

# ENGLISH 3351 - TECHNICAL WRITING

Instructor: Dr. Nicole St.

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## Office hours:

MWF 8:30 am – 10 am

T/TH 11:00 am – 1:30 pm

And by appointment

## CLASS POLICIES

### Required Text

*Technical Communication Today* 6th Edition by Richard Johnson-Sheehan

Each student must have his/her own copy of this text. I will not grant any assignment extensions for failure to purchase or rent the text.

### Course Description

Introduction to the patterns of writing used in reports and letters for business, industry, and technology.

This course is conducted entirely online; no class meetings will be conducted. **Therefore it is essential that you follow the course schedule very carefully as well as regularly check the Blackboard site for our course and your ASU e-mail.** I will post video lectures on Blackboard as well as the assignment pages. It is up to you to make sure that you follow along with the video lectures and assignments. All assignments, including tests, are due by noon on the due date listed on the course schedule.

### Goals of the course

Students in this class will:

1. Analyze the communication situation fully and accurately: needs, audiences, uses, and constraints.
2. Gather, interpret, and document information logically, efficiently, and ethically
3. Develop professional work and teamwork habits
4. Design usable, clear, persuasive, accessible documents
5. Select the appropriate media for presenting information
6. Organize information using reader-based principles
7. Use graphics effectively
8. Develop an effective, clear writing style

I will assume that each student enrolling in this class is already reasonably proficient in basic writing skills, including punctuation, grammar, and sentence-construction. Elements of effective business writing style will be taught; basic composition will not. If you lack these skills, you may seek assistance at the Writing Center, located in the library, 3<sup>rd</sup> floor.

I will also assume that you are computer literate; assignments will require you to use a broad array of computer skills. Please note that I cannot troubleshoot your technology problems for you, nor do I guarantee that I will accommodate them. Part of the requirements for this course is that you have reliable computer access and a word processing program that will allow you to save documents in Microsoft Word format. If you routinely cannot turn in assignments or complete tests as directed online for any reason, please drop the course and register for the face to face version.

## Requirements and Grading

**Homework Activities** – There are very few homework activities. However, these activities will be completed on your own and turned in on Blackboard by the due date indicated on the course schedule. Each activity will be graded, so do use all of the time provided to do a thorough job.

**Major Assignments** - Except as otherwise specified, all assignments must be typed with one-inch margins on top, right, and bottom, and they must be cited using MLA or APA format. ***Please use Times Roman or Times New Roman 12 point font and single-spaced or 1.0 spaced text (not 1.15 or double spaced) using block paragraphs with no indentions. All text, except for headings must be left-justified. Failure to adhere to these guidelines will result in the loss of points.***

- **Format** – Turn in only ONE file with the assignment components listed in the order stated on the assignment page. Failure to submit the components as one file or submitting a file with the components out of order will result in a 10 point deduction.
- **APS** - All major assignments also must include a typed Audience Profile Sheet (or APS). These are located under “course information” on Blackboard. Failure to include an APS with your assignment will result in a deduction of 10 points.
- **Safe Assign** - In addition, **all major assignments (but not homework) as well as the final exam** will be checked by Safe Assign automatically. If you have questions about your Safe Assign report, please come see me during office hours and I will be glad to help you.

- **Late Penalties** – Assignments (both major assignments and homework assignments) will be assessed a penalty of 10 points if turned in after 8 pm on the due date and 10 more points for each additional day late. This includes weekends and holidays.
- **Grading** - Grades on all written work depend on all elements of writing, which include but are not limited to: content; form; accuracy in grammar, punctuation, spelling, etc.; logic; and neatness. In addition to grading for content and development, I grade for errors in grammar, spelling, and formatting. **These errors will seriously impact your grade**, so I strongly suggest that you go over your assignments thoroughly to ensure that they are as perfect as possible.

Blackboard works on a weighted system, and the approximate item weights are as follows:

Weight	Unit	Deliverable
10%	Unit 1: Communicating with Employers	Traditional job letter & resume
10%	Unit 2: Preparing for Graduate School	CV and statement of purpose
10%	Unit 3: Writing for Other Cultures	Pamphlet
10%	Unit 4: Documenting Procedures	Set of instructions
5%	Unit 5: Explaining Concepts	Technical description
5%		Technical definition
25%	Unit 6: Proposing Actions to Decision-Makers	Formal proposal
5%	Homework Activities	
20%	Tests	
<b>100%</b>	<b>Total Percent</b>	

**Tests** – Tests will cover your reading and the class lecture notes (under “Video Lecture Notes” on Blackboard) and PowerPoint notes. You can find the tests, when they are available, under the “Assignments” section on Blackboard. You are responsible for knowing the material, whether it was covered in class video lectures, PowerPoint notes, or is only in the book. Keep in mind that the test will be available on Blackboard for a few days, and it will be removed after 8 pm on the due date. **I will not send out e-mail reminders about the tests, as it is your responsibility to use and follow the class schedule that I have provided for you. If you miss the deadline, you get a zero, no exceptions.** You have one hour to complete the test. This does not allow time for outside resources to be used.

