

Instructor: Mr. Scott

Office: Academic Building, Room A 001 C

Phone: (325) 486-6144

Email: rscott@angelo.edu

Outside of Class Contact: By appointment; please make appointment within the following times:

MWF 8:30 a.m. – 9:30 a.m. & 2:30 p.m. to 3:30 p.m.

TT 8:30 a.m.-9:30 a.m. & 2:30 p.m. to 3:30 p.m.

Section One: Course Description, Outcomes, and Objectives

Course Description

ENGL 2311: Introduction to Technical and Business Writing is intensive study of and practice in writing within professional settings. The course focuses on the types of documents necessary to make decisions and take action on the job such as proposals, reports, handbooks, e-mail messages, and letters. Students also practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Course Prerequisite: English 1301T, 1301, or equivalent credit.

Course Student Learning Outcomes:

Upon successful completion of this course, students will

- Understand the differences and similarities between 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 appropriate style, including attention to word choice, sentence structure, punctuation, and spelling; and
Design and test documents for easy reading and navigation.

****Prerequisite: English 1301 or equivalent.**

Core Student Learning Outcomes: Upon completion, students will be able to:

- Gather, analyze, evaluate, and synthesize information relevant to a question or issue
- Develop and demonstrate a logical position (i.e. perspective, thesis, & hypothesis) that

acknowledges ambiguities or contradictions

- Develop, interpret and express ideas through effective written communication
- Consider different viewpoints as a member of a team
- Effectively work with others to support and accomplish a shared goal
- Demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision making

Course Objectives: In an effort to help you achieve the learning outcomes above, I have prepared lessons, readings, and assignments that will help you:

- Develop skill in expressing yourself orally or in writing
- Learn how to find and use resources for answering questions or solving problems
- Learn to analyze and critically evaluate ideas, arguments, and points of view

Methods of Assessing Learning Outcomes: Core student learning outcomes will be assessed through course assignments.

Section Two: Student Responsibilities, Grading, Assignment Submissions

Required Text & Materials:

- Note taking materials (paper and writing implement)
- Pocket folder or some other way of collecting material for the final Sequence 3—Career Guide.

Blackboard (Bb): As a student enrolled in this course, you are enrolled automatically in Blackboard (Bb) for this course. Through Bb you have access to course materials, course assignments, lesson presentations, and a variety of other items throughout the semester. You are required to print out supplemental materials and bring those print-outs to class. Course materials posted in Bb include: course syllabus, assignments, assignment examples, lesson presentations, and a variety of other supplements and aids.

From time to time, course announcements will be delivered through Bb and distributed via ASU email to all students enrolled in the course. You are responsible for updates distributed via ASU email. As a result, you should check your email on a daily basis (especially before attending class).

***If for any reason I am unable to conduct class and as a result it is cancelled, notifications will be communicated through Bb.**

****All assignments directed to be submitted in Bb, must be submitted to Bb. This especially means that no assignment will ever be accepted through email.**

Technical Support: if you have technical problems with Bb, you can contact ASU technical support through one of the following methods:

- Phone: (325) 942-2911
- Email: servicecenter@angelo.edu
- Web: <http://www.angelo.edu/services/technology/>

****Any course content-related question should be directed toward me.**

Assignment Submission Policies: Most assignments will be submitted to Bb, although at times additional materials may be required to be turned in with an assignment. Graded Bb submission, along with my comments, will be returned to you in Bb and can be found in your Bb gradebook.

Late Submissions: All elements of an assignment (drafts, editing sheets worksheets, final copies, and/or Bb submissions) are due at the assigned time and date. Late submissions will not be accepted, resulting in a zero for that assignment. Any exceptions must be approved by me on an individual basis, most of the time requiring a visit to my office during my posted office hours.

Lost Work: You need to devise a strategy for securely storing digital files and back-up files. You must keep back-up files for all work as hard drives can fail and flash drives can disappear. Back up all your work in multiple locations. I will not accept technological breakdowns or lost files as a valid excuse for missing assignment deadlines.

