welcome Spring 2021

Class: ENGL 2311 Technical Writing

Instructor: Wendy Esch

Office: CM 103C, Levelland Campus

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Telephone: (806) 716-2446

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
1:00 – 3:00 p.m.	1:00 – 3:00 p.m.	1:00 – 3:00 p.m.	1:00 -- 3:00 p.m.	By Appt.

Course Description

Students will be instructed in the design and preparation of technical writing projects appropriate to the world of work, including resumes, letters, proposals, reports, instructions, brochures, and oral presentations. They will be encouraged to consider the audience of each of their technical communication assignments, paying particular attention to design, style, and tone as they deliver accurate and thorough results that are thoughtfully prepared for their readers

Student Learning Outcomes:

Upon successful completion of this course, students will:
1. To know the requirements of good style and organization in technical communication
2. To understand the standards of visual elements in technical communication
3. To write various types of technical reports
4. To understand the basic types of graphic aids and to incorporate such visual aids in written and oral reports
5. To realize the importance of personal responsibility in preparing documents and meeting deadlines
6. To understand and deal with the ethical issues of technical communication

Required Supplies

The following are the requirements for this course. You will need to purchase them immediately and consult them frequently as you complete coursework.
- Spiral notebook for notetaking
- Writing utensils
- **Face mask**

Ebook/Textbook Access

The textbook (ebook) required for this course will be provided to you in class. **You do not need to purchase any book/code from the bookstore.**

Paul V. Anderson. Technical Communication: A
Reader-Centered Approach. 9th edition. Cengage
Learning. 2017. ISBN 978-1305667884

How to access your Ebook and MindTap assignments/ Registration

1. The first time you click on a MindTap assignment in Blackboard, you will be required to
2. register your account. I will walk you through the registration process during class.
3. You can also download the free *Cengage Mobile App* to get your eTextbook and study tools on your phone.

Inclusive Access:

- **Textbook:** The textbook and resources for this course are available in digital format through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided to students through Blackboard from the first day of class. The fee for the e-book/resources is the lowest price available from the publisher and bookstore and is included in the student tuition/fee payment. Therefore, students do not have to purchase a separate textbook or access card for this course.
- **E-book features:** Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit https://solve.redshelf.com/hc/en-us/requests/new for e-book issues and support.
- **Opting out of Inclusive Access:** As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. Students should check with the instructor for advice before deciding to opt-out because Inclusive Access is the cheapest option for most students. Students should also find out whether course work is required in an online platform like *Mindtap* or *Connect*. If so, students who opt out would be required to purchase access to that platform in addition to acquiring the e-book on their own. To opt out of the Inclusive Access e-book/resources, students need to email tfewell4texasbookcompany@gmail.com before the census date. Students must include their first name, last name, student ID number, and the course they are opting out of in the email. Once students have been opted out of Inclusive Access, they will receive a confirmation email. Students who need assistance to opt out should contact the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out before the census date for their term of enrollment. The census date for fall and spring is the twelfth class day. The census date for shorter terms varies between the second and third class day.

Software Requirements

You are required to have access to the following technologies:
- High-speed Internet connection
- *Internet Browser:* Blackboard is designed to work best with the **Mozilla Firefox or Chrome** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9 because some users experience browser related problems with Blackboard when using Internet Explorer 8 or 9.

Visit this website for a free download of the Mozilla Firefox browser: http://www.mozilla.org/en-US/firefox/new/ Mac users may use either Firefox or Safari--both seem to work well with Blackboard.

- Blackboard account and Mindtap account – Provided with this course.
- ***Access your FREE Microsoft Office 365: Word and PowerPoint***:
  - As a member of the SPC community, you have free access to Office 365.
  - Office 365 provides online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. Microsoft is continuously adding new applications as well.
  - You can use Office 365 online or install it on your PC, Mac, or mobile device.
  - To access Office 365, go to https://www.office.com/GetOffice365 and click the link "Find out if You're Eligible."
  - Complete the registration process with your SPC email address (your *Blackboard username@southplainscollege.edu*), create a new password, and wait for your online account to be provisioned. This takes a few minutes the first time you log in.

Communication

To Contact Me:	Ways that I will contact you:
Email me at wesch@southplainscollege.edu.	South Plains College email -Plan to check it every day.
Send me a message with your cell phone in Remind.	Remind text alerts-(We will sign up in class.)
Call my office at 806-716-2446 & leave a message.	Announcements in your Blackboard class.
Drop by during my office hours.	**I return emails, texts, and calls within 24 hours**.

