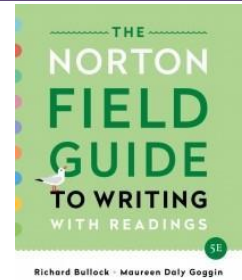


English 2311: Introduction to Technical and Business Writing

Course Contact Information

- **Instructor:** Katherine Garrison
- **E-Mail:** katherine.garrison@angelo.edu
- **Office:** Google Chat 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.

Materials Required

- **Book:** *The Norton Field Guide to Writing with Readings, 4th or 5th Edition*, Richard Bullock, Maureen Daly Goggin, and Francine Weinberg. Purchase at [Amazon](https://www.amazon.com) 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 and PowerPoint or Google Docs and Slides, Adobe Acrobat, Blackboard, and ASU email access. For [free software downloads click here](#). For equipment click here [ASU Computer Lab](#).

Assignments

Points	Assignment
10	Interview Plan
15	Profile of Professional Communication
10	Proposal to Create Writing Guide
15	Annotated Bibliography
20	Guide to Writing
10	Presentation
10	10 Quizzes (over readings, online materials, lectures, and assignment descriptions)
10	10 Discussion Post/Responses (50% original posts and 50% peer response)
100	Total

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, Rampart
- [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.

Section 1: Welcome to the Course and College Major Exploration	Week 1-Sunday, January 23: <ol style="list-style-type: none">1. Read the Course Syllabus2. Read How to Change Your Blackboard Picture Handout3. View Lecture 14. Read assigned readings and/or watch videos (see Blackboard)5. Take Quiz 16. Upload your photo to Blackboard7. Post to the Discussion Board Post #18. Respond to peers' Discussion Board Post #1 within 48 hours (due Tuesday, August 31 before midnight) Week 2-Sunday, January 30: <ol style="list-style-type: none">1. Read assigned readings and/or watch videos2. View Lecture 23. Take Quiz 24. Post to the Discussion Board Post #25. 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, February 6: <ol style="list-style-type: none">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, February 13: <ol style="list-style-type: none">1. Read assigned readings and/or watch videos2. View Lecture 33. Take Quiz 34. Post to the Discussion Board Post #35. Respond to peers' Discussion Board Post #3 within 48 hours (due Tuesday, September 21 before midnight) Week 5-Sunday, February 20: <ol style="list-style-type: none">1. Read assigned readings and/or watch videos2. View Lecture 43. Take Quiz 44. Post rough draft of Profile of Professional to Discussion Board #4 before midnight5. Respond to peers' Discussion Board Post #4 within 48 hours (due Tuesday, September 28 before midnight) Week 6-Sunday, February 27: <ol style="list-style-type: none">1. Revise Profile of Professional Communication based on peer feedback2. 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, March 6: <ol style="list-style-type: none">1. Read assigned readings and/or watch videos

	<ol style="list-style-type: none"> 2. View Lecture 5 3. Take Quiz 5 4. Post to the Discussion Board Post #5 5. Respond to peers' Discussion Board Post #5 within 48 hours (due Tuesday, October 12 before midnight) <p>Week 8-Sunday, March 13:</p> <ol style="list-style-type: none"> 1. Spring Break! Nothing due. Continue working on Final Draft of Proposal to Create Writing Guide <p>Week 9-Sunday, March 20:</p> <ol style="list-style-type: none"> 1. Visit the Writing Center online or in person (optional) 2. Turn in Final Draft of Proposal to Create Writing Guide (see the bottom of the section folder)
<p>Section 4: Annotative Bibliography</p>	<p>Week 10-Sunday, March 27:</p> <ol style="list-style-type: none"> 1. Read assigned readings and/or watch videos 2. View Lecture 6 3. Take Quiz 6 4. Post to the Discussion Board Post #6 5. Respond to peers' Discussion Board Post #6 within 48 hours (due Tuesday, November 2 before midnight) <p>Week 11-Sunday, April 3:</p> <ol style="list-style-type: none"> 6. Visit the Writing Center online or in person (optional) 7. Turn in Final Draft of Annotated Bibliography (see the bottom of the section folder)
<p>Section 5: Guide to Writing</p>	<p>Week 12-Sunday, April 10:</p> <ol style="list-style-type: none"> 1. Read assigned readings and/or watch videos 2. View Lecture 7 3. Take Quiz 7 4. Post to the Discussion Board Post #7 5. Respond to peers' Discussion Board Post #7 within 48 hours (due Tuesday, November 9 before midnight) <p>Week 13-Sunday, April 17:</p> <ol style="list-style-type: none"> 1. Read assigned readings and/or watch videos 2. View Lecture 8 3. Take Quiz 8 4. Post to the Discussion Board Post #8 5. Respond to peers' Discussion Board Post #8 within 48 hours (due Tuesday, November 16 before midnight) <p>Week 14-Sunday, April 24:</p> <ol style="list-style-type: none"> 1. Read assigned readings and/or watch videos 2. View Lecture 9 3. Take Quiz 9 4. Post Rough Draft of Guide to Writing to Discussion Board Post #9 before midnight 5. Respond to peers' Discussion Board Post #9 within 48 hours (due Tuesday, November 23 before midnight) <p>Week 15-Sunday, May 1:</p> <ol style="list-style-type: none"> 1. Revise Guide to Writing based on peer feedback 2. Visit the Writing Center online or in person (optional) 3. Turn in Final Draft of Guide to Writing to Blackboard Assignment (see the bottom of the section folder)
<p>Section 6: Presentation</p>	<p>Week 16-Sunday, May 8 (Finals):</p> <ol style="list-style-type: none"> 1. Read assigned readings and/or watch videos

2. View Lecture 10
3. Take Quiz 10
4. Post to the Discussion Board Post #10
5. Complete all extra credit (in Discussion Board) - optional
6. **Turn in Final Draft of Presentation to Blackboard Assignment (see the bottom of the section folder)**