| | 6. Begin working on your Interview Plan Assignment (due next week)  
| Week 3-Sunday, September 12: |
| | 1. Visit the Writing Center online or in person (optional)  
| | 2. Turn in Final Draft of Interview Plan Assignment before midnight to Blackboard (located at the bottom of the section folder)  
| Section 2: Professional Interview | Week 4-Sunday, September 19: |
| | 1. Read assigned readings and/or watch videos  
| | 2. View Lecture 3  
| | 3. Take Quiz 3  
| | 4. Post to the Discussion Board Post #3  
| | 5. Respond to peers’ Discussion Board Post #3 within 48 hours (due Tuesday, September 21 before midnight)  
| Week 5-Sunday, September 26: |
| | 1. Read assigned readings and/or watch videos  
| | 2. View Lecture 4  
| | 3. Take Quiz 4  
| | 4. Post rough draft of Profile of Professional to Discussion Board #4 before midnight  
| | 5. Respond to peers’ Discussion Board Post #4 within 48 hours (due Tuesday, September 28 before midnight)  
| Week 6-Sunday, October 3: |
| | 1. Revise Profile of Professional Communication based on peer feedback  
| | 2. Visit the Writing Center online or in person (optional)  
| | 3. Turn in Final Draft of Profile of Professional Communication before midnight (see the bottom of the section folder)  
| Section 3: Proposal | Week 7-Sunday, October 10: |
| | 1. Read assigned readings and/or watch videos  
| | 2. View Lecture 5  
| | 3. Take Quiz 5  
| | 4. Post to the Discussion Board Post #5  

<table>
<thead>
<tr>
<th>Section 4: Annotative Bibliography</th>
<th>Week 9-Sunday, October 24:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Visit the Writing Center online or in person (optional)</td>
<td></td>
</tr>
<tr>
<td>2. Turn in Final Draft of Proposal to Create Writing Guide (see the bottom of the section folder)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5: Guide to Writing</th>
<th>Week 10–Sunday, October 31:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Visit the Writing Center online or in person (optional)</td>
<td></td>
</tr>
<tr>
<td>7. Turn in Final Draft of Annotated Bibliography (see the bottom of the section folder)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 6: Presentation</th>
<th>Week 15-Sunday, December 5 (Finals):</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Complete all extra credit (in Discussion Board) - optional</td>
<td></td>
</tr>
<tr>
<td>6. Turn in Final Draft of Presentation to Blackboard Assignment (see the bottom of the section folder)</td>
<td></td>
</tr>
</tbody>
</table>