

English 3351: Advanced Technical Writing

“...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

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
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

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

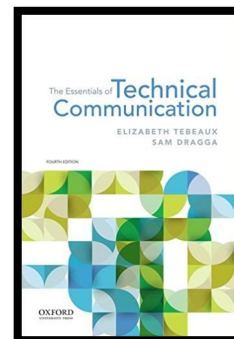
errors or typos), you will lose half of a letter grade. For the most common mistakes in technical writing, please review the errors found in Appendix A of the book (see pages 334-346).

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.

Required Textbook

- Elizabeth Tebeaux and Sam Dragga’s *The Essentials of Technical Communication*, 4th edition.



Required Technology:

- *Microsoft Office* (other software is acceptable, but rough and final drafts will need to be converted to the requested format, such as .docx, .pptx, or PDF),
- *Computer* with an internet connection (PCs are ideal, but Macs will work),
- *Email access* (I will send out weekly email updates),
- *RamPort/Blackboard* access (contact IT for access problems)
- *Adobe Acrobat Reader* (for viewing comments on your flyer assignment),
- *Microphone* (for recording the presentation assignment),
- *File storage* (e.g. flash drive, external hard drive, J: drive, email, cloud storage)

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 disrespectful, then I will alert you via email. 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; as such, no extensions will be given for religious days.

Email Policy

I typically 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 stop by my office during my office hours or email me (we can 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.

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. 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 <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 students with disabilities

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.

Section 1: Introduction to the Course and Grammar Review	Week 1 – Sunday, January 23: <ol style="list-style-type: none">1. Read the Course Syllabus2. View Lecture 13. Take Quiz 1 (1 point)4. Upload your photo to Blackboard5. Post to Discussion Board (1 point)6. Buy the book Week 2 – Sunday, January 30: <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 (1 point)
Section 2: Event Flyer	Week 3 – Sunday, February 6: <ol style="list-style-type: none">1. Read Flyer assignment on Blackboard2. View Lecture 33. Read Chapter 54. Take Quiz 3 (1 point)5. Submit Rough Draft of Flyer to the discussion board (.5 point) Week 4 – Sunday, February 13: <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 February 9th (.5 point)3. View Lecture 44. Take Quiz 4 (1 point)5. Submit Final Draft of Flyer (15 points)
Section 3: Resume	Week 5 – Sunday, February 20: <ol style="list-style-type: none">1. Read Resume assignment on Blackboard2. View Lecture 53. Read Chapter 12

	<ol style="list-style-type: none"> 4. Take Quiz 5 (1 point) 5. Submit Rough Draft of Resume to the discussion board (.5 point) <p>Week 6 – Sunday, February 27:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of February 23rd (.5 point) 2. View Lecture 6 3. Read external reading (to be assigned online) 4. Take Quiz 6 (1 point) 5. Submit Final Draft of Resume (15 points)
<p>Section 4: Proposal</p>	<p>Week 7 – Sunday, March 6:</p> <ol style="list-style-type: none"> 1. Read Proposal assignment on Blackboard 2. View Lecture 7 3. View Sample Proposals on Blackboard 4. Read Chapter 9 5. Take Quiz 7 (1 point) 6. Submit Rough Draft of Resume to the discussion board (.5 point) <p>Week 8 – Sunday, March 13:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of March 9th (.5 point) 2. View Lecture 8 3. Read Appendix B 4. Take Quiz 8 (1 point) 5. Submit Final Draft of Proposal (15 points)
<p>Section 5: Report</p>	<p>Week 9 – SPRING BREAK – Nothing Due</p> <p>Week 10 – Sunday, March 27:</p> <ol style="list-style-type: none"> 1. Read Report assignment on Blackboard 2. View Lecture 9 3. View Sample Reports on Blackboard 4. Read Chapters 7 and 8 (white pages only) 5. Take Quiz 9 (1 point) 6. Submit Rough Draft of Report to the discussion board (.5 point) <p>Week 11 – Sunday, April 3:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of March 30th (.5 point) 2. View Lecture 10 3. Read Chapter 6

	<ol style="list-style-type: none"> 4. Take Quiz 10 (1 point) 5. Submit Final Draft of Report (10 points)
Section 6: Instructions	<p>Week 12 – Sunday, April 10:</p> <ol style="list-style-type: none"> 1. Read Instructions assignment on Blackboard 2. View Lecture 11 3. View Sample Instructions on Blackboard 4. Read Chapter 10 5. Take Quiz 11 (1 point) 6. Submit Rough Draft of Instructions to the discussion board (.5 point) <p>Week 13 – Sunday, April 17:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of April 13th (.5 point) 2. View Lecture 12 3. Read external reading (to be assigned online) 4. Take Quiz 12 (1 point) 5. Submit Final Draft of Instructions (10 points)
Section 7: Presentation	<p>Week 14 – Sunday, April 24:</p> <ol style="list-style-type: none"> 1. Read Presentation assignment on Blackboard 2. View Lecture 13 3. Read Chapter 11 4. Take Quiz 13 (1 point) 5. Submit Rough Draft of PowerPoint to the discussion board (.5 point) <p>Week 15 – Sunday, May 1:</p> <ol style="list-style-type: none"> 1. Respond to peers’ discussion board posts by midnight of April 27th (.5 point) 2. View Lecture 14 3. Read external reading (to be assigned online) 4. Take Quiz 14 (1 point) 5. Submit Final Draft of Presentation (10 points)
Section 8: Final Exam and Course Evaluations	<p>Week 16 – Sunday, May 8:</p> <ol style="list-style-type: none"> 1. View Lecture 15 2. Complete IDEA Survey (Course Evaluations) for a 1 point quiz grade (1 point) 3. Submit a Narrative Reflection about the course to the discussion board (2 points)