## Academic Honesty

I will be checking each paper for plagiarism and for the appropriate use of sources using Safe Assign. Make sure that you are citing all sources appropriately and correctly. Failure to do so will result in a loss in points or disciplinary action. I will not grade an assignment until you have submitted a draft to Safe Assign and I will consider that assignment late until you have turned it in online, even if you gave me a paper hardcopy in class.

Keep in mind that plagiarism also consists of recycling old papers or materials completed for another class or for a previous section of 3351 (i.e. self-plagiarism) as well as taking a file begun by another person and revising it. These documents should be yours alone and completed for *this* course during *this* semester.

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is available on the web at <http://www.angelo.edu/forms/pdf/honorcode5.pdf>. Students in this class who are determined to have violated the policies explained in the code will face a disciplinary process that, at minimum, will result in failing the assignment, and may also include receiving a failing grade in the course, as well as being referred to the English Department Chair for possible further action.

## Students with Disabilities or Special Needs

ASU 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 discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

The Office of Student Affairs 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:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
[dallas.swafford@angelo.edu](mailto:dallas.swafford@angelo.edu)  
University Center, Room 112

## 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

[michelle.boone@angelo.edu](mailto:michelle.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 [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

## Religious Holy Day

“Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

# TENTATIVE SCHEDULE

*This schedule may be subject to change.*

*All assignments, including tests, will be due by 8 pm on Friday.*

## **Week 1 – Friday, January 21**

1. Read course policies under “Course Information” on Blackboard.
2. View Video Lecture Notes on Chapter 1: Technical Communication in the Entrepreneurial Workplace.
3. Read Chapters 1 and 5.

## **Week 2 – Friday, January 29**

1. View Video Lecture Notes on Chapter 5: Starting Your Career.
2. View Audience Profile Sheet (APS) under “Course information” on Blackboard.
3. Read Job Materials Assignment under “Assignments” on Blackboard.
4. Work on Job Materials Assignment.
5. Read Chapters 2 and 6.

## **Week 3 – Friday, February 4**

- 1. Job Materials Assignment due.**
2. View Video Lecture Notes on Chapter 2: Profiling Your Readers, and Chapter 6: E-Mails, Letters, and Memos.

## **Week 4 – Friday, February 11**

1. View Video Lecture Notes on the C.V and Statement of Intent.
2. Read the C.V and Statement of Intent Assignment under “Assignments” on Blackboard.
- 3. Complete the “Graduate School Assignment” homework under “Assignments” on Blackboard.**
4. Work on C.V. and Statement of Purpose Assignment.

## **Week 5 – Friday, February 18**

- 1. C.V and Statement of Purpose Assignment due.**
2. View Video Lecture Notes on Intercultural Technical Communication
3. Read Writing for Other Cultures Assignment under “Assignments” on Blackboard.
4. Work on Writing for Other Cultures Assignment.
5. Study for Test 1 over chapters 1, 2, 5, and 6.
6. Read Chapter 4.

## **Week 6 – Friday, February 25**

- 1. Test 1 must be completed.**
2. View Video Lecture Notes on Chapter 4: Managing Ethical Challenges.

### **Week 7 – Friday, March 4**

- 1. Writing for Other Cultures Audience Profile Sheet and memo due.**
2. Read Chapter 8.

### **Week 8 – Friday, March 11**

- 1. Writing for Other Cultures Pamphlet Due**
2. View Video Lecture Notes on Chapter 8: Instructions and Documentation.
3. Read Instructions Assignment under “Assignments” on Blackboard.
4. Work on Instructions Assignment.
5. Read Chapters 17 and 18.

### **Week 9 – March 25**

- 1. Instructions Assignment due.**
2. View Video Lecture Notes on Chapters 17: Designing Documents and Interfaces, and Chapter 18: Creating and Using Graphics.
3. Read Chapter 7.
4. Study for Test 2 over Chapters 4, 8, 17, 18, and the lecture on Culture.

### **Week 10 – Friday, April 1**

- 1. Test 2 must be completed.**
2. View Video Lecture Notes on Chapter 7: Technical Descriptions and Specifications.
3. Read Technical Definition Assignment under “Assignments” on Blackboard.
4. Work on Technical Definition Assignment.

### **Week 11 – Friday, April 8**

- 1. Technical Definition Assignment due.**
2. Read Technical Description Assignment under “Assignments” on Blackboard.
3. Work on Technical Description Assignment.
4. Read Chapter 9 and 12.

### **Week 12 – Friday, April 15**

- 1. Technical Description Assignment due.**
2. View Video Lecture Notes on Chapter 9: Proposals and Chapter 12: Researching in the Technical Workplace.
3. Read Proposal Assignment under “Assignments” on Blackboard.
4. Read Chapter 10 and 11.

### **Week 13 – Friday, April 22**

1. View Video Lecture Notes on Chapter 10: Brief Reports and Chapter 11: Formal Reports.
2. Study for test 3 over chapters 7, 9, 10, 11, and 12.

**Week 14 – Tuesday, April 29**

**Test 3 must be completed.**

**Week 15 – Friday, May 6**

**Proposal due by the end of the day**

**Final Exam**

No final test - your proposal is your final project