Attendance and Participation Policy

- To be successful in this course, you must attend consistently and punctually and participate fully. Your attendance and participation grade is worth 5% of your final grade.
- Students who are extremely late, absent, or leave early will receive 0 participation points for that day. Additionally, students who are unable to participate in discussion when called upon will receive 0 participation points for that day.
- Students who accumulate four absences and are not passing the class with a 60 or higher will be dropped from the class. Two tardies will equal one absence. Leaving class early will count as a tardy.
- Be advised – I will accept late work for a week past the due date, but there will be a significant deduction associated with all late assignments. If you are absent, you must complete the assigned work by the indicated due date to receive full credit. Please note that the Small Group Workshop and Peer Editing are activity assignments that will not be accepted late.
- If a person believes he/she has been exposed to COVID-19 or tests positive, they will report to their Instructor and Health Services, DeEtte Edens, BSN, RN at 806-716-2376 OR mailto:dedens@southplainscollege.edu for quarantine guidance.
- Please notify me when you are going to be out of town for a school-sponsored event. I will let you work ahead so that you don't miss any deadlines.

Grading Policy

Final grades will be assigned based on the following percentages:

Essay Assignments	
Daily Work	15%
Brochure	20%
Proposal	20%
Portfolio	20%
Mindtap	20%
Attendance	5%
Total	100%

GRADE TOTAL

A (Superior):	90-100
B (Good):	80-89
C (Acceptable):	70-79
D (Poor):	60-69
F (Unacceptable):	0-59

It is up to you to monitor your average and course progress. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to contact me to meet. You can find your current average via the 'Gradebook' link in Blackboard.

Reading Assignments and Video Lectures

Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the course calendar in Blackboard.

Announcements

Any information sent-out via announcements in emails, via REMIND, or posted as an announcement on the course website is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

Writing Assignments

You will be required to write and revise documents to produce strong, audience-centered texts, taking into account different purposes, audiences, and tones. The writing assignments will be over an array of topics and could require graphics. These activities will help hone your writing, creativity, and technology skills. The different types of texts students will produce include:

- Emails/Memos
- Brochures
- Informational Flyers
- Proposals
- Digital Portfolio

Due dates are on the course calendar, and specific assignment details can be found in the Weekly Assignment folders in Blackboard.

MindTap / Daily Coursework

Throughout the semester, you will be required to complete several online MindTap exercises and daily assignments. Availability and due dates are available on the course calendar. In addition to covering the content presented in the assigned chapters, MindTap exercises will help you review your grammar and help you think about the writing process. When averaged together, these assignments are worth 20% of your final grade, so the completion of your daily assignments is crucial.

Grading Time Frames

I grade all work as efficiently and quickly as possible. When your assignments are evaluated, you will have them back; please do not inquire as to whether or not your papers are graded.

In-Class Computer, Cell Phone, Headphones, Ear Buds, and Tablets

Creating an environment free of distractions for all students is essential for the learning process. I ask you to respect your classmates and me by observing the following policies regarding electronic devices:
1. Keep cell phones on silent mode or powered off (not on vibrate mode*) and stored out of your sight during class. Texting or other use of cell phones is not allowed in class. If you are always on your phone during class, I will ask you to leave the classroom for the day, and you will be counted absent
2. Wearing headphones and earbuds is not permitted during lecture time but is allowed on lab writing days.
3. Personal laptops and tablets can be used during writing/lab days.

Due Dates

Due dates are posted on the course calendar and are firm. Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within seven days of the due date to receive partial credit. After seven days, your papers will not be accepted, and you will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the task, arrangements must be made with your Instructor.

Please turn your work in on time, so your overall grade does not suffer from late deductions.

Due times are <u>midnight</u> on the date listed on the calendar.

Although I may post reminders about assignment due dates, it is ultimately your responsibility to keep up with these dates on your syllabus calendar.

Assignment Submission

<u>I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment tool in the Blackboard modules.</u>

As an online student, you assume responsibility for your technology. I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date or check your SPC email for submission acknowledgment to verify it's been submitted correctly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether you thought the paper had been sent.

3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will incur the late deduction associated with late assignments.

Please contact the Computer Help Desk at (806)716-2600 or Blackboard Help at (806)716-2180 with any problems related to technology. Remember, you are responsible for making sure your work has been submitted properly.

Style Guide

We will use the MLA formatting and documentation in this course. Specific rules regarding this style guide can be found in Blackboard. All documents you submit should be formatted using MLA standards, and all citations you write, whether in-text or on a References page, should follow MLA guidelines for citation.

Academic Integrity

"Offering the work of another as one's own, without proper acknowledgment, is plagiarism" and will not be tolerated (*General Catalog* 23). Furthermore, cheating will not be tolerated (see *General Catalog* 23). You must do your own work on paragraphs and homework. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Allowing someone else to revise your writing is plagiarism. Submitting a paper written for another class is cheating. Depending on the nature and the severity of the problem, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an "F" in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.
Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.