Grading: You are responsible for keeping up with the schedule outlined in the course syllabus. Missing class is not an excuse for a lack of preparedness. Information about changes in the syllabus, content of lectures, and/or changes in assignment deadlines will not be given out by telephone or email, a personal visit to my office is required.

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Grade Determination: Grades for the semester will be determined as follows:

Email/Memo (Pitch)	10%
Industry Report	15%
Career Guide	20%
Cover Letter/Resume	15%
Presentation	10%
Quizzes & Responses	10%
Peer Review	10%
Final	10%
Total	100%

***Last Day to Drop with a “W” Thursday, April 28th.**

Quizzes/In-class Exercises/Responses: this will constitute 10% of your final grade. I factor in the following when determining your grade: reading quizzes, graded in-class group work, and graded homework assignments. I do not offer make-ups for daily quizzes or exercises. A student must be present to receive credit for in-class exercises.

Peer Review: This class will teach you skills for effectively offering feedback to your peers about their writing and for incorporating peer feedback in your writing. Your grade for the peer review sessions will constitute 10% of your grade. All students will participate in writing workshops during this semester.

Using Student Writing in the Classroom: Sometimes, I may use student writing or Bb postings in the classroom for discussion or workshops. I do this because you can learn things from your peers’ writing that are hard to learn from any other source. This means that each student may have his or her writing (anonymously) discussed by the whole class at some point. If you turn something in to me that you do not want me to share with others, please let me know when you turn it in. If you have concerns about this please let me know.

Academic Honesty

“Academic integrity is taking responsibility for one’s own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes

scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.” (<https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>)

“Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics/standards, and any act or attempted act designed to give unfair academic advantage to oneself or another student” (Part I, section B.1 of the *Code of Student Conduct*).

Section Three: Course Policies & Services

Attendance Policy: “Because this is a student-oriented class, regular attendance is required. Classes that meet MWF are allowed six (6) absences for the entire semester. Once you have exceeded the allowed number of absences, one letter grade will be deducted from your course grade for each additional absence. Once role is taken, the door to the classroom will be closed and locked. No one will be admitted after that time.

Attendance is more than simply occupying a chair. Students who fail to have required homework or are unprepared for class (lacking materials to take notes, assignment hand-outs, workshop drafts, or other required materials) may be marked as absence. Participation in classroom activities is required. If in my opinion a student is not participating, I reserve the right to count that student absence (this includes laying heads on desk, sleeping, messing with a cell phone or other device, or carrying on conversation unrelated to classroom activities).

Exceptions: There may be at times special circumstances that might require additional consideration on my part (such as medical emergencies). A student missing a week of classes should notify the **Student Life Office** and/or the dean. **I will only give additional consideration when satisfactory evidence is presented that indicate a catastrophic event has occurred that warrants additional consideration.**

**** If you come in contact with someone who has tested positive for Covid 19 or you have tested positive for Covid 19, do not attend the physical class. If you have symptoms that suggest you might have Covid 19 or are sick at all, do not attend the physical class. In such a case you must complete the Student Wellness Check. Please refer to the following link concerning Covid 19: <https://www.angelo.edu/covid-19/>**

Students who participate in sanctioned university events will be given an excused absence; however, you are still responsible for any work that is due and responsible for keeping up with assignments and work due in following classes. In any case you are still responsible for viewing the recorded lectures. You should also contact me about any upcoming absences through email.

The Writing Center: When necessary, you may be referred to the Writing Center for tutoring. Referrals are not a form of punishment but are mandatory. When you go to the Writing Center, you must allow the Center to send me an email concerning the visit. Failure to comply with a referral can have a serious impact on subsequent assignment grades. The Center is located on the third floor of the Porter Henderson Library, Room C305. The Center's hours of operations are as follows:

Monday-Thursday: 10 a.m. to 5 p.m.

Wednesday evening: 6 p.m. to 8 p.m.

Friday: 10 a.m. to noon

Sunday: 1 p.m. to 4 p.m.

ACADEMIC HONESTY

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the Statement of [Academic Integrity](#).

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Special Accommodations

Student Disability Services: Persons with disabilities that may warrant academic accommodations must contact the Student Life Office, located in room 112 of the University Center, in order to request such accommodations prior to any being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can

be made.

- Angelo State University 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 discriminating by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.
- Student Contact: The Student Life Office 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 the Student Life Office, Room 112 University Center, at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the process.

Student Absence for Observance of Religious Holy Days:

"A student who intends to observe a religious holy day should make that intention know in writing to the instructor prior to the absence."

Title IX at Angelo State University:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

E-Mail: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.

CLASSROOM BEHAVIOR POLICIES

- Students are expected to behave as adults—this is not high school.
- Active engagement in classroom activities is required.
- Students who sleep or disrupt the classroom will be asked to leave the room and counted absence.
- Continuous disruptions in the classroom will result in disciplinary action.
- Leaving the classroom during class is disruptive. Personal needs should be taken care of before class. Students who continually leave the classroom during class will be asked to leave and counted absence.
- No cell phones or other electronic devices are allowed in the classroom during class. Students who violate this rule by having cell phones out or using an electronic device during class, can be asked to leave the class and counted absence.
- No food or drinks are allowed in the classroom.

Section Four: Course Syllabus

Readings: Assigned reading are due the day following the date the assignment appears in the syllabus. The content of each reading may or may not be discussed in the lecture; however, you are responsible for having an understanding of the reading assignment and participation in classroom discussions. In-class visual presentations and other course materials will be made available through Bb from time to time; you are also responsible for those materials.

Quizzes, Workshops, and Classroom Exercises: Students missing class should make it a point to visit with me in my office about missed materials; however, quizzes, workshops, and/or in-class exercises usually cannot be made up. If you miss class, do not send me an email about what you missed in class. You must visit with me in my office during my posted office hours.

Syllabus Schedule: The schedule for this course is likely to change at some point. Any changes to the schedule will be announced in class and via Bb email. Students missing classes are also responsible for any schedule changes. Students who miss class are also responsible for being prepared for the next class.

Week One: January 17-21

Mon. 1/17

Holiday

Wed. 1/19

Introductions

Lecture: Syllabus & Blackboard

Fri. 1/21

Lecture: Discourse Communities & Communication

Readings in Blackboard: “The Keys to Successful Communication: Purpose, Audience, and Tone” & “Technical Communication in the Entrepreneurial Workplace”

Week Two: January 24-28

Mon. 1/24

Discussion: Communications in Workplace Discourse Communities

Assignment Instructions: Reading **Response One** for “The Keys to Successful Communication: Purpose, Audience, and Tone” & “Technical Communication in the Entrepreneurial Workplace”

Wed 1/26

Discussion: Communication : Purpose, Audience, and Tone

Homework: Reading Response One Due to Blackboard by the end of the day Friday 9/3.

Fri. 1/27

Lecture/Activity: Submitting to Blackboard

Slide Show: Features of Tech and Workplace Writing

Due to Blackboard by the end of the day Reading Response One

Week Three: January 31-February 4

Mon. 1/31

Lecture/Discussion: Finding Information about Your Topic & USearch

Slide Show: Writing Research Pitch

Wed. 2/2

Lecture/Discussion: Information Cycle & Evaluating Sources

Readings in Blackboard: “Emails Letters and Memos”

Fri. 2/4

Lecture/Discussion: Defining the Discipline or Profession

Assignment Instructions: Reading **Response Two** for “Emails Letters and Memos”

Week Four: February 7-11

Mon. 2/7

Lecture/Discussion: Types of Reading and 3 Types of Writing/Communication

Assignment Instructions: Career Guide Research Pitch

Wed. 2/9

Slide Show: “ Researching Career Guide”

In-Class Workshop: Finding Three Sources

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Fri. 2/11 **Lecture/Discussion/Activity:** Submitting Peer-Review Drafts to Discussion Board
Due to Blackboard by the end of the day Reading Response Two

Week Five: February 14-18

Mon. 2/14 **Slide Show:** “Writing Research Pitch”
Reading in Blackboard: “Really Responding to Other Student’s Writings”

Wed. 2/16 **In-Class Workshop:** Peer-Review Career Guide Research Pitch
Reading in Blackboard: “Starting our Research”