Disclaimer: Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution's rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information, or opinions expressed in these forums.

Note to Students with Disabilities

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. Following federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2529.

If you have a disability-related need for reasonable academic adjustments in this course, make an appointment with me ASAP to privately discuss your specific accommodations. If you need immediate accommodations or physical access, please arrange to meet with the Disability Services Office before the next class meeting.

Diversity Statement

In this course, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the

larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should be and can be.

Writing Center - CM112

We have free writing help on each campus in our Writing Centers. The Levelland campus Writing Center is housed in the Communication building Room CM112. Because this is a writing class, I highly recommend that you take advantage of the free tutoring available here. The tutors are only available during select times throughout the day, so be sure to run by there to check the schedule. The Writing Center is also equipped with computers and a printer if you need to print out an assignment. It also houses cozy couches if you have a few minutes between classes to relax.

Online Tutors Available

Tutors are available to SPC students for FREE! We look forward to helping you succeed in your classes.

To schedule a tutoring session, go to the website:

http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php

and select the campus you would like to go to for tutoring or "Live Virtual Tutoring" for live online tutoring with an SPC tutor, then follow the link to the booking page.

Basic Needs

Students who face challenges securing their food and believe this may affect their performance in the course are urged to contact the SPC Food Pantry (806-716-2236, PE Complex) for support. Furthermore, please notify the professor if you are comfortable doing so. Your first step will enable her to provide any resources that she may possess.

Student Code of Conduct

Any successful learning experience requires mutual respect on the part of the student and the Instructor. Neither the Instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. **Student conduct which disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.**
Since you are college students, I expect you to conduct yourselves professionally:
1. Show respect—for yourself, your classmates, and for me.
2. **If you are late to class, tell me at the end of class that you were late, or you will remain marked absent.**
3. Bring your supplies to class daily.
4. Try to take care of personal needs before and after class.
5. Avoid using tobacco in class.
6. Avoid profanity.
7. Disruptive/Offensive/Threatening/Abusive Behavior—You will be asked to stop or leave the classroom and may be dropped from the course.
8. Treat the computers with respect by not marking on the equipment (monitors, keyboards, etc.) and not changing the default settings. Accessing the internet, email, computer games, etc. during class is not permitted unless I have directed you to do so. Do not download programs or apps to computers. Accessing pornographic sites is not allowed.

*Students who do not comply with the above will be dropped from the course.

Pregnancy Accommodations Statement

If you are pregnant or have given birth within six months, Under Title IX, you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the Instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Please Note: The Instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies outlined in this syllabus by the Instructor.

Class Schedule – ENGL 2311 Spring 2021

This schedule serves to outline the material/subject matter we will cover in class. All major assignments will be accompanied by instructions detailing specific requirements and due dates via your Instructor and/or Blackboard.

Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within seven days of the due date to receive partial credit. Assignments submitted more than 7 days past the deadline may receive a zero for the assignment unless there are excusable circumstances which might justify an extension on the assignment, arrangements must be made with your Instructor.

Please note that if there are readings or assignments due *on* a specific date, you need to be working on them and have them completed *before* they are due on the schedule. You are responsible for all outside work and assignment submission.

All MindTap assignments are to be completed by due dates, as indicated by the schedule. Please note: There will be in-class daily assignments. If you miss class, check Blackboard or with me for missed assignments.

ENGL 2311 Course Schedule

Week	IN CLASS	OUTSIDE OF CLASS (In Blackboard)
Week 1 – Welcome - Underlined Assignments for this week are due next Mon. Jan. 25th by midnight	• Review the Syllabus and Calendar	• **Introduction Padlet**

Week 2- Underlined Assignments for this week are due next Mon. Feb 1st by midnight	• Sign up for Mindtap
	• Chapter 3: Who's your Reader?
	• Chapter 6: What's your message?
	    o Writer's Guide/Organizing
		• Review the Writer's Guide
		• Begin Researching for Memo Business
		• Complete the following assignments in Mindtap:
		    o Defining your communication goals

	• Chapter 21: Writing Reader-Centered Correspondence: Letters, Memos, & Emails • **Case Study 1** • **Email Assignment**	○ <u>Writing Reader-Centered Correspondence</u>

Week 3 – <mark>Underlined Assignments for this week are due next Mon. Feb 8<u>th</u> by midnight</mark>	• Chapter 22: Social Media
	• Chapter 4: Reader Centered Research
	• Begin Memo Assignment
		• Continue Memo Assignment
		• Complete the following assignments in Mindtap:
		  ○ <u>Understanding your writing assignments</u>
		  ○ <u>Conducting Reader-Centered Research</u>

Week 4 – <mark>Underlined Assignments for this week are due next Mon. Feb 15<u>th</u> by midnight</mark>	• Chapter 9: Persuading Your Readers
	• Cha. 27 – Writing Instructions
	• Instructional Brochure assignment
	• **Complete and Submit Memo Final Draft**
		• Make revisions on own Memo
		• Complete the following assignments in Mindtap:
		  ○ <u>Understanding the Rhetorical Situation</u>
		  ○ <u>Revising Your Drafts</u>

Week 5 – <mark>Underlined Assignments for this week are due next Mon. Feb 22<u>nd</u> by midnight</mark>	• Lab : Instructional Brochure assignment
	• Chapter 7: Drafting Reader Centered Communications
		• Continue Brochure Assignment
		• Complete the following assignments in Mindtap:
		  ○ <u>Drafting Reader-Centered Communications</u>
		  ○ <u>Writing Reader-Centered Instructions</u>

Week 6 – <mark>Underlined Assignments for this week are due next Mon. Mar 1<u>st</u> by midnight</mark>	• **Complete/Submit Brochure Rough Draft**
	• Chapter 12: Creating Reader-Centered Graphics
	• Creating Graphics Planning Guide
		• Complete/Submit Brochure Rough Draft
		• Complete the following assignments in Mindtap:
		  ○ <u>Using Concise Language</u>
		  ○ <u>Creating Reader-Centered Graphics</u>

Week 7 – <mark>Underlined Assignments for this week are due next Mon. Mar 8<u>st</u> by midnight</mark>	• **Complete/Submit Brochure Peer Revision** • Chapter 14: Designing Reader-Centered Pages and Documents	• <u>Complete/Submit Peer Revision on Brochure</u> • Complete the following assignments in Mindtap: ○ <u>Designing Reader-Centered Pages/Documents</u>

Week 8 – <mark>**Underlined Assignments for this week are due next Mon. Mar 15th by midnight**</mark>	• Make revisions to own Brochure • **Complete and Submit Instructional Brochure Final Draft in Blackboard.**	• Complete revisions to own brochure
Week 9 - Mar15-19	• SPRING BREAK	• SPRING BREAK

Week 10 – <mark>**Underlined Assignments for this week are due next Mon. Mar 29th by midnight**</mark>	• Chapter 23: Proposal
	   o Review Sample Problem Statement
	   o Case Study
	• Lab - Work on Proposal.
		• Complete and submit Brochure
		• Complete the following assignments in Mindtap:
		   o Using Appropriate Language
		   o Writing Reader-Centered Proposals

Week 11— <mark>**Underlined Assignments for this week are due next Mon. Apr 5th by midnight**</mark>	• Continue Work on Proposal • Chapter 10: Developing an Effective, Professional Style	• Continue Work on Proposal • Complete the following assignments in Mindtap: o Developing an Effective, Professional Style
Week 12— <mark>**Underlined Assignments for this week are due next Mon. Apr 12th by midnight**</mark>	• **Complete/Submit Proposal Rough Draft** • Chapter 15: Revising your Drafts	• Complete /Submit Proposal Rough Draft • Complete the following assignments in Mindtap: o Revising Your Drafts
Week 13 – <mark>**Underlined Assignments for this week are due next Mon. Apr 19th by midnight**</mark>	• **Proposal Peer Review** • Chapter 20: Creating Reader Centered Websites/Portfolios • Begin Digital Portfolio	• Complete and submit Proposal Peer Review • Complete the following assignments in Mindtap: o Creating Reader-Centered Websites/Portfolios
Week 14 <mark>**Underlined Assignments for this week are due next Mon. Apr 26th by midnight**</mark>	• **Complete and Submit Proposal Final Draft** • Chapter 26: Writing Reader-Centerd Progress Report	• Complete /Submit Proposal Final Draft • Complete the following assignments in Mindtap: • Continue work on Digital Portfolio

Week 15 – 	• Continue work on Digital Portfolio • **Complete/Submit Report on Portfolio Progress.**	• Continue work on Digital Portfolio. • Complete the following assignments in Mindtap: ○ Writing Centered Progress Reports
Week 16— 	• **Complete/Submit Digital Portfolio**	• Complete/Submit Digital Portfolio

Final Exam……………………………………………………FINAL EXAM WEEK -- DECEMBER 7 - 10

Writing Assignment Overview

Writing Assignment	Due Date
Introduction Email	Feb 1st
Memo Final Draft	Feb 15th
Module One	
Brochure Rough Draft	Feb 22nd
Brochure Peer Revision	Feb 15th
Brochure Final Draft	Mar 8th
Module Two	
Proposal Rough Draft	Apr 12th
Proposal Peer Review	Apr 19th
Proposal Final Draft	Apr 26th
Module Three	
Report on Portfolio	May 3rd
Digital Portfolio	May 10th