Fri. 2/18 **In-Class Workshop:** Peer-Review Career Guide Research Pitch

Week Six: February 21-25

Mon. 2/21 **Lecture:** Finding and Summarizing Sources
Assignment: Industry Guide
Slide Show: Industry Report Follow-up
Reading in Blackboard: “Finding Sources and Collecting Evidence”

Wed. 2/23 **Lecture:** Writing Industry Guide
Slide Show: Writing Guide Report
Reading in Blackboard: “Citing, Quoting, Paraphrasing, and Summarizing Sources”
Due to Blackboard by the end of the day Career Guide Research Pitch

Fri. 2/25 **Workshop:** Industry Guide
Due to Blackboard by the end of the day Response Four

Week Seven: February 28- March 4

Mon. 2/28 **Workshop/Peer Review:** Industry Guide

Wed. 3/2 **Lecture:** Career Guide
Workshop/Peer Review: Industry Guide
Assignment Instructions: Career Guide
Slide Show: Researching Career Guide

Fri. 3/4 **Lecture:** Drafting and Designing Career Guide (Table of Contents)
Slide Show: Features of Tech and Workplace Writing
Reading in Blackboard: “Technical Communication Strategies for Today”

Week Eight: March 7-11

- Mon. 3/7 **Lecture:** Design and Organization for Career Guide
Reading in Blackboard: “The Keys to Successful Communication: Purpose, Audience, and Tone”
Due to Blackboard by the end of the day: Industry Guide
- Wed. 3/9 **Lecture/Discussion:** Strategies for Career Guide
Reading in Blackboard: Teaching Transitions From They Say I Say”
- Fri. 3/11 **Workshop/Peer Review:** Career Guide
Reading in Blackboard: “Developing Paragraphs and Sections”

Week Nine: March 14-18

- Mon. 3/14 **Spring Break**
- Wed. 3/16 **Spring Break**
- Fri. 3/18 **Spring Break**

Week Ten: March 21-25

- Mon. 3/21 **Lecture:** Career Guide
Slide Show: Guide Draft-Five Paragraphs
- Wed. 3/23 **Workshop/Peer Review:** Career Guide
- Fri. 3/25 **Workshop/Peer Review:** Career Guide

Week Eleven: March 28- April 1

- Mon. 3/28 **Workshop/Peer Review:** Career Guide
- Wed. 3/30 **Workshop/Peer Review:** Career Guide
- Fri. 4/1 **Workshop/Peer Review:** Career Guide
Reading in Blackboard: “Starting your Career—Resumes”

Week Twelve: April 4-8

- Mon. 4/4 **Assignments Instructions:** Resume’ and Cover Letter
Lecture: Creating Resume’ and Cover letter
Due by the end of the day to Blackboard: Career Guide
- Wed. 4/6 **In-Class Workshop:** Professional Identity & Hand Shake
Reading in Blackboard: “Resume Relevant Experiences and Awards in Your Resume”

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Fri. 4/8 **In-Class Workshop:** Professional Identity
Reading in Blackboard: “Starting your Career—Letters and Interviews”

Week Thirteen: April 11-15

Mon. 4/11 **Lecture:** Starting your Resume

Wed. 4/13 **Lecture:** Interviews and Cover Letters

Fri. 4/15 **Workshop/Peer Review:** Resume/Cover Letter

Week Fourteen: April 18-22

Mon. 4/18 **Workshop/Peer Review:** Resume/Cover Letter

Wed. 4/20 **Workshop/Peer Review:** Resume/Cover Letter

Fri. 4/22 **Workshop/Peer Review:** Resume/Cover Letter

Week Fifteen: April 25-29

Mon. 4/25 **Presentations**
Due by the end of the day to Blackboard: Resume/Cover Letter

Wed. 4/27 **Presentations**

Fri. 4/29 **Presentations**

Week Sixteen: May 2-6

Mon. 5/2 **Lecture:** Review and Final Reflective Essay

Wed. 5/4 **Lecture:** Review and Final Reflective Essay

Fri. 5/6 **Lecture:** Review and Final Reflective Essay

Week Seventeen: May 9-13

Mon. 5/9 **Final:** English 2311-030
English 2311 -020